

# StoryFACTORY

## Volunteer Agreement

This agreement is between Story Factory Incorporated (SF) and a volunteer,

WE AGREE to include you on our roster of volunteers that we call on to help children and young people to tell stories through our programs, and to provide you with training to enable you to provide those volunteer services where we believe it is appropriate to do so.

Name:

Address:

(You)

and is made on this date:

1. To give your voluntary services to SF for the purposes of helping children and young people to tell stories, without pay and to the best of your abilities, and to comply with all of the directions of SF, its staff and supervising volunteers, including, but not limited to, those responsibilities detailed in any volunteer position description from time to time.
2. To attend any training sessions required by SF, and to report punctually for work and work at the times agreed between you and SF. If, in exceptional circumstances, events beyond your control prevent your attendance, you agree to provide as much notice as possible about your inability to attend, to the designated SF volunteer coordinator.
3. To provide as much notice as possible to ensure our students are supported, and we ask that you give at least two weeks' notice of an intention not to complete a booked volunteer shift, or to no longer volunteer at all.
4. That you will not do anything, while providing the voluntary services, which may bring SF into disrepute.
5. That SF may, at its discretion, impose a trial period on you acting as a volunteer, following which you may be requested to no longer attend at SF to render voluntary services - you agree to comply with any direction of SF, its staff and supervising volunteers in this regard.
6. To act in a manner, while at any SF activity, which treats everyone with respect, including staff, volunteers, children and young people and their parents. To act as positive role model to young people in all interactions with them, including using appropriate and respectful language, demonstrating good behaviour, not smoking within view of young people and not attending any SF activity under the influence of alcohol or any drug.
7. To keep confidential (except where disclosure may be required by law) all information and materials concerning SF, its staff, other volunteers, any children or young people and their families, which you know or should reasonably know is confidential. Such information might include, but is not limited to, any child or young person's address or contact details, or any details about their personal or domestic circumstances.
8. To notify SF of any ideas or materials you may create relating to your provision of voluntary services and, by signing this document, you transfer to SF all rights and interests in such creations (including copyright) for no payment, and consent to the use by SF of such creations in a manner reasonably contemplated by the voluntary services provided under this document, and you agree that you will not bring any claim for infringement of your moral or other rights in respect of that use.
9. In consideration of publishing any illustrations or designs created by SF volunteers, the illustrator/designer owns copyright of the work but grants to SF for the full term of copyright a non-exclusive, royalty-free and irrevocable licence to publish, reproduce, distribute, transmit, display, store, translate, create derivative works from and otherwise use the work in any language or in any form, manner, format, or medium throughout the world, and to permit or licence others

to do any or all of the above, for no further consideration. The illustrator/designer authorises SF to take such steps as it considers necessary at its own expense in the illustrator/ designer's name and on his or her behalf if it believes a third party is infringing or is likely to infringe the copyright in the work.

10. To safeguard your personal property (for example bags and money) located at any SF premises or other premises at which SF activities are undertaken by making use of safe storage facilities. You agree and acknowledge that SF is not responsible for any lost, stolen or damaged personal property.
11. That although you acknowledge and accept that there may be risks associated with providing the voluntary services, you agree you will not do anything to unreasonably compromise your own safety or the safety of others
12. That you have no rights to, and must not use in any manner, for any purpose, the SF logo, or any trade mark, name, corporate style or logo used from time to time by SF and that these are the absolute property of SF.
13. That you know of no reason why you are, or may be, unable to, provide or prevented from providing the voluntary services that may be assigned to you by SF - including that there is no reason why you should not be permitted to work with children, nor why it may be inappropriate for you to do so.
14. To complete a volunteer/student declaration - including declaring that you are not a 'prohibited person' as defined in the Commission for Children and Young People Act 1998.
15. To participate in all identity verification checks, background security checks and other security checks (which may include inspecting your personal property prior to your entry to and departure from any SF activity or premises) prior to you providing any voluntary services.
16. To do anything required by law or SF relating to the protection of children, including obtaining and maintaining a Working with Children check and a police check, and notifying SF immediately of anything which may affect your ability to hold a Working with Children check or a police check (including any charge or conviction of any offence), and abide by the SF policy and guidelines for the safety of children as outlined in the SF Child-safe Child-friendly Policy, Code of Conduct Policy, Social Media and Online Engagement Policy and Privacy Policy.
17. To conduct one-on-one tutoring only under the direct supervision of an SF representative who has satisfied a Working with Children Check and to report promptly any suspected instance of abuse or possible abuse to the Child Safety Protection Officer.
18. Not to do anything to develop a special relationship with a child or young person met through SF which could be seen as favouritism, such as offering gifts or treatment above a level offered to other children or young people. Not to contact a child or young person met through SF, including emailing, telephoning or writing to him or her, other than during SF activities or via an SF volunteer co-ordinator or staff member for a reasonable reason. Not to do anything of a personal nature a child can do for him or herself, such as going to the toilet or changing clothes. Not to act as a mentor for any child or young person met through SF outside programs offered by SF.
19. Not to bring any claims against SF, (including directors, officers, employees, contractors, volunteers or agents), and to indemnify SF against any claims for any costs, expenses, damage, injury, loss or liability of any kind, to persons or property caused by your wilful, reckless or negligent acts or omissions while providing the voluntary services.
20. To the personal information you provide being handled by SF in accordance with SF's Privacy Policy. You may, but are not required to, store with SF copies of certain documents (including details of your Working with Children Checks and identity documents) that SF provides to schools and community organisations that you volunteer to work with. SF's Privacy Policy can be found here: <https://www.storyfactory.org.au/wp-content/uploads/2020/07/SFPrivacyPolicy.pdf>

21. To being photographed or to having your image or voice recorded for use in our promotional or educational programs (in which you have no rights, including to a copy thereof), and that you have no right to pre-approval of, and no entitlement to payment for any such use.

22. Not to post photographs of SF students on Facebook or any other social media, or otherwise publish them in any way, without the prior written consent of SF.

23. To our administration of first aid and/or medical treatment if you are injured or ill while providing voluntary services.

24. That SF may, at its absolute discretion, terminate your appointment as a volunteer if you do not, in the opinion of SF, comply with these provisions, or if you engage in misconduct which, in the opinion of SF, adversely affects SF's interests.

25. That you have received and read SF's Child-safe Child-friendly Policy, Code of Conduct, Social Media and Online Engagement Policy and Privacy Policy and that you agree to be bound by them.

#### IN ADDITION TO THE ABOVE

All Volunteers participating in Story Factory workshops delivered online must read and agree to the following:

I agree to:

- Ensure that there is at least one other adult in the Story Factory online workshop with me at any given time. If I need to step out and am in a breakout room with one other adult, I will call the Storyteller/another volunteer to the space so no student is left one-on-one with an adult.
- Ensure that I am in a neutral space with limited personal items on display during a workshop.
- Raise any child safety concerns with Story Factory staff at the earliest convenience.

I agree not to:

- Record, take photos, notes or screenshots of the students or any part of the workshop including chat messages.
- Save or record student details or emails from Google Documents or any other documents or resources used and shared.
- Make any contact with students outside of the workshop. I will delete any requests I receive from a student and let Story Factory staff know.
- Share any personal contact details or any personally identifying information about myself with students.

Signed by You:

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*(Signature)*

Date: -----

Full name:

Address:

Email:

Mobile:

Signed on behalf of Story Factory Incorporated:

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*(Signature)*

Name:

Position:

Date: