**Thank you for volunteering your time and goodwill to the Neighbourhood House**

Name of volunteer:

I confirm that I have received the following documents which were included in the Neighbourhood House Volunteer Onboarding Pack.

The onboarding pack includes:

|  |  |  |
| --- | --- | --- |
| *Forms to Complete & Sign* | *Form* | *Check Box* |
| Volunteer Contact Details | HRF-07 |  |
| Neighbourhood House Volunteer Onboarding Pack & Acknowledgement Form (this form) | NHF-02 |  |

Additional information enclosed for the volunteer to keep:

|  |  |  |
| --- | --- | --- |
| **For Volunteers to Keep** | *Office use only* | |
| *Form* | *Check Box* |
| [Volunteer Policy](https://qms.kyeema.com.au/Documents/volunteerpolicy1.html) & Procedure |  |  |
| [Code of Conduct NDIS / TAC etc - Workers](https://qms.kyeema.com.au/Documents/codeofconductndistacetcworkers.html)(includes volunteers)  The primary purpose of the Code of Conduct is to set out Kyeema’s expectations in relation to the manner in which workers/volunteers conduct themselves when carrying out their duties.  In particular, the code of conduct seeks to provide guidance to volunteers to assist them to act with confidence and integrity in their interpersonal relationships with the people they engage with.  Whilst in a volunteer role for the Neighbourhood House, you are required to maintain confidentiality with respect to duties and interaction with the public.  The undersigned volunteer affirms that:   1. I have read and agree to be bound by the Kyeema Support Services Inc. Code of Conduct 2. I understand that a serious breach of the Code of Conduct may result in the termination of my position |  |  |
| [Position Description - Volunteer](http://qms.kyeema.com.au/Documents/volunteer.html) |  |  |
| Neighbourhood House Volunteer Handbook | NHF-04 |  |
| Health & Safety Handout | [SF-71](https://qms.kyeema.com.au/LinkedDocuments/SF-71%20Health%20&%20Safety%20Handout.docx) |  |
| Kyeema Organisational Structure | GF-10 |  |

|  |  |
| --- | --- |
| We also require a copy of the following: | *Office use only* |
| *Check Box* |
| * 100 points of ID (your ID will not be digitally filed) <https://fit2work.com.au/Documents/General/100PointCheck.pdf> |  |
| * Police Check or NDIS Volunteer Worker Screening Check   <https://www.police.vic.gov.au/national-police-check-fees-charges#apply-for-a-reduced-fee-for-volunteer-organisations-and-students-on-placements>  Police check CVF number: 10/1971  *NDIS Volunteer Worker Screening Check (free for volunteers)*  <https://www.service.vic.gov.au/services/national-disability-insurance-scheme> |  |
| * + - * Volunteer Working with Children Check (free for volunteers)   <https://service.vic.gov.au/services/working-with-children> |  |
| * + - * Centrelink volunteer number: 42599 (if applicable) |  |

**Volunteer signature**:

Name: Date:

**Neighbourhood House Coordinator’s / HR Officer signature**:

Name: Date:

□Return these two signed forms to the Neighbourhood House Coordinator / HR & Training Officer

* NHF-02 Neighbourhood House Volunteer Onboarding Pack & Acknowledgement Form (this form)
* HRF-07 Volunteer Contact Details