



# Anglican Diocese of Gippsland

## **VOLUNTEER WORKER**

### General information

A 'Volunteer Worker' is a church or non-church person who volunteers to work in any Parish or Diocese initiative. For example: volunteering (but not managing) to work in Op Shops, assisting (but not managing) community meal programs etc.

#### **All Volunteer Workers are required to:**

1. Have a current Working With Children check.
2. Have a current Police Check.
3. Sign the 'Volunteer Worker Code of Conduct'
4. Undergo a 3 month probationary period.
5. Undergo an annual review.

The role of the 'Volunteer Worker' is to undertake tasks as outlined by people managing the Church initiative AND to behave in accordance with the Code of Conduct (below)

## **VOLUNTEER WORKER**

### **Code of Conduct**

#### **Volunteer workers must:**

- Behave honestly, with integrity and with due care.
- Treat everyone with respect and courtesy - harassment, and bullying are not tolerated.
- Be mindful of the safety and care of vulnerable people - and report any concerns.
- Comply with all applicable Australian laws.
- Use church property and money efficiently, carefully and honestly without misapplication and/or misappropriation, - where applicable.
- Comply with lawful or reasonable directions given by a person with authority to give that Direction.
- Maintain appropriate confidentiality in relation to dealings with Committee Members, Coordinator and/or Managers.
- Disclose, and take steps to avoid, any conflicts of interest whether real or apparent.
- Not provide false or misleading information.
- Behave in a way that upholds the values, integrity and reputation of the Church.

Breaches of this Code of Conduct may attract disciplinary action. Disciplinary action may include: investigation, removal of privileges or access, repayment of monies, referral to Police in the case of unlawful behaviour, and termination of employment/engagement.

Name : ..... Contact phone number: .....

Address: .....

Applying to work in: ..... Commencement date / /20..

I agree to the confidentiality, privacy and respect as outlined in the role description and the Code of Conduct. I have read and understand the terms of agreement as stated in the role description.

Signed: \_\_\_\_\_ / /20..  
(Volunteer)

Signed: \_\_\_\_\_ / /20..  
(Approved by vicar / SMO subject to clearance)