



# LOGAN YMCA

Y-Care (South East Qld) Inc.

## VOLUNTEER APPLICATION FORM

**TITLE:** Mr/ Mrs/ Ms/ Miss

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

**TELEPHONE: HOME:** \_\_\_\_\_ **MOBILE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**BLUE CARD DETAILS: YES / NO**

**CARD NUMBER:** \_\_\_\_\_

**EXP DATE:** \_\_\_\_\_

**Authority to Check**

**Date of application for new card:** \_\_\_\_\_

**Date Sent:** \_\_\_\_\_

**MEDICAL DETAILS:**

Are there any medical conditions that we should know about?  
i.e. Allergies, Asthma, Diabetes, Heart conditions, Back problems etc.  
If yes, please state what they are:

\_\_\_\_\_  
\_\_\_\_\_

**EMERGENCY CONTACT DETAILS:**

**Contact Person:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Phone no:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Address (if Different From Above)** \_\_\_\_\_

**INTERESTS:**

What areas are you interested in assisting with (please circle which one/s)

- |                |                    |                       |                     |
|----------------|--------------------|-----------------------|---------------------|
| Administration | Fund Raising       | Mentoring (in class)  | Small Motor Repairs |
| Automotive     | Handy Person       | Preparing basic meals | Warehousing         |
| Cooking        | Literacy/Numeracy, | School Breakfast Club | Welding             |
| Food sorting   | support            |                       |                     |

Other (Please State): \_\_\_\_\_

**Days available for Volunteering**

Could you provide us with an idea of the times which you are available? This will help us to plan however, Please let us know if you need to change these times/days. (Please tick or state times available)

| <b>Day</b> | <b>Am</b> | <b>Pm</b> | <b>All Day</b> |
|------------|-----------|-----------|----------------|
| Monday     |           |           |                |
| Tuesday    |           |           |                |
| Wednesday  |           |           |                |
| Thursday   |           |           |                |
| Friday     |           |           |                |

**How often are you available?** (Please circle availability)

**Weekly      Fortnightly      Special Events**

**Do you have any Formal Training, Qualifications, or Life Skills that could be of benefit to our program?**

If yes, please state what they are: \_\_\_\_\_

**How did you hear about “Logan YMCA”?** \_\_\_\_\_

**Do you have a current Senior First Aid Certificate?      Yes / No**

**CPR/Senior First Aid (3 yrs) Organisation:** \_\_\_\_\_ **Exp Date:** \_\_\_\_\_

**Reference Check:**

Please provide the name and telephone number of at least three people:

**Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**DECLARATION:**

- I declare that I have not committed an offence that would disqualify me from apply for a ‘Working with Children Check’ (Blue Card). I am prepared to authorize the YMCA Of Brisbane to obtain a criminal history check (traffic infringement notices excluded).
- I declare that have read, understood (and asked questions if there is anything I do not understand), and agree to abide by the Code of Conduct attached (a copy of which is in the Volunteer handbook).
- I declare that the above information, to the best of my knowledge, is true and correct.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Office use only;**

**Date started volunteering:** \_\_\_\_\_

# **CODE OF CONDUCT FOR ALL STAFF AND VOLUNTEERS**

## **EXPECTATIONS OF EVERYONE INVOLVE INVOLVED WITH OUR YOUNG PEOPLE**

The YMCA is committed to the safety and well-being of all children and young people accessing its programs and services. We support the rights of the child and will strive to deliver a child-safe environment at all times. We also support the rights and well-being of our staff and volunteers and encourage their active participation in building and maintaining a safe environment for children. Should there be any concern that communication via a parent/guardian could place a child or young person at risk, the YMCA CEO should be made aware of the circumstances, and reporting to appropriate authorities may be required.

