**Frankston Winter Shelter Volunteer Agreement 2022**

Thank you for volunteering to work as a volunteer in the Frankston Winter Shelter project. We want this to be a positive experience for you as well as for the guests. Please read the following and sign to indicate your agreement to these guidelines:

* I will read and comply with the Frankston Winter Shelter policies and procedures.
* I will not share my personal contact details (phone, email, home address etc) with a guest.
* I will not lend or give money to guests.
* I will hold in confidence the personal stories which are shared with me by guests, unless I believe that there is an issue of personal safety, or the safety of other guests or volunteers is at risk. In this instance, I will talk to the shift leader. I will not share personal information or photographs of guests or volunteers on social media.
* I will respect the privacy of guests’ personal information contained in their Guest Agreement and kept on file. I will not share this information with any other party.
* I will treat everyone without judgement, with dignity, respect and care.
* I recognise the vulnerability of guests and will respect their personal space.
* I will arrive on time for my rostered shift and will notify the Venue Coordinator if I am unable to do so. I will give as much notice as possible if I am unable to work my shift, so that a replacement can be found.
* I will register my attendance on shift in the Shelter Log on arrival.
* I will take responsibility for the health, safety and welfare of myself, guests and volunteers at the Shelter.
* I will not be alone with a guest.
* I will carry out the duties assigned to me as a volunteer to the best of my ability.
* I accept that the security of personal possessions brought into the shelter are my own responsibility (valuables should be left at home).

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_