

StoryFACTORY

2023 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.

I [*Insert Name*] of [*Insert Address*] agree to do the following:

1. To give my voluntary services to SF for the purposes of helping children and young people to tell stories, without pay and to the best of my abilities, and to comply with all 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 with SF. If, in exceptional circumstances, events beyond my control prevent my attendance, I agree to provide as much notice as possible to the designated SF volunteer coordinator.
3. To provide as much notice as possible to ensure SF students are supported, and to give at least two weeks' notice if I am not able to attend a booked volunteer shift, or to no longer volunteer at all.
4. To not do anything, while providing the voluntary services, which may bring SF into disrepute.
5. To undergo a trial period, at SF's discretion, following which I may be requested to no longer attend SF to render voluntary services. I 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.
7. To act as a 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.
8. 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 I 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.
9. To notify SF of any ideas or materials I may create relating to the provision of voluntary services and, by signing this document, I transfer to SF all rights and interests in such creations (including copyright) for no payment, and consent to SF's use of such creations in a manner reasonably contemplated by the voluntary services provided under this document,

and agree that I will not bring any claim for infringement of my moral or other rights in respect of that use.

10. If I create any illustrations or designs relating to the provision of voluntary services, I acknowledge that I will own copyright of the work but grant to SF for the full term of copyright a non-exclusive, royalty-free 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. I authorise SF to take such steps as it considers necessary at its own expense in my name and on my behalf if it believes a third party is infringing or is likely to infringe the copyright in the work.
11. To safeguard my 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. I agree and acknowledge that SF is not responsible for any lost, stolen or damaged personal property.
12. To acknowledge and accept that there may be risks associated with providing the voluntary services and to not do anything to unreasonably compromise my own safety or the safety of others.
13. To acknowledge that I 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.
14. That I am not aware of any reasons why I am, or may be, unable to provide the voluntary services that may be assigned to me by SF - including that there is no reason why I should not be permitted to work with children or in schools or why it would be inappropriate for me to do so.
15. To participate in all identity verification checks, background security checks and other security checks (which may include inspecting my personal property prior to entering to and departing from any SF activity or premises) prior to 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 to notify SF immediately of anything which may affect my 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 coordinator 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 my wilful, reckless or negligent acts or omissions while providing the voluntary services.
20. To the personal information I provide being handled by SF in accordance with SF's Privacy Policy. I may, but am not required to, store with SF copies of certain documents (including

details of my Working with Children Checks and identity documents) that SF provides to schools and community organisations that I volunteer to work with. SF's Privacy Policy can be found here: <https://www.storyfactory.org.au/wp-content/uploads/2023/05/SF-Privacy-Policy-updated-by-GT-Sept-2019-2.pdf>

21. To being photographed or to having my image or voice recorded for use in SF promotional or educational programs (in which I have no rights, including a copy thereof), and that I have no right to pre-approval of, and no entitlement to payment for any such use. If I do not wish to be photographed or recorded, I agree to bring this to the attention of the photographer/videographer at the time, so they can remove me from the shot.
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. That SF may administer first aid and/or medical treatment if I am injured or ill while providing voluntary services.
24. That SF may, at its absolute discretion, terminate my appointment as a volunteer if I do not, in the opinion of SF, comply with these provisions, or if I engage in misconduct which, in the opinion of SF, adversely affects SF's interests.
25. That I have received and read SF's:
 - Child-safe Child-friendly Policy: <https://www.storyfactory.org.au/wp-content/uploads/2023/02/2023-Child-Safe-Child-Friendly-Policy.pdf>
 - Code of Conduct: <https://www.storyfactory.org.au/wp-content/uploads/2023/02/2023-Code-of-Conduct-Staff-and-Volunteers.docx.pdf>
 - Social Media and Online Engagement Policy: <https://www.storyfactory.org.au/wp-content/uploads/2023/02/2023-Social-Media-and-Online-Safety-Policy.pdf>
 - Privacy Policy: <https://www.storyfactory.org.au/wp-content/uploads/2023/05/SF-Privacy-Policy-updated-by-GT-Sept-2019-2.pdf>and agree to be bound by them.
26. To avoid viewing any material that could be deemed inappropriate for young people while using SF internet.
27. To limit my use of any SF-owned or supplied devices such as mobiles, laptops, tablets etc to Story Factory-related business only.

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.

- Have contact with students outside of the workshop. I will delete any social media 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:

(Signature)

Date: _____

Full name:

Address:

Email:

Mobile:

Signed on behalf of Story Factory Incorporated:

(Signature)

Date: _____

Name:

Position: