

Volunteer Agreement

Thank you for volunteering to work as a volunteer in the Winter Shelter project. We want this to be a positive experience for you as well as for the guests. Please read the following and sign to indicate your agreement to these guidelines:

- I will read and comply with the Winter Shelter policies and procedures.
- I will not share my personal contact details (phone, email, home address etc) with a guest.
- I will not lend or give money to guests.
- I will hold in confidence the personal stories which are shared with me by guests, unless I believe that there is an issue of personal safety, or the safety of other guests or volunteers is at risk. In this instance, I will talk to the shift leader. I will not share personal information or photographs of guests or volunteers on social media.
- I will respect the privacy of guests' personal information contained in their Guest Agreement and kept on file. I will not share this information with any other party.
- I will treat everyone without judgement, with dignity, respect and care.
- I recognise the vulnerability of guests and will respect their personal space.
- I will arrive on time for my rostered shift and will notify the Venue Coordinator if I am unable to do so. I will give as much notice as possible if I am unable to work my shift, so that a replacement can be found.
- I will register my attendance on shift in the Shelter Log on arrival.
- I will take responsibility for the health, safety and welfare of myself, guests and volunteers at the Shelter.
- I will not be alone with a guest.
- I will carry out the duties assigned to me as a volunteer to the best of my ability.
- I accept that the security of personal possessions brought into the shelter are my own responsibility (valuables should be left at home).
- I have had two doses of a Covid-19 vaccine in accordance with Victorian Government mandates and will produce evidence of same upon request.

Name: _____

Signed: _____ Date: _____

Permission to Publish – Media/Image Release Form

I, give my unreserved permission for images taken or made available to Glen Eira **Winter Shelter** of me, to be used in any of the promotional and advertising material of Glen Eira **Winter Shelter** for their use as they see fit.

The images may be used in various media formats including online media, social media, print, video, public displays and electronic means of communication and in any edited form.

I waive any rights and claims, present and future, to any fees or royalties or other benefits whatsoever for, or in connection with, the use of these images.

If I wish to withdraw permission for images of me to be used, I must so inform Glen Eira **Winter Shelter** in writing. I understand that if I so withdraw permission for the images to be used, Glen Eira **Winter Shelter** will cease any future new publication or use of these images, but for several years the images may appear in printed and electronic material, which has already been produced or disseminated.

Glen Eira Winter Shelter undertakes to use these images with respect for the dignity, culture and values of the communities we partner with and the Gospel we hold to.

I understand that, while Glen Eira **Winter Shelter** will seek to maintain the highest standards to comply with the terms of this release form, I have no actionable right against Glen Eira **Winter Shelter** for any failure to comply.

Signature

Print Name