

T R A I N I N G

F A C T S H E E T

V O L U N T E E R

T E A M

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TEEN MISSIONS INTERNATIONAL AUSTRALIA LTD



ACKNOWLEDGMENT OF COUNTRY

Supporting Reconciliation

We, Teen Mission Int'l Australia, acknowledge the Kabi Kabi (Gubbi Gubbi) people, the traditional custodians of the land on which our ministry resides. We would like to pay our respect to their elders, past, present, and future. We are honoured to work, live, and gather to worship God here.

F O R W A R D

Our Commitment

Teen Missions Int'l Australia (TMIA) is committed to protecting and safeguarding children both actively involved within our ministries programs as well as those who are indirectly involved through ministry outreach. Our organisation has a legal, moral, and biblical responsibility to ensure a safe, positive, and supportive environment for everyone involved.

Policy Purpose

The purpose of this Volunteer Fact Sheet is to ensure the quality of care for the physical, mental, and spiritual well-being of the children in our care.

Guiding Principles

This manual is designed with the intention to equip those passionate about missions and who are serving in a volunteering capacity to be effective and to uphold standards set by the Australian Federal Government as stated in The National Framework For Protecting Australia's Children.

These policies and procedures pertain to the personnel listed below. All persons listed below are required to read and sign a declaration stating they have read and will adhere to and abide by said policies:

Volunteer	A person/family who is donating their time, skill and/or service to work under the direction and supervision of the coordinators
Guest	Anyone who is invited to come and visit Team members and/or leaders. Example: Family members who attend the Commissioning Service
Contractor	A person contracted to perform a specific task/service. This includes both operational and professional services.
Guest Speaker	A person invited to speak during evening rallies on an assigned topic.
Volunteer Teacher	Anyone donating their time to teach an assigned class on practical ministry or construction.

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I N T R O D U C T I O N

Your help is invaluable, no matter how big or small the job.

Thank you!

It is for this reason that we want to make sure you are prepared and equipped to serve as a volunteer to the best of your ability.

Here at TMIA, our focus is on

OUR MISSION	OUR VISION	OUR STRATEGY
To inspire and equip a new generation to boldly proclaim salvation in Christ Alone.	To serve the church as a strategic resource for motivating, training and mobilising youth to fulfil the great commission.	Training tomorrows missionaries today
1 PETER 2:9	MATTHEW 28:19	1 TIMOTHY 4:12

We praise God for your help in furthering His Kingdom's work.

Here's a checklist of what you need to do.

<input type="checkbox"/>
<input type="checkbox"/>
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<input type="checkbox"/>

Read this Volunteer TEAM - Training Fact Sheet

Read and complete the Volunteer Declaration (see pg. 17)

Register for the Volunteer TEAM at www.teenmissions.com.au/volunteer

Bring your completed Volunteer Declaration with you to BootCamp / Debrief or email info@teenmissions.com.au with a PDF scanned copy.

M O D E L 1

S E R V I N G O T H E R S S A F E L Y

This Training Model Contains Information You Need to:

- Keep yourself and others safe
- Keep your workplace safe
- Uphold your responsibilities for reducing risks and keeping team members, leaders and others out of harm's way
- Uphold your Blue Card requirements

Safe environments are transparent and accountable concerning both procedures and relationships.

1. Your Legal Obligation Under the Work Health and Safety Act 2011 (QLD)

- Please be on the lookout for the health and safety of yourself and others around you.
- Participate in and follow all health and safety briefings and training while onsite.
- Report incidents, hazards and anything that poses a potential risk, to the safety officer. (NAME Boot CAMP Safety OFFICE)
- Report anything that you deem to be unsafe, or that put the health and safety of others at risk to the coordinator.