### **Program/services staff and volunteers SHOULD:**

- (a) Remain alert to the risk indicators of child abuse and promptly report suspected incidents to their Manager/ Supervisor and, where required by law, to the relevant departments.
- (b) If engaged in the direct delivery of children's programs and services, be required to regularly access training in child protection and related matters and will be supported by the YMCA Association to do so.
- (c) Avoid placing themselves in potentially compromising situations with children and ensure that, in all circumstances, government and YMCA prescribed staff/child ratios are adhered to.
- (d) Ensure they are never alone with a child where they cannot be observed by another YMCA staff member, volunteers or other adults. (Exception: Appendix A Ref: Recommendations for Counseling Situations)
- (e) Conduct themselves in a manner consistent with the position as a positive role model to children, and as a representative of the YMCA.
- (f) Read, understand and conform with the YMCA policies and guidelines around the safety of children as outlined in the YMCA's SC&YP Policy, a copy of which was given to staff during induction.
- (g) Raise all concerns, issues, and problems with their supervisor as soon as possible.
- (h) Follow all other procedures relating to children's safety as stipulated in the Quality Manual and relevant Sector Handbook.
- (i) Ensure an appropriate mix of male and female staff/ volunteers is to be achieved wherever possible when preparing rosters for children's programs.
- (j) Ensure young children under the age of eight (8) in YMCA programs/ services are appropriately supervised in bathrooms, showers and locker rooms or be required to accompany one another in pairs at such times. Preschool children need to be supervised and accompanied by an adult at all times while in a YMCA centre or program. Parents may need to be available to take children to the toilet in this instance.
- (k) Ensure that parent/guardian permission is obtained in writing prior to any child being taken on a YMCA excursion or camp or in relation to any photos of children being taken.
- (l) Ensure that parents/guardians are informed of travel and sleeping arrangements prior to the commencement of any excursion or camp.
- (m) Ensure that sign-in and sign-out logs, showing arrival and departure times, along with parent(s)/guardian(s) signatures are to be maintained on a daily basis and kept on file at program/ service sites. Program/ service staff and volunteers are required to be vigilant in witnessing the departure of individual children.

- (n) Have knowledge of and at all times to adhere to all Regulations when employed in licensed or otherwise regulated Child Care and Children's services.
- (o) Be identified by a YMCA name badge and, where practicable, a branded uniform that is familiar to the children and is the same as that of their co-workers.
- (p) Advise their Manager or Supervisor where a friendship has developed with families and/or children who participate in YMCA programs prior to or during employment by the YMCA.

**Program/services staff and volunteers SHOULD NOT:**

- (a) Travel, or be accommodated, alone with a child participant before, during or after a YMCA program, excursion or camp.
- (b) Discipline children through the use of physical punishment or the withdrawal of the necessities of care (incl. food, shelter and emotional warmth).
- (c) Verbally or emotionally abuse or punish children in their care.
- (d) Under any circumstances, release a child from a YMCA program or service to anyone other than the authorised parent(s), guardian(s), or to an individual authorised by parent(s)/ guardian(s) in writing, including relatives of children.
- (e) Engage children who participate in YMCA programs in non-YMCA activities such as baby-sitting and weekend trips. All staff/volunteers are obliged to immediately report knowledge of such activities to their Manager or Supervisor.
- (f) Solicit personal work while at the YMCA nor can a YMCA uniform be worn to any personal work.
- (g) Report to work under the influence of or in the possession of alcoholic beverages or controlled or illegal substances
- (h) Engage in rough physical games
- (i) Cuddle, kiss, hug or touch children in an inappropriate and/or culturally insensitive manner
- (j) Make negative, violent or sexually suggestive comments to a child, even as a joke
- (k) Undertake a task of a personal nature that a child can do for itself, for example changing clothes, grooming, feeding, and toileting.
- (l) Take a child to their own home, or encourage meetings outside the program activity
- (m) Discipline children by the use of; emotional abuse, favoritism, physical abuse, verbal abuse, reference to cultural/ethnic differences, swearing.
- (n) Transport an individual child or a group of children to or from YMCA programs in private vehicles without the written consent of the YMCA CEO. This is only an option when all other avenues of transport have been excluded. A code of conduct for travelling in cars needs to be adhered to at all times
- (o) Share accommodation with a child without other staff members or children present
- (p) Text or email information directly to a child or young person's mobile or email address, unless for the express purpose of conducting YMCA business. All communication made should be directed to the parents/guardians.
- (q) Give personal gifts to children unless under the banner of a gift from the YMCA (e.g. gifts from the YMCA to each child at Christmas)