



**Gig Buddies Sydney  
Volunteer code of conduct**

As a volunteer with Gig Buddies Sydney you commit to the following code of conduct.

I commit to:

- Carrying out my volunteering activities to the best of my ability.
- Working within Gig Buddies Sydney Volunteer Policy.
- Helping Gig Buddies Sydney fulfil its objectives.
- Being an ambassador for Gig Buddies Sydney, and promoting the rights of people with learning disabilities.
- Working within Gig Buddies Sydney's Volunteer Policy (full version available online or by request).
- Upholding confidentiality with regard to information about Gig Buddies Sydney and its service users.
- Treating others fairly and equally.
- Meeting my time commitments and work to standards agreed and give reasonable notice so other arrangements can be made when this is not possible.
- Attending training, supervision and support sessions where agreed.
- Enhancing Gig Buddies Sydney reputation when I am representing Gig Buddies Sydney in public.
- Seeking the support of my designated volunteer manager if I require support with my role or am uncomfortable in any situation.

Gig Buddies Sydney values the role of its volunteers and as such, expects volunteers to adhere to all policies. This is out of respect to all volunteers and users of our services.

Signed.....

Name.....

Date.....



## Gig Buddies Sydney Volunteer Policy

### 1. Purpose

This policy provides guidelines regarding Gig Buddies Sydney's position on volunteers. It defines the role of the volunteer and outlines the responsibilities for the management of volunteers. A written policy gives formal recognition to the importance of volunteers and ensures that the mutual responsibilities are known and met when volunteers undertake their role.

*Definition: Volunteers are people who undertake work on behalf of others outside the family, in their own free time, unpaid and because they have chosen to do so.*

Volunteers undertake supplementary and additional tasks to paid staff, but do not replace paid staff. Volunteers bring added value to the Gig Buddies initiative and are essential to ensuring that the project fulfils its purpose.

### 2. Responsibilities

All volunteers and Gig Buddies Sydney staff are required to adhere to this policy and fully co-operate with the administrative systems. Gig Buddies Sydney will ensure that:

- a) Volunteers are involved in the most appropriate activity.
- b) Volunteers are welcomed and made aware of their role.
- c) Volunteer's skills are successfully utilised by appropriate selection, training and support.
- d) Training, supervision and ongoing support is provided by Gig Buddies Sydney staff.
- e) Volunteers will be given appropriate emergency contact numbers and relevant procedures to follow in case of an emergency situation. Individual emergency procedures will be agreed upon, on an individual basis at induction and reviewed through supervision by the Gig Buddies Sydney team.
- f) Volunteers acquire two personal references and a NSW police check\* for safe working with people with disabilities.
- g) When volunteer and/or participant disclose health issues, the Gig Buddies Sydney team discuss any implications or support needs of the volunteer and/or participant.
- h) A "pairing meeting" is conducted in order to discuss the buddy friendship, complete a risk assessment and buddy agreement.
- i) Staff respect the confidentiality of information and elicit the volunteer's express permission before sharing information.
- j) Suitable tasks with sufficient challenges are provided to sustain interests of each volunteer.
- k) Volunteers are covered by public liability insurance when out with their buddy.
- l) Volunteers and staff are aware of, and adhere to, health and safety procedures in compliance with the organisation's policies.

A general rule of thumb is that volunteers enjoy the same rights as paid staff whilst adhering to the general expectations of paid staff.

If you wish to know more, a detailed Gig Buddies Sydney Volunteer Policy, including; Human Rights, Code of Ethics and Conduct, Duty of Care and Dignity of Risk, and Abuse, Assault and Neglect Response Policies is available by request or online.

- \* Police checks are undertaken when a potential buddy match has been made.  
(According to <https://www.nfplaw.org.au/backgroundchecks>) *There are legal protections against discrimination on the basis of criminal record, and you should only refuse an applicant on the basis of a criminal past when you believe that the prior offence prevents the applicant from performing the 'inherent requirements' of the position.*  
Volunteers are reimbursed by ACL Disability Services for any costs incurred obtaining a new police check.