2. Adhere to All Health and Safety Instructions

- When required, use personal protective equipment
- Upholding TMIA safety policies and procedures
- Don't enter restricted areas without the base coordinator's authorization
- Be present and listen to safety briefings prior to beginning work.
- Completing role-specific training when required
- Take part in all emergency drills
- Tools are looked after and taken care of.
- Used for their intended purpose. (Use the right tools for the job)

M O D E L 1

S E R V I N G O T H E R S S A F E L Y

3. Report Health and Safety Risks and Potential Hazards

- Behave in a Christ-like manner, that contributes to an inclusive and respectful learning environment.
- Report any damages to the facility or equipment immediately to the safety officer. This includes but is not limited to:
 - Broken tools
 - Deterioration of buildings
 - Holes in walls/ceiling
 - Materials and equipment affected by wear and tear, external elements such as weather or erosion.
- TMIA will not accept or tolerate any form of bullying, harassment, violence, or unlawful discrimination in person or online.
- Occupational violence and aggression are considered to be any unreasonable behaviour, action or incident that may result in a person being harmed, injured or threatened. If you witness such things, report it to the safety officer.

Examples of Breaches

- A leader is not wearing their gloves while assisting a team member in block laying class.
- The volunteer working in the kitchen sees but does not report a broken shelf bracket in the cool room.
- A volunteer notices a team member downgraded by another team member but doesn't report it to that team member's leaders.

MODEL 1

SERVING OTHERS SAFELY

4. Safety of Team Members

- The safety of team members is TMIA’s top priority.
- Never intentionally do anything that could harm a team member and their well-being – physically, emotionally, or psychologically
- Physical discipline of any kind will not be tolerated
- All team members have the right to feel safe and be protected from harm.
- The Child Safe Venue Framework Procedure outlines the responsibilities and duties of care volunteers are expected to uphold

5. Report any suspected harm or potential harm a team member may be at risk of

IN THE CASE OF IMMEDIATE DANGER CALL 000



M O D E L 1

S E R V I N G O T H E R S S A F E L Y

6. What to do if a team member confides to you they have been harmed

- Actively listens to the team member.
- Any alleged harm is to be taken seriously and reported.
- Inform the team member that this information needs to be reported to the safety officer so that they can help keep themselves safe.
- Ensure that the team member is not in immediate danger.
- Respond in a calm and caring manner
- Document exactly what team members shares, without asking leading questions.
- Report the matter as soon as possible.
- Keep the matter confidential, and only discuss it with those who need to know.

Examples of Breaches

- During a counseling session after the evening rally, a volunteer promised to keep everything confidential and private between the two. The team member proceeds to share that they have been assaulted. This is then reported, and the member feels it has been shared without their consent, as the volunteer promised to keep it between the two.
- Volunteer notices marks on a team member that could potentially be from self-harm...thinking it's none of their business, they don't report it.

7. Communicating, Teaching and Counselling Team Members

- Act in a Christ-like manner with care, love, and the highest integrity
- Always consider the impact of your words and actions before you speak or act

M O D E L 1

S E R V I N G O T H E R S S A F E L Y

9. Restricted Persons

- A 'restricted person' cannot volunteer at TMIA in any capacity, and to do so would be breaking the law.
- You are deemed a 'restricted person' if you:
 1. Have a suspended Blue Card
 2. Have been charged with a disqualifying offense that is yet to be finalised
 3. Have been issued a negative notice

These people are **not** eligible for an exemption

It is a legal offense to start volunteering or continue volunteering with restricted employment, with a maximum penalty of \$71,875 or 5 years in prison.

