



Police Veterans Victoria Inc

VPSO volunteer agreement

Purpose

- To clearly explain in detail the responsibilities, expectations, support and entitlements associated with the role of Veteran Peer Support Officer.
- To ensure that volunteers understand the scope of their role and are committed to working in the capacity intended by the program.
- Obligation to report and provide information as necessary
- Seek guidance and expert opinion as appropriate
- Refer to appropriate services as the circumstances require/warrant
- To serve as a reference for VPSOs when performing their peer support duties and encourage self-monitoring.
- To establish shared standards of behaviour and heighten peer-support quality across volunteers, when dealing with clients and employees.
- To manage the risk of inappropriate behaviour of volunteers and provide a reference/mechanism for conflict resolution between VPSOs and POLICE VETERANS VICTORIA employees.
- To formalise volunteers' involvement with the program and create a greater sense of responsibility and accountability.

Context

This volunteer agreement must be signed by all volunteers prior to commencing as VPSOs. The document defines the relationship between POLICE VETERANS VICTORIA and its VPSOs. It both explains POLICE VETERANS VICTORIA's obligations to VPSOs and the expectations for VPSOs while part of the Veteran Peer Support Program. It provides an insight into what is required for the role and sets clear standards for the conduct of VPSOs. Areas covered include confidentiality, safety and welfare, key contacts, intellectual property and program departure.

This document is not intended to be a legally binding contract between the signatory and Police Veterans Support Victoria (POLICE VETERANS VICTORIA). It may be cancelled at any time by either us or you, resulting in departure from the program.

Agreement

The Veteran Peer Support Officer (VPSO) position is a volunteer role. This means that you perform all duties on a voluntary basis and will not receive payment, other than reasonable reimbursement of expenses. If this changes and you begin to undertake paid work for the organisation, a formal contract will be created that specifies the details of the relationship.

What you can expect from POLICE VETERANS VICTORIA

- A written position description so you fully understand the role and its boundaries.
- A full induction, orientation and any training necessary for the volunteer role.
- Commitment to maintaining volunteer safety and welfare.
- Access to a clinically qualified professional to provide you with training, supervision and support, as well as answer questions and give feedback.
- Insurance to cover you for the volunteer duties you are responsible for.
- Reimbursement for any approved out of pocket expenses incurred while performing the role (these payments are not salary or wages and requests are not retrospective).

What POLICE VETERANS VICTORIA expects from you

- Support POLICE VETERANS VICTORIA's purpose – "To promote and deliver support for Victoria police veterans and their families"
- Only undertake duties that fall within the scope of the role or have been approved by the program coordinator and/or Executive officer
- Participate in all relevant induction, training and skill refresh sessions.
- Participate actively in all scheduled individual supervision sessions (face to face or over the phone).
- Participate actively in at least one scheduled group supervision session per year unless extenuating circumstances make this unfeasible. In this instance an individual supervision session must be held instead.
- Request support from the Program Coordinator as needed.



Police Veterans Victoria Inc

VPSO volunteer agreement

- Provide feedback to POLICE VETERANS VICTORIA and participate in occasional review meetings scheduled to improve the program.
- Behave appropriately and courteously to all POLICE VETERANS VICTORIA staff, supported persons and the public.
- Provide peer supported with a caring, compassionate, non-discriminating and positive approach.
- Be transparent with POLICE VETERANS VICTORIA.
- Use any property or equipment provided for its intended purpose and return it to POLICE VETERANS VICTORIA when it is no longer required.
- Inform the Program Coordinator if you wish to change the nature of your contribution (e.g. take a break from your role).
- Complete all documentation required for the position.
- Notify the Executive Officer if you anticipate that you will incur an out-of-pocket expense while performing the role.
- Provide receipts of purchases to POLICE VETERANS VICTORIA to claim reimbursement.
- Immediately declare conflict of interests and disclose declarable associations

For further information about the role, please see the role description document titled 'Peer Veterans Support Victoria (POLICE VETERANS VICTORIA) –position description.

