



SAILABILITY CAPRICORNIA



VOLUNTEER CODE OF CONDUCT

Purpose

This document sets out the standard of conduct expected of all volunteers registered with **Sailability Capricornia**.

Background

- Volunteering is work which is:
 - Of benefit to the community
 - Done of one's own free will
 - Done without monetary reward
- Volunteers play an integral role within society in general by providing services for specific groups of the population.
- Volunteers are the public face and **entire** workforce of **Sailability Capricornia**

DEFINITIONS

- **Sailability Capricornia** – the organisation which conducts sailing activity on the Causeway Lake for children, adolescents and adults with a disability on the 1st, 3rd and 5th Tuesdays of each month (except January).
- **Sailing activity**- 30 mins or less as a passenger in a sailboat with a qualified sailor.
- **Volunteer** - a person who willingly provides unpaid help in the form of time, service or skills. **All volunteers must hold a current Blue Card.**
- **Client** - those children, adolescents and adults with a disability who take part in the sailing activities.
- **Carer** - those whose job it is to provide care for the disabled clients- bringing them on Sailing Day, preparing them for sailing and caring for their needs after sailing. These can be parents of the clients or paid adults.

CODE OF CONDUCT

- Volunteers should recognise the requirements of this Code of Conduct as the standards to be adopted in the performance of their role.

Principles of this Code of Conduct

There are three broad principles that underpin the ethics and standards of conduct for all volunteers.

- integrity
- respect

- accountability.

Integrity

Volunteers must

- act in a fair, honest and proper manner according to the law when carrying out their roles.
- be fair, honest and transparent in their dealings with clients and their carers.
- act with reasonable care and diligence in the performance of their role.

Respect

Volunteers will:

- demonstrate courteous and sensitive behaviour that does not discriminate against anyone- carer, client or fellow volunteer.
- be punctual and reliable and will advise the designated supervisor in a timely manner if unable to attend or perform the designated role for any reason on any sail day.
- dress appropriately and to the approved safety standards for their role.
- seek to develop a relationship with fellow volunteers, clients and carers that is cooperative, productive and constructive and based on mutual trust and respect.
- conduct this relationship with courtesy and respect.

Accountability

- Information obtained by a volunteer as a result of his or her role is not to be wilfully disclosed for any purpose that may result in an adverse impact on ***Sailability Capricornia***.
- Volunteers will not make comments to the media unless authorised by the president or a member of the Management Committee.

ACCEPTABLE BEHAVIOURS & LANGUAGE

- ***Sailability Capricornia*** has a zero tolerance of alcohol and illegal drugs. Volunteers who show signs of intoxication will be asked to leave the activity immediately and their return to activities will be subject to a decision by the management committee.
- Volunteers will use language which is appropriate, positive and encouraging to clients, carers and fellow volunteers.

SUPERVISION/PHYSICAL CONTACT

- Volunteers are responsible for the clients while out on the water, assisted by support boats as required.
- Volunteers are responsible for assisting carers to lift clients into and out of boats.

- Carers are responsible for the care of clients at **all** times-
 - Preparing clients for sailing - safety gear fitted correctly, toilet needs, sunscreen applied, appropriate footwear
 - while waiting for client's turn to sail- monitoring appropriate social interaction
 - getting clients down to the boats,
 - getting clients into and out of boats
 - tending to client's needs after sailing- food, toilet, appropriate social interaction with fellow clients

PHOTOGRAPHY & SOCIAL MEDIA

- Permission for the use of photographs of clients is sought on membership forms every year. All volunteers are made aware of any clients whose photos are not to be used on social media or in any other shared presentations.

VISITORS AND SPECTATORS

- Visitors and spectators are able to observe activity from a suitable point on the shore, avoiding any contact with clients.
- Visitors are to be reminded of **Sailability Capricornia** policy for taking photos of clients.

HEALTH & SAFETY

- Volunteers will always wear appropriate sun safe clothing– hats, sunscreen, long sleeves, footwear
- Safety boats operate under our Safety Management System (approved by Maritime Services Qld) and all operators will have appropriate licences and training and must wear appropriate lifesaving vests.
- Sailors will have been assessed for their skills by an approved instructor prior to taking clients on the water and will wear appropriate lifesaving vests.

COMPLIANCE WITH THIS CODE OF CONDUCT

- Volunteers are personally responsible for ensuring their compliance with all aspects of this Code of Conduct at all times.

BREACHES OF THE CODE OF CONDUCT

- Will be reported to the Officer of the Day or the president as soon as possible.
- Will be reported on an Incident form.
- Will be reviewed by the **Sailability Capricornia** Committee as soon as possible.

Original Code of Conduct prepared - 27 April 2020