MODEL 1

SERVING OTHERS SAFELY

- If it is necessary to speak to a team member privately, inform their team leader of the intention to do so, and have the conversation in the sight of others.
- Please refrain from sending, saving, or accessing any content that is discriminatory, offensive, explicit, defamatory, or threatening in any way while participating in our summer program. This policy ensures a safe and respectful environment for all

- Consider the distances when standing or sitting next to team members. Ensuring not to make team members uncomfortable because of inappropriate use of space in an interaction.
- There are no electronic media for communication with individual team members who are in the care of TMIA

8. Blue Card Requirements

- All volunteers (18 years or older) must hold a valid Blue Card (QLD government ACT 2000) *Please note: In some circumstances, volunteers may not need to obtain a blue card.*
- Bring and present your blue card to TMIA upon arrival with photo I.D. (i.e driver's licence)

- TMIA is required by law to validate Blue Cards online and cross-check cards with a valid photo ID
- Any changes to the status of your Blue Card needs to be made known

See Blue Card Services (1800 113 611) for Blue Card Requirements

M O D E L 2

S E R V I N G O T H E R S T O G E T H E R

This Training Model Contains Information You Need to:

- Celebrate diversity
- Create inclusivity
- Work as part of the TMIA ministry team

1. Cultivating An Culture of Belonging

- TMIA appreciates your involvement in our ministry. Our greatest priority is to ensure that you feel recognized, cherished, and secure. We come together as part of the Body of Christ and with one another when we foster a sense of belonging within our community.
- Belonging is cultivated when:
 - Individuals are accepted for who they are, and what they have to offer is valued
 - We support one another in those given roles

2. Your Role

- | | |
|---|---|
| <ul style="list-style-type: none">• Encourage one another• Make reasonable adjustments when within your means to better support each other.• Be patient and kind• Take your time before making assumptions or judgments about one another• Be teachable | <ul style="list-style-type: none">• When problem-solving welcome different perspectives• Show respect for the ministry and the land it operates on• Consider barriers that your own assumptions have on those you interact with• Seek to learn more about others' abilities, experiences, and potential. |
|---|---|

M O D E L 3

S E R V I N G O T H E R S E T H I C A L L Y

This Training Model Contains Information You Need to:

- Act in accordance with TMIA’s Code of Conduct
- Uphold standards set by the Australian Federal Government

1. You Will Need to Follow TMIA’s Code of Conduct

TMIA’s Code of Conduct is the fundamental standard by which our ministry operates. As a TMIA volunteer, you are expected to uphold this code and exhibit these ethical values in your behaviours.

I Will	I Will Not
<ul style="list-style-type: none"> • Commit to serving and honouring God • Be respectful, ethical, and honest • Respect confidentiality • Take whatever steps are necessary to ensure the health, safety and well-being of themselves and others. • Uphold organisational requirements and procedures • Work cooperatively & diligently • Be accountable & transparent in all interactions • Listen to concerns • Communicate with integrity • Respect others property • Maintain appropriate touch boundaries 	<ul style="list-style-type: none"> • Show favouritism • Attempt to fulfill roles/tasks I am not qualified to perform • Engage in discriminating behaviour • Interact in any way that may be interpreted as sexualising. • Use physical means to control, discipline or punish a child, unless restraint is necessary to protect a child from hurting themselves or others. • Take unauthorised photos or movies of a child on-site or during a venue-run activity or publish or share photos or movies of a child online on social media or on any other site without parent/guardian consent.

MODEL 3

SERVING OTHERS ETHICALLY

2. Your Are Responsible For

- Upholding and adhering to TMIA Code of Conduct
- Conduct yourself in an ethical and responsible manner
- Be accountable and take responsibility for your actions and decisions.
- Follow TMIA policies and procedures
- When fulfilling your volunteer duty make sound judgment.
- Speak Up! You are obligated to report any conduct that goes against TMIA code of conduct

3. Fundamental Principles of Ethical Behaviours

- | | |
|---|---|
| <ul style="list-style-type: none">• Everyone has the right to safety and to be treated fairly• Be mindful of others around you before taking any action. Think about what the repercussions of your action might have on those around you. | <ul style="list-style-type: none">• If something doesn't seem right, or you feel there's a conflict of interest report it to Coordinator• Use TMIA resources appropriately |
|---|---|

Examples of Breaches

- A volunteer family member is going on team as a team member, and they do the team members laundry for them in the volunteer washing machine.
- A volunteer has an issue with a team member and seeks out their parents during the commissioning service to offer their opinion about their child.
- Volunteer teacher administrates medication to their child on a team without their team leader's knowledge.

