

MENTOR RIGHTS AND RESPONSIBILITIES

Volunteers are not covered by workplace agreements, awards or workers' compensation. However, volunteers do have rights and responsibilities.

Volunteer Rights

Volunteers can expect commitment from the program to:

- Be provided with a safe and healthy work environment
- Be adequately covered by insurance policies
- Be interviewed
- Have a position description or volunteer agreement including agreed tasks and hours
- Have an induction and orientation to the organisation
- Be given adequate information and training to complete specified tasks
- Be reimbursed for reasonable program related out-of-pocket expenses
- Be provided with support throughout their time as a volunteer
- Be valued and recognised by the organisation
- Not fill a previously paid position
- Have access to grievance processes and
- Have all information maintained in accordance with the Privacy Act

Workplace Health & Safety

If you are a volunteer carrying out work for a person conducting a business or undertaking (PCBU), you will have the duties of a worker under the WHS Act and the PCBU will owe you a duty of care.

Some things you can do include:

- take reasonable care for your own health and safety
- take reasonable care your acts or omissions don't adversely affect the health and safety of others
- follow any reasonable instructions or procedures given by the program
- report any injuries or hazards that you noticed in the workplace

For more information on volunteering and WHS, please look at this guide for volunteers from Safework Australia:

https://www.safeworkaustralia.gov.au/system/files/documents/1703/volunteers_guide.pdf

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Child Protection

Some young people involved in the LDMP have experienced trauma or abuse. They may still be in unstable living circumstances and could still be at risk of harm. As your relationship with the young person develops, they may feel comfortable enough with you to tell you about matters that concern them or that may be going on in their life they need help and support with.

It is **not** your responsibility as a volunteer to manage or deal with personal issues. If a young person discloses that abuse has occurred, or is occurring outside Learnerville LDMP you can support the young person by telling them you believe them, reassuring them they did the right thing by informing you but you will have to let the Learnerville LDMP Volunteer Coordinator know to help keep them safe.

Being a supportive listener is all that is required and trained professionals within and outside the Learnerville LDMP will manage the process according to protocols from that point on. It is not your role to provide counselling or to investigate the claims made.

It's important that other than informing the Learnerville LDMP Volunteer Coordinator that this information is kept confidential (see "**Privacy and Confidentiality**" below).

Privacy and Confidentiality

The LDMP will manage volunteers' personal information in a confidential manner. This includes how information about you is stored, collected and used, as well as who is responsible for keeping information and who can access it.

We expect that any volunteer who is engaged by Learnerville LDMP will keep any personal information about the learner driver/s they work with through the program confidential, except when discussing them in relation to the program with the Learnerville LDMP Volunteer Coordinator.

If any information above is not clear, please discuss with the Program Coordinator.

Volunteer
Name: _____

Volunteer
Signature: _____

Date: