



# Endowment Australasia

## **Volunteer Inquiry Pack**

PO Box 287 Rosanna Vic 3084 Ph.03 9381 0826 [www.endowmentaustralasia.org](http://www.endowmentaustralasia.org)



**Endowment Australasia**

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## **Endowment Australasia**

**Thank you for expressing an interest in volunteering with Endowment Australasia.**

**Endowment Australasia exists to support medically fragile children: in stage one of our development this will be in the areas of nutritional support, in partnership with MannaRelief.**

**In stage two we are planning to expand this support to include areas of physical aids, i.e. prosthesis, wheelchairs, educational development and more.**

**Endowment Australasia will not exploit the children, their families or their circumstances.**

**Our Committee of Management members form an active and voluntary board, each member being committed to making a valuable contribution to the effectiveness of the association.**

**Our mission is to support medically fragile children and their families. Our volunteers are one of our greatest assets and we wish to support and nurture their needs and ensure their commitment and efforts are recognised.**

**Endowment Australasia will maintain low overheads in order to maximise the flow of funds raised to the children and the programs we support. Soliciting donations of time, goods and services in our activities and function will assist us in meeting this objective.**

**Our goal is to help as many medically fragile and nutritionally challenged children as we can.**

There are many ways to support Endowment Australasia.

## **FINANCIALLY**

You may like to give directly to a child's program support.

You may like to donate to the association directly allowing the funds to be distributed as needed.

You may wish to support a project where Endowment Australasia is partnering with another organisation.

It is possible for a group to team together to sponsor a child or project and donate directly into the designated project's registered account at Endowment Australasia.

## **SKILLS AND TALENTS**

If you have a particular skill, talent, ability, letting us know how you would like to offer your services to us, will allow us to call upon you when the need arises.

## **FUNDRAISING**

There are several volunteer fundraising groups being formed within Australia and New Zealand that we can direct you to. These groups are not Endowment Australasia fundraisers but their monies are directed to the association and related projects.

## **CHAMPION**

Becoming a registered Endowment Australasia Champion is a privileged position that may involve you working directly with the families and in some instances the sponsored child.

Champions will be required to agree to Federal Police Checks and screening. It is also compulsory for Champions working with families and children to complete the Child Safe training session(s).

[All potential volunteers are carefully screened and interviewed, referees will be required.](#)

If you decide that you would like to become a volunteer, you will need to:

- ✓ Fill in the application form
- ✓ Attach a passport sized photo ID
- ✓ Sign Confidentiality Agreement
- ✓ Sign Privacy Statement
- ✓ Sign Child Protection Assurance

Please note the next information session, training session or round of interviews, may not be immediately after we receive your application.

**SEND APPLICATIONS TO:**

**Endowment Australasia,  
Att. Volunteer Coordinator  
PO Box 287 ROSANNA VIC 3084**

You will be contacted by the Endowment Australasia office regarding your interview schedule, or information sessions in your area.

Thank you again, for your interest in supporting Endowment Australasia, we look forward to meeting with you in the near future.

**Kind Regards**

**Volunteer coordinator  
Committee of Management**



**Endowment Australasia**

**REGISTERED CHAMPION**

## **JOB DESCRIPTION OVERVIEW**

**Champions are the face of Endowment Australasia.**

**As a registered Endowment Australasia Champion you will hold a position of responsibility to both the participant and the organisation as a whole.**

**We require people of integrity, and selflessness, whose desire is to make a difference in the life of a child.**

- **As a Child Safe Organisation our first priority is the safety of all children and young people participating in our programs.**
- **A Champion is required to complete the induction process under the guidance of a coordinator.**
- **A Champion will be required to adhere to the Code of Conduct and Child Protection Policy at all times.**
- **A Champion will be required to adhere to and abide by our Code of Ethics.**

### **Action/Role**

- **Identify oneself as an Endowment Australasia Registered Champion, using registered photo identification issued by Endowment Australasia.**
- **Refer families to the Endowment Australasia program.**
- **Discuss and identify the most suitable program on offer at the time of introduction.**

If a MannaRelief program is requested, introduce and educate the participant and carer/parent on the benefits of supporting health challenged bodies with “Gold Standard” nutritional supplements.