MODEL 4

PROTECTING OTHERS PRIVACY

This Training Model Contains Information You Need to:

- Protect the personal information of team members/minors
- Protect and respect the personal information of TMIA's personnel

1. Take Care of Official Information

- | | |
|---|--|
| <ul style="list-style-type: none">• Use information for its intended purpose.• Refrain from the collection, storage or publishing of personal information of team members. This included but is not limited to photographs, full names, addresses, medical information, etc. | <ul style="list-style-type: none">• Please make sure to keep info secure and protected.• Treat all information as confidential and do not divulge to others unnecessarily.• Maintain record correctly, following all directions and instructions given |
|---|--|

2. Your Obligation

- | | |
|--|---|
| <ul style="list-style-type: none">• Ensure the information stays onsite• Follow all relevant procedures | <ul style="list-style-type: none">• Report any security threats• If you are not sure whether you should take a particular action, ask first. |
|--|---|

3. TMIA's Policies on Privacy

TMIA collect, and store program participants' personal information in line with the National Privacy Act i.e.: private information is only collected if necessary; individuals concerned are advised of its intended use; personal information collected is stored securely and not divulged to others without the consent of the individual involved; any personal information the ministry is holding which is no longer required, is out of date or incorrect, is either destroyed or amended to be accurate.

TMIA collects all relevant personal, medical, and other relevant personal information of program participants to ensure their safety

What To Do When You First Arrive

When you first arrive, please drive all the way down the driveway to the Pole Barn and sign in at the kitchen.

Volunteers Only - There are some perks to being a volunteer that Team members and leaders do not have. You are welcome to bring and use your phones and devices and use the community facilities (community kitchen and laundry).

PLEASE Note: we seek to make common areas (such as Pole Barn, Chapel, and Camp Sites) places where volunteers, staff, leaders, and members abide by the same rules. Therefore, we ask you to refrain from using your phone in these areas.

Housing

Housing will include a bed, showers, laundry facilities and access to a community kitchen. Please make sure to have sheets, pillows and a sleeping bag.

Single Volunteers – Shared Rooms in A-Frames

Volunteering Married Couple – Private rooms in Cabin

Volunteer Families – The Cottage & Student Dorms

Meals

Your meals are provided at both Boot Camp and Debrief.

Boot Camp Meals – Volunteers are welcome to use the tables in and around the Pole Barn. Mealtimes are important for team bonding, and we ask that volunteers refrain from eating meals with teams during Boot Camp to allow for this to occur.

Debrief Meals – Volunteers are welcome to mingle with teams during mealtimes.

If you would like to bring additional food/snacks, please label them clearly with your name and keep them in the community kitchen located in the BMW buildings. Due to ants, we ask you not to store it in your rooms. And unless there is a medical need, or you have young children, we ask that the food is not brought down to the lower campsite as this is a common area. Please Note: The lower campsite is nut-free due to the risk of severe allergy. **DO NOT BRING ANY FOOD CONTAINING NUTS.**

Signing In and Out

As a safety measure, we require all volunteers to sign in/out the TMIA sign book located in the Pole Barn kitchen. This enables us to account for all persons on the property in the case of an emergency.

Emergency Contact

In the event of an emergency, a message can be received for you by the TMIA office phone (07) 5449 9765. Be sure that whoever calls identifies you as a volunteer.

What to Bring:

Please pack according to your commitment.

