



CDT Volunteer Policy and Procedures

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Overview

CDT recognises the valuable role that volunteers play in ensuring that CDT can effectively perform its role as a community dance organisation. Volunteering at CDT also benefits volunteers by providing them with a greater level of engagement with staff and a wide range of students, providing a sense of contributing to the future of CDT and enabling them to maintain and develop a range of administrative and other skills.

Purpose

The purpose of this document is to inform **you**, as a potential volunteer at CDT, of:

- the broad policy governing the engagement of volunteers at CDT; and
- the roles and responsibilities of volunteers, including the policies and procedures volunteers should follow in undertaking their tasks.

Policy

As a not for profit organisation, CDT welcomes the contribution of volunteers.

Consistent with the principles laid down by the Fair Work Commission, as a volunteer, you will not be paid for your contribution, but you will be eligible for reimbursement of reasonable out of pocket expenses¹ consistent with the CDT Financial and Cash Management Procedures.

Volunteers must be financial members of CDT, principally to ensure that your work as a volunteer is covered by CDT's insurance policies.

If you are working as a volunteer at CDT on a regular basis on a specific task, we will ask you to sign an Agreement so you understand what it means to be a volunteer at CDT².

Volunteers who work with vulnerable people are required to be registered with the ACT Office of Regulatory Services under the *Vulnerable People (Background Checking) Act 2011*. In this

¹ Please note that CDT will not usually reimburse volunteers for payment of vehicle parking fees while undertaking volunteer roles for CDT.

² We do not expect people who occasionally volunteer at CDT events, working bees, etc to sign the volunteer agreement.

context, a person who simply works as an admin volunteer in the office taking class payments would not be considered to be “working” with vulnerable people.

As a volunteer, CDT commits to provide you with:

- A safe, respectful and supportive environment
- The training and documentation required to perform your duties
- Copies of those CDT policy, procedural and administrative documents (or at least provide access to those documents in the CDT office) which you need to be aware of and comply with in the conduct of your duties
- A process and point of contact for managing your role, including your inability to perform your duties due to illness or other factors and for you to provide feedback.

In performing your duties as a volunteer, CDT expects that you will:

- Support CDT’s aims and objectives (see Appendix 1)
- Engage with staff and students in a positive and helpful manner
- Be punctual and reliable
- Use any property or equipment provided to you in your role safely and only for purpose of the role and return it to the organisation when you finish your volunteer role
- Respect privacy with regard to personal information that you may handle in your role
- Ensure you are not under the influence of alcohol or drugs when volunteering
- Comply with the CDT Code of Conduct and other relevant CDT policies and procedures (some key ones mentioned in the Roles and Responsibilities section below)
- Follow any directions given by the Business Manager, the Volunteer Coordinator or the person responsible for managing specific activities in which you are engaging as a volunteer.

Roles and Responsibilities

CDT members volunteer in a range of ways - including participating on the CDT Board, assisting with the running of dance performances and events, undertaking improvements to the CDT facilities and providing administrative support for dance classes.

Regardless of the nature of the task, all volunteers must operate in accordance with CDT’s Code of Conduct, and where financial transactions are involved, CDT’s CDT Financial and Cash Management Procedures. Specific roles and responsibilities apply to those volunteers who provide front office support for dance classes and these are set out in Appendix 2.

If the volunteer is engaged with students of the CDTeens, Jumping Moves, the Parents, Tinies and Toddlers or other vulnerable people at CDT, they may need to be registered under the *Vulnerable People (Background Checking) Act 2011*. You should read CDT's Policy on Working with Vulnerable People to determine whether you need to be registered.

The Code of Conduct is displayed in the foyer of the CDT premises and in the CDT office. CDT's CDT Financial and Cash Management Procedures and CDT's Policy on Working with Vulnerable People are also available in the CDT office.

Appendix 1 CDT Aims and Objectives

CDT's aims and objectives are summarised in clause 3.1 of the CDT Constitution (2008).

Clause 3.1 states as follows:

The objects of Canberra Dance Theatre are to:

- (a) Be a vibrant, diverse and sustainable component of dance culture of the ACT and region;
- (b) Deliver high quality classes, performances, workshops, and professional development opportunities for professional and recreational dancers and associated artists;
- (c) Provide opportunities for, and work in partnership with local dance and/or associated artists and community members;
- (d) Foster an environment where members can discover, explore, learn, experiment and share a variety of dance styles and techniques; and
- (e) Promote dance through the delivery of the CDT objects.

Appendix 2 Specific Procedures and Benefits for Class Administration Volunteers

General Administration Procedures

Volunteers who undertake administrative support for dance classes (“admin volunteers”) play an important role in ensuring the smooth running of CDT. For admin volunteers, the Business Manager is your usual point of contact.

In undertaking your role as an admin volunteer, you should:

- Ensure you are ready to accept payments for classes from students at least 30 minutes before the start of the dance class
- Greet students in a professional and friendly manner
- Handle and record payments, whether by cash, EFTPOS or dance card in accordance with the written instructions provided
- Ensure that cash and EFTPOS receipts are secured in the office safe before you leave
- Record your attendance on the register for the class(es) for which you have provided admin support
- Lock the office when you leave and place the key in the secure keypad container adjacent to the front door.

If you anticipate you will be unable to attend CDT to provide admin for a scheduled class, please contact the Business Manager as early as possible (preferably with at least 24 hours notice).

Emergency Procedures

In the event of an emergency evacuation, admin volunteers should:

- Assist the teacher in evacuating everyone from the CDT studio and change rooms
- Direct students to exit by the nearest and most appropriate external door
- Advise evacuees to gather on the opposite side of Kingsley Street in the ANU’s Toad Hall car park
- If safe to do so, take the class attendance record with you to assist the teacher with checking whether all attendees have arrived at the evacuation area

- Not allow students to return to the CDT premises until the relevant authorities indicate it is safe to do so.

Accident/Incident Procedures

In the event of an accident or incident leading to injury of any person on CDT premises that occurs while you are working at CDT as an admin volunteer, you should, in conjunction with the class teacher and other students/witnesses:

- Assist the injured person as best you can, including providing them with access to the first aid kit located in the CDT kitchen, and if appropriate, the emergency defibrillator in the foyer
- Call an ambulance if required
- If requested by the injured person, or where the person is taken to hospital, phone the emergency contact nominated by the injured person in the CDT database.

It is important that CDT's Incident/Accident Report Form be completed and signed as soon as possible after the above initial steps are completed (even if the person's injury does not appear to be serious). The class teacher should complete the form. If this is not possible, a CDT staff member or Board member, if present, should complete the form. In their absence, you should complete and sign the form. The completed form should be handed to the Business Manager if present, if not, the form should be stored securely in the CDT office and the Business Manager informed of its location. Copies of this form are located on top of the first aid box located on the wall in the CDT kitchen.

Complimentary Dance Card Conditions

In recognition of their vital role, CDT offers complimentary dance cards to admin volunteers after they have undertaken the prerequisite number of admin sessions to earn 10 lesson credits. A single admin session (i.e. for one dance class) entitles the volunteer to half (0.5) a lesson credit, and an evening admin session covering two back-to-back classes entitles the volunteer to one (1) lesson credit. Once an admin volunteer earns the requisite 10 lesson credits, he/she may request the Business Manager to issue them with a complimentary dance card. Your request needs to be capable of verification by your entries in the attendance register. Admin volunteers must not award themselves a complimentary dance card even if they have earned the requisite lesson credits.