- MannaRelief Brochure
- Program Application Form
- Program Detail Sheet
- Glyconutrient Educational Materials

#### Explain the sponsorship process for the program

- Eligibility
- Sponsorship
- Duration of the program
- How protocols are determined
- Shipment process

#### Assist parents with the application process for the program

- Mail completed form to Endowment Australasia

The application process takes time, the Endowment Australasia Registered Champion will need to keep in contact with Endowment Australasia and the applicant, informing them of the progress of application.

- Funds need to be received before application process begins.

#### Help parents to raise the funds necessary for the sponsorship

- Immediate family members
- Extended family
- Workplace sponsorship Church/Sunday school group
- Local businesses
- Local Area fundraising group that support Endowment Australasia.

#### Assist parent/caregiver with 6 monthly reporting process.

- Advise Endowment Australasia of intent to continue with the program or withdrawal.

## First Shipment

- Ensure supplements/goods/services provided are being used as intended, and advised.
- Answer any questions parent/child/caregiver may have.

An Endowment Australasia Registered Champion must never prescribe or advise in any way the amount of supplements to be taken.

Always refer to the protocols as determined by Dr Reg McDaniel at MannaRelief, a partner of Endowment Australasia.

## Enquiries from Medical Officers

- Refer to [www.glycoscience.org](http://www.glycoscience.org)
- Endowment Australasia office 03 9381 0826

## Second and Subsequent Shipments

- Advise Endowment Australasia office when second and subsequent orders are required.

## Child Protection

All Endowment Australasia Registered Champions will have completed the Child Safe program as part of the induction process.

Endowment Australasia Registered Champions will be expected to adhere to the Child Protection Policy, Code of Conduct, and know how to report any suspicions of abuse/neglect.

It is not the role of the Endowment Australasia Registered Champion to investigate, counsel or in any way seek to influence the child, family or the situation.

See Reporting Procedures

## Educational Materials

- Endowment Australasia Brochure
- MannaRelief brochure
- Protocol sheets

- [www.glycoscience.org](http://www.glycoscience.org)
- **The Missing Nutrient Dr. Nugent**

**Any materials referring to, or mentioning disease states of any kind MUST NOT BE USED.**

**Any materials referring to the manufacturer or supplier of the supplements must not be used.**

**THE PROGRAM AND THE SUPPLEMENTS USED DO NOT TREAT DISEASE OR ANY HEALTH CHALLENGES. THEY ARE DESIGNED SPECIFICALLY TO SUPPORT THE BODY'S PHYSIOLOGY.**

**Being an Endowment Australasia Registered Champion is very rewarding, and brings with it a sense of personal satisfaction that you have made the difference in the lives of children and families who are facing some of life's toughest battles and health challenges.**

**Being an Endowment Australasia Registered Champion requires quite a lot of personal sacrifice in the areas of time and energy. We appreciate each and every volunteer whether it is in the Champion, fundraising, or participation, arenas, every one is a gift to help the children and a support to the families.**

**Should you choose to apply as an Endowment Australasia Registered Champion volunteer, we look forward to meeting with you and beginning your journey with us.**

**If you choose to support Endowment Australasia as a fund raiser, activity participant or in some other capacity we thank you for the gift of your time and energy, we trust that you will enjoy your involvement with Endowment Australasia and other volunteers.**

**Kind regards**

**Volunteer Coordinator & Committee of Management**



Endowment Australasia

## CHILD PROTECTION STATEMENT

In establishing Endowment Australasia it became clear that a 'Best Practice' policy for the protection of children participating in our programs needed to be established.

Initial investigation showed:

- The requirement for suitability checks for staff and volunteers working with children and young people, varies greatly across Australia.
- All States and Territories have legislation that requires specific child-related occupations such as teachers or childcare workers to be screened for criminal offences.
- Non-government and private organisations may have policies that require their employees and volunteers to undergo criminal records screening.
- State and territory police provide these to individuals and organizations wishing to obtain national police certificates for employment, voluntary work and occupational related licensing or registration purposes.
- There are no national standards regarding police checks and clearances.
- Each State or Territory have their own procedures.
- It is necessary to fulfil the requirements in each State or Territory in which you are working.

