



Canberra Dance Theatre Volunteer Policy

1. Introduction

CDT is grateful for the enthusiasm, good will and effort of our volunteers which allows us to continue to deliver a wide range of dance classes and performances. CDT volunteers work with staff, other volunteers, Board members and the wider CDT community.

CDT is committed to providing a safe, respectful and supportive environment and expects all volunteers to contribute to the development and maintenance of this environment. The generation of ideas and feedback from volunteers is encouraged.

A community organisation owes a duty of care to its volunteers. And a volunteer has the same duty of care as an ordinary person in their dealing with the public, fellow volunteers or employees of a community organisation. CDT sees the implementation of this and other policies as assisting the organisation in meeting its duty of care to volunteers.

This policy describes volunteer roles and responsibilities, and the expectations CDT has of volunteers.

2. Roles and Responsibilities

Volunteers are responsible to the Artistic Director or the Company Manager.

The most common CDT volunteer role is providing administration services to dance classes.

- CDT may provide Dance cards in appreciation of this assistance
- One dance card is normally swapped for a term of administrative assistance one evening, or one weekend day, per week for that term. This will be confirmed at the time

Volunteers are required to be a member, and to have completed at least one term of dance classes at CDT so they are familiar with the procedures and fee structure.

CDT 'Policies, Procedures and Contacts' are in a folder in the office. All volunteers are required to read and implement these policies and procedures.

In the event of an emergency evacuation volunteer administrators should, if not dangerous to do so, take the dance class folder with them. At the assembly point the administrator should then check people off against the role.

Volunteers should provide assistance to teachers as appropriate.

All volunteers need to be punctual for their CDT commitments. If you are unable to attend a scheduled commitment please advise the Company Manager as soon as possible.

Any volunteer who is uncertain of what to do or policy implications should contact the Artistic Director or the Company Manager.



3. CDT expectations of volunteers

- A positive and helpful attitude
- Honesty and reliability
- Able to work well with a diversity of people
- Support for a safe dance culture and workplace

4. Police check

Administrators who could be alone with children will be required to sign permission for a police check to be done. The CDT Board then has the discretion to run a check.

5. Volunteer Induction

CDT will provide an induction to volunteers consisting of:

- Checking the person has an understanding of what CDT does and how it operates
- Introducing them to their role and responsibilities
- Introducing people to CDT's policies and making sure they are comfortable with implementing them
- Explaining CDT emergency procedures
- Making sure all volunteers know where the first aid box is
- Signing the policy below to document this induction has been completed

6. How to contact us

If you wish to discuss any issues, or have suggestions for improving our service, please contact Company Manager (see footer for details).

7. Signature

Volunteer	CDT representative
Name:	Name:
Signature:	Signature:
Date:	Date: