



2021 A COVID SAFE EVENT

Please email your form to: [info@camperdownburnsfestival.com.au](mailto:info@camperdownburnsfestival.com.au)

Robert Burns Scottish Festival  
Volunteer Form

The Robert Burns Scottish Festival committee offers its appreciation to you for offering your services as a volunteer.

**Name:** .....

**Address:**.....

**Phone:**..... **Mobile:** .....

**I am a member of:** (List Community Group/Committee Name if applicable)

.....

**Volunteer: Program/Event:** Robert Burns Scottish Festival

**Location:** Theatre Royal Complex & Various Other Facilities in Camperdown

**Period of Service:** June 30<sup>th</sup> – July 4<sup>th</sup> 2021

**(Timeframes) From:** Various

**CONTACT PERSON IN CASE OF EMERGENCY (FAMILY/FRIEND OF VOLUNTEER)**

**Name:**..... **Tel:** .....

**Address:** .....

As a volunteer of the Robert Burns Scottish Festival, the following conditions apply:

Adhere to the Covid Safe Plan, training will be provided.

1. No payment will be made to you by the committee.
2. The task/s you have volunteered for is/are (please list)

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3. Your Co-ordinator is: **Catherine O'Flynn**
4. Only while you are assisting RBSF in the abovementioned clearly defined RBSF Committee activity, and while your assistance is approved/controlled and/or known by the festival committee, will you be covered for Public Liability Insurance.

5. While acting as a volunteer, a limited personal accident insurance cover will be affected by RAV Regional Arts Victoria subject to the terms and conditions of the policy. Tuniversal Music Group Inc. as the Auspice of the RBSF retains ownership of the policy and retains discretion in terms of any benefits payable under the policy.
6. Should any injury occur to you while you are acting as a volunteer of the RBSF you must notify the Co-ordinator immediately, or as soon as practicable.
7. Any incident which occurs in which injury or property damage to other parties may arise must be reported immediately or as soon as practicable to your Co-ordinator.
8. Under the requirements of the Occupational Health & Safety Act 2004, you must follow all established practices, procedures and instructions of the RBSF committee which apply to the tasks you have volunteered to perform.
9. You are expected to perform the task you have volunteered to perform with all due care, skill and diligence.

Do you have any medical condition that may affect your volunteer work?  Yes  No

If yes, please specify:

.....

If your voluntary work involves working with children please attach copy of your current Working With Children Check.  Yes  No

I confirm that I have read and understand the abovementioned conditions and the information.

**Signed:** ..... **Date:** .....

(Volunteer)

If volunteer is under 18 years of age a parent or guardian must also sign

**Signed:** ..... **Date:** .....

(Parent or Guardian)

**Signed:** ..... **Date:** .....

(Program Co-ordinator)

Personal information collected by The RBSF on this form will be used for "Administration of the Volunteer Program". The personal information will be used solely by RBSF for these purposes and/ or directly related purposes. The RBSF may disclose this information to other organisations if required by legislation. The applicant understands that the Personal Information provided is for the above purposes and that he or she may apply to RBSF COM for access to and or amendment of the information. Requests for access and or correction should be made to RBSF Coordinator



## VOLUNTEER CODE OF CONDUCT

### The 2021 Robert Burns Scottish Festival is A Covid Safe Festival

- You have a Duty of Care to :
  - Your own safety.
  - The safety of those around you.
  - The preservation of the property at the venue.
- Be familiar with your surroundings, including all exits and procedures in case of the need to evacuate.
- Know your go to person (Your Supervisor)
- Know your response to any situation. (If in doubt, refer to your supervisor).
- Always be polite, courteous, clear and concise with instructions or dealing with any situation, if you are put in a situation that is not your area, do not assume the responsibility yourself, refer to the relevant area, if you are unsure, refer to you supervisor for instruction.
- For you own protection, both physically and legally, **do not touch any person** in any deliberate manner. What you consider to be harmless and meaningless can be misinterpreted as quiet the opposite by others, either accidentally or intentionally.
- Always stay calm, clear and in control.

### DUTY OF CARE

A duty of Care exists where someone's actions could reasonably be expected to affect other people. A Duty of Care is particularly acknowledged where there is an established reliance owed to one person by another based on the relationship between people, e.g. Doctor to Patient and Service Provider to Client.

Duty of Care can be seen as a Law of 'Common Sense'. When dealing with people to whom you have a duty of care it is necessary to assess the likelihood and extent of foreseeable harm, and balance this against an assessment of foreseeable benefit. **Look for ways that risks can be minimized without sacrificing benefits.**

Duty of Care issues mostly arise around a standard of service where the receiver of the service is disadvantaged by the provider's lack of care. This works in two directions in the case of volunteers, **not only does the volunteer have a Duty of Care to the patron, but the organisation also has a Duty of Care toward the volunteer and patrons.**

Organisation need to provide volunteers with clear job descriptions, and clear instructions on what volunteers can and cannot do for the clients, at the same time volunteers have an obligation to be familiar with and understand there given tasks and responsibilities. Only trained staff, which already carry a Duty of Care relating to their area of expertise (e.g., community nurses), are permitted to deal with the specialist areas.

The Duty of Care is to ensure that the volunteer does nothing to endanger the client. When dealing with a patron the volunteer should also remain mindful that he or she represents a service and must do nothing that would detract from its good reputation.

**If you are not sure about undertaking something your patron asks you to do, the best course of action is to check with your co-ordinator.**

**DO NOT TRY TO EXCEED THE EXPECTATION OF YOU ROLE EVEN IF YOU THINK YOU CAN. YOU ARE NOT COVERES FOR YOUR ACTION BEYOND THE SCOPE OF THE DUTIES GIVEN TO YOU BY YOUR SUPERVISOR.**

**Volunteers are protected by law provided they act reasonably and with the scope of their duties.**

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