



KALLISTA VILLAGE VOLUNTEER AGREEMENT

This is an Agreement between:

You, referred to in this document as ‘the volunteer’ or ‘you’

and

Kallista Village Inc. referred to in this document as Kallista Village or ‘we’.

1. You are a volunteer

Your role with Kallista Village is a volunteer role. This means you are not an employee of, or contractor to, Kallista Village and you will not receive remuneration or payment for your work.

Neither Kallista Village nor you intend any employment or contractual relationship to be created. If this changes at any time and there is a possibility you might perform paid work for the organisation we will discuss this and document the arrangement in a formal contract.

2. What you can expect when volunteering with Kallista Village

Kallista Village values its volunteers and we will endeavour to provide you with:

- An induction, orientation and training relating to the volunteer role;
- A safe environment in which to perform your role;
- Respect for your privacy, including keeping your private information confidential;
- A supervisor or contact person so you can ask questions and get feedback; and
- Insurance to cover you for the volunteer duties you are authorised to perform.

3. What Kallista Village asks of its volunteers

We ask that you:

- Support Kallista Village’s aims and objectives;
- Participate in all relevant induction and training sessions;
- Only perform duties you are authorised to perform;



- Understand and comply with Kallista Village's policies and procedures found at www.kallistavillage.com including:
 - o Child Safety and Wellbeing Policy;
 - o Child Safety Code of Conduct.
- Notify your supervisor or contact person of any health and safety issues or potentially hazardous situations that may pose a risk to you or others;
- Behave appropriately and courteously to all staff, clients and the public in the course of your role;
- Use any property or equipment given to you in your role safely and only for the purpose of the role and return it to the organisation when you finish your volunteer role;
- Let us know immediately if there is anything, or anything arises, that makes you unsuitably or unable to legally carry out your volunteer role;
- Comply with the law at all times; and
- Be open and honest with us and let us know if we can improve our programs and the support that you receive in your role.

4. The health and safety of you and others

At Kallista Village volunteer safety and the safety of everyone who is involved in our organisation is a priority.

Kallista Village has safety obligations towards:

- You in your capacity as a volunteer at Kallista Village; and
- The people that you interact with as part of your volunteer role

It is important that you understand that you may be personally liable (that is, legally or financially responsible) for any harm or damage caused to you or others if you:

- Act outside your role;
- Act outside the instructions given to you; or
- Are affected by drugs or alcohol when you are volunteering.

It is therefore important that you only perform your role and follow the instructions of your supervisor or contact person.



5. Insurance

We are committed to providing adequate insurance cover for volunteers while carrying out their volunteer roles that have been approved and authorised by us.

We want to let you know that the following events are unlikely to be covered by our insurance:

- Actions that are beyond the scope of your volunteer role, or that occur without appropriate authority or permissions from us;
- Criminal activity; and
- Dishonest or reckless activities (for example being intoxicated while volunteering)

6. Use of photographs

Kallista Village and/or third parties may take photographs and video footage of you carrying out your volunteer work. Where possible we will seek your consent to use photographs of you in our marketing and promotion. However, we cannot guarantee this will always be possible. Further, we cannot prevent third parties from taking and using photographs and video footage of you in public spaces.

7. Information we need before you can start in the volunteer role

Before you can start the volunteer role, we need the following information:

- Working with Child Check (unless you are under 18 years of age or will not be involved in direct contact with children);
- A copy of the Child Safety Code of Conduct, signed by you;
- A copy of this agreement, signed by you.

8. Volunteer acknowledgement

You acknowledge and agree to notify Kallista Village of any changes to your health which impact your ability to carry out the activities performed by you under this agreement.



Please sign to acknowledge that you have read this volunteer agreement and have had an opportunity to ask questions.

Signed by:

Volunteer's signature

Parent/guardian signature (if volunteer is under 18)

Volunteer's full name

Date: