



VOLUNTEER FORM

RDA VICTORIA 2022 VOLUNTEER APPLICATION FORM

RDA Peninsula

(Expires 31 December 2022)

Copy to be retained by centre and original to be sent to State Office

1. PERSONAL DETAILS

Given name: _____ Family name: _____

Address: _____

City/Suburb: _____ State: _____ Post code: _____

Please Circle M / F / Other Date of Birth ____/____/____ (Must be 12 years old or above)

Telephone: _____ Mobile: _____

Email: _____

Would you like to stay up to date by receiving our newsletter? Yes No

2. NOMINATED EMERGENCY CONTACT IN CASE OF ACCIDENT

Name: _____

Telephone: _____ or Mobile: _____

3. RDA CENTRE/S Name/s: _____

4. YEARS OF SERVICE What year did you begin volunteering with RDA? _____

5. **MEDICAL** This section is to enable the organisation to meet responsibilities under the Occupational Health and Safety Act (2004) and Equal Opportunity Act (2010). Any issues you raise will be further discussed confidentially with you as part of the risk management process.

Are there any circumstances regarding your health or capacity to work that may interfere with your ability to perform volunteer duties? This includes a chronic or acute health condition for which we may need to consider accommodation; first aid; or which limits your functional capacity and puts you at risk in some RDAV related situations.

Yes No

Are COVID-19 vaccinations up to date? If Yes please attach COVID-19 vaccination certificate.

Yes No

I HEREBY ACKNOWLEDGE AND AGREE that given the highly vulnerable nature of the RDAV community, it is reasonably necessary for RDAV, its RDAV Centres and RDAA to request, collect and store my COVID-19 vaccination status information and evidence, to achieve the legitimate purpose of protecting the health and safety of any person attending and/or participating in RDAV activities or the public generally and in all of the circumstances it is reasonably justified, proportionate and the least restrictive means available to them to do so. I understand that my COVID-19 vaccination status information and evidence will only be used or disclosed on a 'need-to-know' basis or as otherwise required by law, will not otherwise be disclosed to third parties and that RDAV, the RDAV Centres and RDAA will take reasonable steps to keep my vaccination status and related health information secure and confidential.

Do you have an existing or pre-existing injury /condition that could be affected by the nature of the volunteering role? This includes injuries / illnesses / conditions for which you are or are not currently receiving treatment.

Yes No

What adjustments do you feel you need to perform the genuine and reasonable requirements of the volunteer role at RDAV (if any)?

Riding for the Disabled Association of Victoria Inc.
400 Epsom Rd Flemington, 3031
ABN 20 130 814 132

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Details: _____

FOR NEW VOLUNTEERS ONLY

6. EXPERIENCE AND PREFERENCES (Please complete if you are a new volunteer)

Do you have any experience with horses? Yes No

Details: _____

Do you have any other qualifications or skills that would assist RDA? If yes, please give details:

Roles you would like to perform: _____

Day(s) of the week you would like to volunteer _____

7. REFERENCE CHECK must supply two personal or professional referees who are not family members:

Name: _____ Telephone: _____

Name: _____ Telephone: _____

8. CONSENT (Please read before signing below)

Confidentiality agreement

I agree to maintain confidentiality at all times, including all clients and volunteers information under the Privacy Act 1988.

General Membership

I wish to apply to become a General Member of RDA Victoria.

Medical consent:

I give consent for RDAV centre personnel to seek medical attention on my behalf should it become necessary when I am at and RDAV premise or event or during participation in any activity with RDA

Police check

I agree to a police check if necessary for the particular volunteer role I am undertaking.

Policies and Procedures

I agree to abide by the RDAV & RDAA Rules of Association, all Policies & Procedures and the **Volunteer Code of Practice** (pg. 10 & 11 of the Volunteer Information Booklet).

Training

I have received the Volunteer Information Pack along with a job description.

Reference Check

I agree for the references listed to be contacted by the centre to assess my suitability as a volunteer of RDA.

Media

I consent for the use of my/the applicant's photographs to be used for RDAV purposes

Yes No

Working with children (WWC) MUST COMPLETE

(all volunteers aged 18y and over must have a WWC including teachers and police officers before volunteering)

I have received a WWC with the nominated organisation being RDAV.

WWC No. _____ Expiry Date: ____/____/____

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RDA VICTORIA CHILD SAFE CODE OF CONDUCT

This Code of Conduct outlines appropriate standards of behaviour by adults towards children. The Code of Conduct aims to protect children and reduce any opportunities for abuse or harm to occur. It also helps staff and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations. This Code of Conduct applies to all people involved in RDA Victoria's activities, including coaches, officials, volunteers and parents.

All RDA Victoria staff and volunteers are responsible for promoting the safety and wellbeing of children and young people by:

- Adhering to our Child Safe Policy, this Code of Conduct and other RDA Victoria and RDA Australia Policies
- Taking all reasonable steps to protect children from abuse
- Treating everyone with respect, including listening to and valuing their ideas and opinions
- Welcoming all children and their families and carers and being inclusive
- Respecting cultural, religious and political differences and acting in a culturally sensitive way, particularly when interacting with children who are Aboriginal or otherwise culturally or linguistically diverse and those with a disability
- Modelling appropriate adult behaviour
- Listening to children and responding to them appropriately
- Reporting and acting on any breaches of this Code of Conduct, complaints or concerns appropriately and treat them seriously and with respect.
- Complying with our guidelines on physical contact with children
- Working with children in an open and transparent way – other adults should always know about the work you are doing with children
- Respecting the privacy of children and their families, and only disclosing information to people who have a need to know.

RDA Victoria staff and volunteers **MUST NOT**:

- Seek to use children in any way to meet the needs of adults
- Ignore or disregard any concerns, suspicions or disclosures of child abuse
- Use prejudice, oppressive behaviour or language with children
- Engage in rough physical games
- Discriminate on the basis of age, gender, race, culture, vulnerability or sexuality
- Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as toileting or changing clothes
- Develop 'special' relationships with specific children or show favouritism through the provision of gifts or inappropriate attention
- Exchange personal contact details such as phone number, social networking site or email addresses with children
- Have unauthorised contact with children and young people online or by phone.



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By observing these standards you acknowledge your responsibility to immediately report any breach of this code to RDA Victoria, State Office Staff on (03) 9258 4730 or admin@rdav.asn.au.

I, _____ being the Applicant / Parent / Guardian / Carer DO HEREBY DECLARE that of my own free will I am applying to volunteer in RDAV activities on behalf of the above named applicant, and that I have read and understood all of the above and hereby consent to the terms indicated.

Signed: _____ Date: ____/____/____

*Applicants under the age of 18 require the **permission of their parent/guardian** to volunteer*

Signed: _____ Date: ____/____/____

Please note:

- RDAV strongly recommends all volunteers are up to date with the annual Influenza vaccine and Tetanus immunisation; immunisation against Hepatitis B is also advised.
- All personal information collected by RDAV is treated as confidential and is protected by the Privacy Act 1988
- Copies of all Forms, Policy & Procedures are available from your Centre & RDAV Office.
- For more info about RDAV visit our website www.rdav.asn.au or contact us on 03 9258 4730