



## Volunteer Agreement - Packing Day

Welcome to volunteering at a packing day with The Highlands Foundation. We hope that you find the experience rewarding and enjoyable.

Your health and safety whilst you are volunteering with The Highlands Foundation Inc. is a high priority of the organisation. It is our responsibility to provide you with a safe space to work and it is your responsibility to tell us if there are any issues that arise. We have a simple First Aid Kit on site and trained First Aiders on our committee. Our committee members have Working with Children Checks.

Please read and sign the following to ensure that you feel safe and engaged whilst helping out at the Shed.

1. Wear closed toed and supportive shoes (you will be on your feet!)
2. Bring a water bottle to remain hydrated (water, tea, coffee and other snacks will be provided)
3. Take regular breaks as you need (coffee and lunch breaks will be taken as a group)
4. Read and follow the 'how to lift signs' when carrying any bags or boxes.  
Please do not lift any items that you feel will be too heavy for yourself. Always ask for assistance. **Use a trolley.**
5. Follow instructions given by Committee members
6. Treat all other volunteers with respect
7. Ask for instruction and/or support when required
8. Be respectful of all donations received and acknowledge that all donations are the property of The Highlands Foundation
9. Discuss any grievances with a committee member. If you receive an unsatisfactory response please put your issue in writing and send them to the secretary.
10. Show enthusiasm, loyalty and belief in the work of the organisation;
11. Agree to volunteer in a safe and healthy way and not jeopardise the health and safety of others;

12. Inform us of any pre-existing medical conditions or special needs that we should be aware of that might affect the volunteer's ability to undertake certain tasks and we will endeavour to accommodate such needs;
13. Report any injury immediately to a staff member.
14. If you are bringing a child under 16, they are your responsibility. At no time should they be left at the premises alone. We will do our best to provide a safe environment and have tasks for them to engage with. But please understand that this is a shared multipurpose site.

I agree to the above terms relating to how to work safely and respectfully at The Highlands Foundation packing day.

Name: \_\_\_\_\_ Signature \_\_\_\_\_

Email: \_\_\_\_\_

Please add me to the mailing list:            Yes            No

The Highlands Foundation is a Child Safe Organisation and is committed to ensuring the safety of all children.

*Please note: Some volunteers bring their children to The Highlands Foundation premises. You are not required to have a Working With Children Check as you won't be supervising anyone's children. But in the interests of creating a family-friendly environment, The Highlands Foundation does not allow persons who are classified as a prohibited person under The Commission for Children and Young People Act 1998 to register as a volunteer. A prohibited person is a person convicted of a serious sex offence, the murder of a child or a child-related personal violence offence, as well as a Registrable person under the Child Protection (Offenders Registration) Act 2000. The Highlands Foundation also reserves the right to ask volunteers to undertake a CrimCheck (criminal record check). Please do not apply if you are a prohibited person or if you will not agree to proceed with a CrimCheck or a Working With Children Check if it is requested.*

### **The use of images in our social media.**

To promote the work of The Highlands Foundation we share photos of packing days and other volunteer events on our social media pages and website. Please sign to acknowledge that you are happy for your images to be used in promotional materials distributed by The Highlands Foundation.

Name: \_\_\_\_\_

I consent to my image being utilised by The Highlands Foundation in any promotional materials that is guided by The Highlands Foundation Social Media policy and Privacy Policy. Signature \_\_\_\_\_

