**PROTOCOLS FOR VOLUNTEERS**

**Variety, The Children’s Charity South Australia requires that every volunteer:**

* Be responsible and accountable for their conduct at all times, acting honestly and in good faith in the interest of Variety, the Children’s Charity and its stakeholders
* Treat others with respect and courtesy at all times
* Take responsibility for the health and safety of themselves and others
* Participate in the induction on the day of the event
* Carry out their duties in a lawful manner
* Acknowledge they have read and understood the Variety volunteer protocols
* Have a Variety Volunteer photo ID card (available from the Variety office)

**If you wear a costume that covers your face or disguises your image, then you are required to apply for a free Working With Children Check (WWCC) as a volunteer. To apply for your WWCC register yourself** [**here**](https://screening.sa.gov.au/applications/application-information-for-individuals) **and you will then be contacted by the Department of Human Services . Please note that applications can take up to 8 weeks to process and with the new requirements coming into play from 1 July 2019, this may take a little longer for your certificate to clear. More information is available on the Department of Human Services website** [**here**](https://screening.sa.gov.au/types-of-check/new-working-with-children-checks) **or you may find their** [**FAQ**](https://screening.sa.gov.au/types-of-check/new-working-with-children-checks/frequently-asked-questions) **page helpful.**

**In particular, when dealing with children:**

* Ensure that a safe environment that protects children from harm is provided for all participants
* Understand and commit to compliance with South Australia’s child protection legislation <https://www.legislation.sa.gov.au>
* There is to be no physical contact with children at any time
* There is to be no unaccompanied and/or unobserved activities with children
* Use positive and age appropriate language when talking to and in the presence of children
* Avoid language and/or behaviour that could intimidate a child
* No photographs are to be taken of children

**Variety, the Children’s Charity:**

* Is an equal opportunity employer
* Acknowledges its obligation to provide a safe environment for volunteers, participants and staff
* Volunteers are covered by State Occupational Health and Safety Legislation

<https://www.sa.gov.au/topics/family-and-community/volunteering/rights-and-protection>

* Volunteers engaged in approved activities are covered by Variety’s public liability, personal accident and professional indemnity insurance