

Leisure Time at Glen Waverley Uniting Church has a moral and legal responsibility to ensure that the vulnerable adults in our care are safe. These guidelines provide principles for volunteers’ interactions with Leisure Time guests. The guidelines are prepared on the advice of the Uniting Church in Australia (UCA) Culture of Safety Unit and are approved by GWUC Church Council.

We recognise that some Leisure Time guests could be potentially vulnerable where Elder Abuse is concerned. Elder Abuse is any act which causes harm to an older person and is carried out by someone they know and trust such as family and friends. Harmful acts include emotional, financial, social, physical and sexual abuse and neglect [*Seniors Rights Victoria*].

UCA Safe Church policies apply to all members, officers, volunteers and attendees of the Church. Some principles from UCA policies are quoted below.

- We are committed to developing and maintaining an open and aware culture.
- The Church is committed to establishing a safe environment for vulnerable adults by:
 - Recognising and identifying vulnerable adults who are present in Congregations
 - Promoting and implementing a Code of Conduct for the Prevention of Abuse which applies to all people who have interaction with vulnerable adults
 - The Congregation and Presbytery will plan and conduct safe programs for vulnerable adults by ensuring that venues and equipment are safe and compliant with *Synod Occupational Health and Safety policy*
 - Setting clear boundaries of behaviour for interpersonal relationships
 - Educating employees, volunteers and vulnerable adults to raise any concerns they have about the safety of vulnerable adults
 - Vigilantly screening and selecting all employees and volunteers who work with vulnerable adults

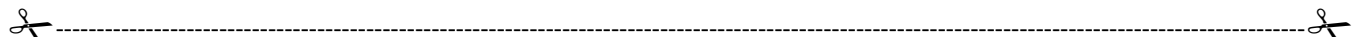
In addition to the principles above, there are specific requirements for all Leisure Time volunteers:

- Undergo a police check (with assistance) at the start of service and every 3 years thereafter
- Always wear your name tag as this allows for better communication and/or for a complaint to be initiated
- Never provide financial advice to guests, including matters of selling assets, moving, wills or gifts.
- Never get involved with personal, family or legal issues. Any information given must be of general use.
- Never take money for any services, other than for approved Leisure Time activities
- Respect the confidentiality and dignity of guests at all times.

Volunteers are encouraged to be good listeners and to show care but to avoid giving personal advice. Any concerns about guest welfare, medical matters or elder abuse should be raised with the Leisure Time committee, which may suggest that the guest seeks help from a doctor, professional social worker or the minister. Such concerns are to be treated as confidential.

For further information:

UCA Synod references may be found at <http://victas.uca.org.au/culture-of-safety> or ph. 9340 8810
Glen Waverley Uniting Church has Safe Church policies at <http://wiki.gwuc.org.au/gwuc/GwucServingSafelyPolicy>



***** Please read the Guidelines carefully,
then sign below and return this slip to the Roster Secretary or box on office counter. Thank you*****

I,(name in Block Letters), have read the Guidelines for Leisure Time Volunteers, and agree to comply with all the principles and requirements listed.

.....SignatureDate