**It is therefore law, that persons working with children have background checks.**

The Australian Council for Children & Youth Organisation raises doubts that a Police check is enough. There is compelling evidence that shows most offences against children do not go to trial or result in a finding of guilt.

The Victorian "Child Protection Policy STANDARD" from the ACCYO states:

**"All organisations working with children and young people have a legal and moral duty of care to ensure their safety and security. This includes taking all reasonable steps to prevent emotional, physical and sexual abuse and neglect".**

***“While working with children checks cannot prevent child abuse in the workplace, ACCYO believes that such checks are an important element in assessing suitability in child related employment.***

***Employment screening mechanisms such as criminal record checks and suitability assessment have been established overseas for some years. In Australia, only NSW and Queensland have legislated working with children checks in place. Western Australia, South Australia, Northern Territory, Tasmania and Victoria are all developing their own specific working with children checks.***

***...there are marked inconsistencies between the schemes.***

***Potentially these inconsistencies could allow unsuitable people to move across state boundaries to evade ‘filtering’. There is anecdotal evidence that unsuitable people seeking to work with children move from jurisdictions with active working children checks to states with no consistent statewide check in place. This could be a particular issue for national organizations faced with differing legal requirements and suitability thresholds across a number of jurisdictions”.***

***See the ACCYO web site for further information.***

**In response to the need for a child protection policy Endowment Australasia engaged the services of the Child Wise organisation to work with us using their Child Safe program, Choose with Care.**

**The Child Wise organisation has developed an award winning innovative program, which aims to minimise the risk of child abuse occurring within organisations working with children.**

**“The ‘Choose with Care’ program has been developed in response to sex offenders targeting organisations working with children. It is now well known that sex offenders seek employment in organisations where they can gain access to vulnerable children. They will often seek out positions, which not only provide them with access to children but also a professional subterfuge to conceal their abusive activities. Unfortunately it is not easy to identify a sex offender. There are no reliable psychological test or profiles to identify them.**

***Police checks prove to be of limited value as it is estimated that only 1-5% of sex offenders have criminal convictions.***

***Almost all of the literature identifies poor recruitment and screening practices as being primarily responsible for sex offenders entry into organisations working with children. Organisations can minimise the risk of infiltration by sex offenders by screening potential employees and volunteers carefully, by adopting professional recruitment practices and by becoming more aware.***

**It is essential that organisations build child friendly environments where there are policies and procedures in place to prevent abuse. Preventative recruitment practices are an essential part of this holistic approach to the protection of children within the organisation. Choose with Care aims to assist organisations develop these systems”.**

- **At Endowment Australasia we aim to not only provide “Gold Standard” support to children and young people but also to ensure that all our staff and volunteers are also of that same “Gold Standard”.**
- **Champions of individual children as well as champions of orphanages/institutions, and those wishing to visit those orphanages, will need to complete the Endowment Australasia Registered Champion screening and recruitment training process.**
- **Police checks will be conducted as well as interview and screening processes.**
- **Volunteers will be required to complete the training program under the guidance of a co-ordinator.**
- **Anyone may refer a family or child to the Endowment Australasia’s programs, however once that child has been referred to the program the person concerned cannot act as a champion for that child unless they are an Endowment Australasia Registered Champion.**
- **An Endowment Australasia Registered Champion will be assigned to the child and family.**

**We thank you for your interest,**

**Endowment Australasia Committee of Management.**



## Endowment Australasia

### **Child Safe/Protection Agreement**

By accepting this placement, you are taken to have given Endowment Australasia an assurance that you have not:

- A been found guilty by a Court of a sexual offence against the person of a young person or a child or
- B been dismissed from any other previous employment on the grounds that you were involved in improper conduct of a sexual nature with a young person or child or
- C retired or resigned from your previous employment following allegations that you were involved in improper conduct of a sexual nature with a young person or child or
- D been advised by an employer that your name has been included on a list of those not to be employed in a child-related area of activity.

If you cannot give this assurance you should not accept any placement offered as a Volunteer with Endowment Australasia.

