

MEMBERSHIP APPLICATION/RENEWAL

I want to be a member of Venus Bay Community Centre Inc.

I am committed to the aims of the Venus Bay Community Centre Inc. as set out in the constitution.

If I am admitted as a member, I agree to be bound by the constitution of Venus Bay Community Centre Inc. and I agree to have my name and address made available for inspection by other members.

Furthermore, I agree to uphold the Code of Conduct and Child Safety Code of Conduct.

There are two membership options:

Voting Member (entitled to vote at AGM) -> \$10 annual fee

Non-Voting Member -> Free

Membership will be valid for a 12 month term from January to December of each year.

Name	
Address	
Email	
Phone	
Working with children	
Police Check	
Date of Birth	
Emergency contact: Name & Number	
Add to Matter of fact list	<input type="checkbox"/> yes <input type="checkbox"/> no
Membership level	Full member \$10 Free Membership
Date	

Venus Bay Community Centre Code Of Conduct

1. Respect for others

- a) Treat all people fairly, irrespective of gender, sexual orientation, race, disability, religion, marital status, age, political conviction or other attributes as protected by law
- b) Act in ways that support the reputation of paid and voluntary staff, participants in programs, and members of the community
- c) Protect the privacy of others and maintain appropriate confidentiality regarding personal and commercial matters; and
- d) Avoid behaviour which may constitute harassment, discrimination, bullying or intimidation.

2. Conscientious and ethical behaviour

- a) Uphold VBCC's determination to be accessible and friendly towards all participants, community members and partner organisations.
- b) Ensure any public comments made in the name of VBCC (including on Social Media) are authorised
- c) Responsibly control the use of substances that could adversely affect behaviour or performance
- d) Report fraud or corrupt conduct to the President and/or committee of governance
- e) Maintain a professional standard of personal presentation
- f) Behave at all times in a manner that is supportive of the health, safety and wellbeing of all members of the Venus Bay and district community
- g) Uphold the reputation of VBCC, support its goals and act in its best interests
- h) Safeguard, properly use, protect and care for, VBCC resources at all times
- i) Safeguard and protect the health and safety of all who make use of VBCC buildings, grounds and programs.
- j) Comply with VBCC's Guidelines on Physical Contact
- k) Be courteous, honest and fair when dealing with others and when making decisions that impact others.

3. Avoidance of conflict of interest

- a) Disclose actual or potential conflict of interest and withdraw immediately from the situation giving rise to the conflict
- b) Never use the influence of a position to pursue personal, sexual or financial relationships with other staff, students or members of the community
- c) Declare private paid outside work, including directorships and board memberships.

Child Safety Code of Conduct for Staff, Board of Governance and Volunteers

In-line with the Child Safe Standards in Ministerial order 1359, all staff, board members and volunteers are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children.

All personnel are responsible for:

- fully understanding and adhering to Venus Bay Community Centre's child safe policies and procedures at all times and upholding the statement of commitment to child safety.
- maintenance of a valid Working with Children's Check (employee or volunteer status depending on the role)
- notification to the Manager of any activity or offence which could result in a cancellation or change to the currency of the WWC card
- taking all reasonable steps to protect children from abuse and protect their human rights
- being aware of what constitutes an offence with regards to Failure to Disclose, Failure to Protect, Reportable Conduct and Grooming
- treating everyone with respect and in line with the Venus Bay Community Centre's guiding principles
- listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well or they have concerns about the safety of another person or that themselves or another have been abused
- taking action to uphold equity for all children, promote children's safety and prevent child abuse and harm
- promoting the cultural safety, participation and empowerment of all children, including Aboriginal children, children with culturally and/or linguistically diverse backgrounds, children with a disability and lesbian, gay, bisexual, transgender and intersex (LGBTIQ+) children
- ensuring that one-to-one interactions between an adult and a child are to be in an open space or in line of sight of another adult.
- reporting all suspected child abuse or child safety concerns as per the Venus Bay Community Centre guidelines
- involving children in making decisions about activities, policies and processes that concern them or are important to them, wherever possible

Staff, Board members and volunteers must not:

- develop any 'special' relationships with children that could be seen as favouritism or grooming (for example, the offering of gifts or special treatment for specific children)
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children
- use inappropriate language in the presence of children
- express personal views on cultures, race, gender or sexuality in the presence of children
- discriminate against any child or their family member, because of culture, race, gender, sexuality, ethnicity or disability
- engage in activities or physical contact with children that is unnecessary or not justified by the service delivery context, and with regards to their age, abilities or needs
- engage in any activity that is likely to physically, sexually or emotionally harm a child, or any activity with or in respect of a child that is unlawful
- arrange personal contact, including online contact, with children for a purpose unrelated to approved Community Centre activities and without the permission of the parent
- show or provide children with access to inappropriate images or material
- work with children while under the influence of alcohol or prohibited drugs
- ignore or disregard any suspected or disclosed child harm or abuse

By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to the General Manager.

I agree to adhere to this Code of Conduct:

Name

Signature

Date

OFFICE USE ONLY

Receipt given

Entered in membership list

Added to mailchimp

Approved