



2025 Volunteer Agreement

This agreement is made between **Story Factory Incorporated (SF)** and the volunteer named below. By signing this agreement, both parties commit to upholding the following terms:

Story Factory's Commitment

Story Factory agrees to:

- Include you in our roster of volunteers to assist children and young people in telling their stories through our programs.
- Where appropriate, provide training to support you in delivering these services.

Volunteer's Commitment

I, _____ agree to:

1. Provide voluntary services to SF to support children and young people in storytelling, without expectation of pay, and to the best of my abilities. I will comply with all directions provided by SF staff and supervising volunteers, including, but not limited to, any responsibilities detailed in any volunteer position description from time to time.
2. Attend any training sessions required by SF, and be punctual for all scheduled activities. 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 if I am not able to attend a booked volunteer shift, or to no longer volunteer at all.
4. Not do anything, while providing the voluntary services, which may bring SF into disrepute.
5. Undergo a trial period, during which SF will assess my suitability for ongoing volunteer work. Following this period, SF may decide, at its discretion, to discontinue my volunteer services. I agree to follow any instructions or decisions made by SF, its staff, or supervising volunteers regarding my participation.
6. Treat everyone with respect during all SF activities, including staff, volunteers, children, young people, and their parents.
7. Serve as a positive role model for young people in all interactions by using appropriate and respectful language, demonstrating good behaviour, refraining from smoking in their presence, and ensuring I am not under the influence of alcohol or drugs during any SF activity.

8. Maintain the confidentiality of all information and materials related to SF, its staff, volunteers, children, young people, and their families, unless disclosure is required by law. This includes, but is not limited to, personal details such as addresses, contact information, and any information regarding their personal or domestic circumstances that I know or should reasonably know is confidential.
9. Inform SF of any ideas or materials I create in connection with my volunteer services. By signing this agreement, I transfer all rights, including copyright, to SF without compensation. I consent to SF's use of these creations as part of my volunteer role and waive any claims regarding infringement of my moral or other rights related to their use.
10. Acknowledge that I retain copyright ownership if I create any illustrations or designs related to my volunteer services. However, I grant SF a non-exclusive, royalty-free licence for the full term of copyright to use, reproduce, distribute, display, store, translate, and create derivative works from the materials in any format, medium, or language worldwide. SF may also permit others to do the same without further compensation. I authorise SF, at its own expense, to take any necessary steps in my name and on my behalf if it believes a third party is infringing or may infringe on the copyright.
11. Take responsibility for safeguarding my personal property, such as bags and money, at any SF premises or locations where SF activities are held, using designated storage facilities if available. I understand and accept that SF is not liable for any loss, theft, or damage to my personal belongings.
12. Acknowledge that there may be risks associated with providing volunteer services and agree to take all reasonable precautions to ensure my own safety and the safety of others.
13. Acknowledge that I have no rights to use the SF logo, trademarks, names, or any other corporate styles for any purpose. These are the exclusive property of SF, and I agree not to use them in any manner.
14. Confirm that I am not aware of any reasons that would prevent me from providing the volunteer services assigned to me by SF, including any issues that would disqualify me from working with children or in schools.
15. Complete all required identity verification, background security checks, and other security measures, which may include inspections of personal property before entering or leaving any SF activity or premises, prior to beginning any volunteer services.
16. Not misrepresent my relationship with SF in any external context. This includes avoiding claims of being a staff member or having a different status with SF than is accurate. For example, I will not list myself as a Story Factory Storyteller or present my role in a misleading manner when applying for jobs or engaging in other external activities.
17. Comply with all legal and SF requirements related to child protection, including obtaining and maintaining a Working with Children Check and a police check. I will promptly inform SF of any changes affecting my eligibility for these checks, such as any charges or convictions. I will adhere to SF's policies and guidelines for child safety, as detailed in the SF Child-safe Child-friendly Policy, Code of Conduct Policy, Social Media and Online Engagement Policy, and Privacy Policy.
18. Conduct one-on-one tutoring only under the direct supervision of an SF representative with a valid Working with Children Check. I will promptly report any suspected or possible abuse to the Child Safety Protection Officer.
19. Not 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.
20. Not contact a child or young person met through SF, including emailing, telephoning, messaging or writing to them, other than during SF activities or via an SF volunteer coordinator or staff member for a reasonable reason.

21. Not do anything of a personal nature that a child can do for him or herself, such as going to the toilet or changing clothes.
22. Not act as a mentor for any child or young person met through SF outside programs offered by SF.
23. Not make any claims against SF (including its directors, officers, employees, contractors, volunteers or agents), and to indemnify SF against any claims for costs, expenses, damage, injury, losses or liabilities of any kind, to persons or property caused by my wilful, reckless or negligent acts or omissions while providing the voluntary services.
24. Understand that the personal information I provide will be handled by SF in accordance with [SF's Privacy Policy](#). I may, but am not required to, store 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.
25. Being photographed or 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.
26. Not 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.
27. SF administering first aid and/or medical treatment if I am injured or ill while providing voluntary services.
28. SF, at its absolute discretion, terminating 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.
29. Confirm that I have received, read and agree SF's:
 - [Child-Safe Policy](#)
 - [Code of Conduct](#)
 - [Social Media and Online Engagement Policy](#)
 - [Privacy Policy](#)
30. Limit my use of any SF-owned or supplied devices such as mobiles, laptops, tablets etc to Story Factory-related business only.
31. Avoid viewing any material that could be deemed inappropriate for young people while using SF internet.

Additional Section for Online Volunteers

This is for all volunteers participating in Story Factory workshops or activities delivered online.

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 from a breakout room and only have another adult with me, 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)

Signed on behalf of Story Factory Incorporated:



(Signature)

Name: Sarib Hussain

Position: Volunteer Manager