If you accept any placement offered as a Volunteer with Endowment Australasia when you are not in a position to give such assurance, Endowment Australasia may cease your placement without notice.

Name:.....Signature:.....Date:.....

### **Confidentiality**

As a volunteer of Endowment Australasia,

I (full name).....

recognise that I may learn certain facts and have access to records that are of a highly personal and confidential nature.

I understand that such information, which may include medical condition and treatment, family information, e.g. relationship, names, addresses, ages, and any other information or records pertaining to the family, other volunteers, support services or client information, is to be held in the strictest confidence, being Confidential Information.

I agree that I will not disclose any Confidential Information to any person who is not employed by or a volunteer for Endowment Australasia, unless written permission is received from the person to whom the information relates, or by written authorisation from the Committee of Management, or C.E.O.

Name:.....Signature:.....Date:.....

### **Privacy**

I agree to Endowment Australasia collecting, disclosing and using my personal information to the extent necessary to assess my application to be a volunteer.

Should my application be successful I consent to Endowment Australasia using my information in connection to my services as a volunteer, in accordance with the Privacy Act 1988.

I agree to comply with Endowment Australasia's policies at all times when collecting using and disclosing anyone's personal details.

Endowment Australasia assures you that any personal information pertaining to you and your services as a volunteer will be treated with care, your information will not be disclosed without your consent.

Information submitted by you through making a donation, or inquiry, we will retain your details, enabling us to send you updates, promotional and fundraising materials.

Our volunteers are very important to us and we wish everyone to feel valued and protected.

Name:.....Signature:.....Date:.....

Witness:.....Signature:.....Date:.....



**Endowment Australasia**

## **VOLUNTEER APPLICATION**

**1. Position applied for**

**2. Name**  
**Preferred title**

**3. Address**

**Telephone**

**4. Qualifications**  
**[Please give your highest qualification, and any other relevant qualifications]**

**5. Other relevant courses completed**

**6. Drivers Licence**

**Do you have a current Driver's Licence?                      Yes/No**

**Licence Number:**

**Probationary or Full licence**  
**Endorsements (if any)**

**7. Work History and Current Employment**

<b>From (month &amp; year)</b>	<b>To (month &amp; year)</b>	<b>Name of employer</b>	<b>Type of organisation</b>	<b>Position held</b>

## **8. Special requirements**

*Do you suffer from any disability, illness or injury which might affect your performance of the tasks associated with the position or necessitate us modifying the work environment (e.g. ramp, downstairs office, etc)?*

*If yes, please give details (Note: Equal Opportunity guidelines apply to the consideration of this information).*

## **9. Convictions**

**Do you have any convictions?**

**YES/NO**

**If yes, please detail below**

## **10. Criminal Records Check**

**If selected for the positions, are you willing to undertake a Criminal Records Check prior to an offer of employment?**

**YES/NO**

## **11. Special skills and Life Experience**

**(Please detail any special skills or experience which you consider is relevant to your application for this position. You may go into as much detail as you wish, and attach a separate page if necessary)**

## **12. Referees**

**Please give the names of three referees who can be contacted in reference to your application, relevant work referees are preferred, e.g. previous supervisors or line managers; if three such referees are not available, other work referees and relevant personal referees (not relatives) are acceptable. In selecting your referees, please select as far as possible people who are able to speak objectively about your suitability for the position.**

**i) Name:**

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**Occupation**

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**Address**

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**Phone (w)**

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**Phone (h)**

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**ii) Name:**

---

**Occupation**

---

**Address**

---

**Phone (w)**

---

**Phone (h)**

---

**iii) Name:**

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**Occupation**

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**Address**

---

**Phone (w)**

---

**Phone (h)**

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**13. Declaration**

**I certify that my answer to each of the above questions is true and that the information provided is correct**

**Applicant Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**14. Please attach a current curriculum vitae**

**PERMISSION**

**I.....give permission for Endowment Australasia to approach referees listed on my application form.**

**I understand that information will be handled with confidentiality.**

**I release Endowment Australasia and it's representatives of any liability in regards to my acceptance or non acceptance as a volunteer, acknowledging that Endowment Australasia is under no obligation to accept or 'match' my application.**

**Signed** .....

**Date**.....