It is important that as a VPSO you only perform the functions described in these documents and this Volunteer Agreement.

Confidentiality

Information that passes between a VPSO and a supported person in the Veteran Peer Support Program is confidential. Details may only be disclosed to a third party in exceptional circumstances, or if required by law. For example, if a life-threatening situation or an issue regarding a serious indictable offense arises, then the VPSO is no longer bound by confidentiality.

Wherever possible, the supported person should be informed of the need for and terms of disclosure of confidential information to a third party, prior to the disclosure being made. If in doubt about any disclosure matter, the VPSO must seek advice from the Program Coordinator and/ or Executive Officer

When discussing their experience in the program at group supervision sessions, VPSOs must strive to avoid revealing details that may identify the person they are providing support to.

If referring to your experience as a VPSO on a Curriculum Vitae or for any other position related to business, details of the support provided must not be disclosed. Care should be taken when providing any information beyond the role title and start date.

VPSOs must not make any comment to any media (including social media), the Government or any government representatives about the Veteran Peer Support Program. This includes anyone involved and the work they have done in connection with POLICE VETERANS VICTORIA.

Any data collected by POLICE VETERANS VICTORIA (for example, feedback surveys and performance data), will be handled in the strictest confidence.

Safety and welfare

The safety and welfare of VPSOs, supported persons and POLICE VETERANS VICTORIA staff is of the utmost importance to POLICE VETERANS VICTORIA. Under occupational health and safety and other laws, the Veteran Peer Support Program has a duty of care to ensure its employees and volunteers are not exposed to any health and safety risks.

VPSOs must:



Police Veterans Victoria Inc

VPSO volunteer agreement

- take reasonable care for their own health and safety (engage in pro-active self-care to ensure they remain personally healthy).
- take reasonable care for the health and safety of others.
- notify their supervisor or other staff member if they have any concerns about any health and safety issues or hazardous situations that pose a risk.
- notify their supervisor or other staff member of any accidents or incidents relating to employees, volunteers or the workplace.
- follow reasonable requests made by POLICE VETERANS VICTORIA staff.
- cooperate with the procedures and policies of POLICE VETERANS VICTORIA.
- not drive anyone supported by the program as part of their peering duties unless approved.

Contact person

For any assistance you may need to help undertake the role, or for any questions or concerns related to areas such as health and safety, personal well-being, clinical matters and risk management please contact the POLICE VETERANS VICTORIA Program Co-ordinator.

Insurance

POLICE VETERANS VICTORIA Volunteer Insurance is in place. As a volunteer undertaking agreed volunteer activities your vehicle and property in the vehicle will be covered.

Program Departure

VPSOs can leave the program at any time. Upon departure, POLICE VETERANS VICTORIA requires that the volunteer undertakes an exit interview and provide feedback about their experience in the program.

If a VPSO is unable to carry out the duties of the role in a safe and ethical manner, the volunteer will no longer be able to participate in the program. If the VPSO feels that they are having difficulties performing the role, they must notify the Program Coordinator. Should a VPSO operate outside the boundaries of the role, POLICE VETERANS VICTORIA reserves the right to remove the volunteer from the program. This may be a short-term or a permanent removal and will be at the discretion of POLICE VETERANS VICTORIA. During this time the volunteer must not undertake VPSO duties.

Attestation

I understand this volunteer agreement and commit to adhering to the responsibilities and requirements of the VPSO role. I agree to behave in accordance with the responsibilities and requirements of the role while providing peer support to former Victoria Police employees as part of POLICE VETERANS VICTORIA's Veteran Peer Support Program. I commit to maintaining confidentiality regarding the information that passes between myself and those I am providing peer support to.

I agree to serve as a VPSO and am aware that this agreement requires commitment to be available to assist and support former employees of Victoria Police.

Name: _____

Signature: _____

Date: _____

(Please sign to acknowledge that you have read and agree to this Volunteer Agreement and have had an opportunity to ask questions).