BOOT CAMP & COMMISSIONING (11 DAYS)**DEBRIEF (4 DAYS)**

- Lightweight modest work clothing
- Nice Sunday clothing
- Raincoat
- Hat and sunscreen
- Fully Enclosed shoes (preferably 15 cm work boots if you are teaching construction class)
- Personal toiletries
- Towel
- Water Bottle
- Bible & pen
- Dish Bag – a cloth drawstring bag with a plate, bowl, cup, and cutlery.

- (Bedding – sheets, pillow, blanket/sleeping bag)
- Bug repellent
- Laundry detergent (optional)
- Modest Swimsuit (optional if you would like to swim in the pool)

Please leave the following at home

- Valuables at home
- Sleeveless shirts/dress
- ¾ pants, shorts, skirts and dresses
- Anything with suggestive or offensive phrases

A P P E N D I X 1

TMIA Directory

STAFF		
Base Coordinator	Jason and Cordelia Stoddart	jasonstoddart@teenmissions.com.au cordelia.stoddart@teenmissions.com.au
Program Coordinator	Mark and Lilian Creekmore	mark.creekmore@teenmissions.com.au lilian.creekmore@teenmissions.com.au
BOOT CAMP / DEBRIEF ROLES		
Boot Camp Coordinator	Cordelia Stoddart	0414753993
Volunteer Coordinator	Mark Creekmore	0493631520
Kitchen Coordinator/ Child Safety Officer	Lilian Creekmore	0493622628
Risk Management Officer	Monika Foulkes	0401576018
Nurse	TBD	Phone number & Location of sick bay
Governance Board Chairman	Paul Garland	pgarland@teenmissions.com.au 0408466829

Please PRINT, COMPLETE AND BRING VOLUNTEER DECLARATION WITH YOU

VOLUNTEER DECLARATION

COMMONWEALTH OF AUSTRALIA
STATUTORY DECLARATION
STATUTORY DECLARATIONS ACT 1959

I,

VOLUNTEERS FULL LEGAL NAME

of

ADDRESS

OCCUPATION

PHONE NUMBER

Make the following declaration under the Statutory Declarations Act 1959:

Do solemnly and sincerely declare that:

I have read and understood the Volunteer TEAM Fact Sheet & Training Modules 2023 and agree to volunteer my time and services to Teen Missions Int'l Australia Limited.

As a volunteer, I agree to:

- Serving Teen Missions Int'l Australia Limited ethically, working safely and with integrity.
- Abiding by all TMIA's policies and procedures, including TMIA's Code of Conduct and Blue Card requirements.
- Responding appropriately to any suspicion of harm to a minor
- I understand this volunteer position and do not expect any form of remuneration (i.e. discounts, fringe benefits, etc.)
- I understand and agree that either party may terminate my service as a volunteer at any time.
- Carrying out the overall goal of the ministry.
- Release Teen Missions Int'l Australia Ltd, and/or its director, and/or their appointed agents from any liability for any accidents, sickness or death that may incur while serving with Teen Missions Int'l Australia Ltd.
- Any of the above-mentioned have my permission to take me to the doctor for medical treatment, emergency surgery or hospitalisation if needed. I assume the responsibility for all medical bills for myself. Should I need to return home for medical or other reasons, I will assume the total transportation costs.
- And consent to TMIA photographing and videoing myself. I give permission for any such images to be used by Teen Missions Int'l Australia to promote its activities, provide public updates on the internet, especially via social media both during and after the program and distribute to others participating in the program after its completion.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the Statutory Declarations Act 1959. I believe that the statements in this declaration are true.

This declaration is valid for 9th of December 2023 to January 20th 2024

VOLUNTEER'S SIGNATURE

Declared at,

on

of

PLACE

DAY

MONTH AND YEAR

Before me,

WITNESS FULL LEGAL NAME

ADDRESS

CONTACT (PHONE NUMBER/EMAIL)

WITNESS SIGNATURE

Note 1 which is imprisonment for a term of 4 years — see section 11 of the Statutory Declarations Act 1959.

Note 2 Chapter 2 of the Criminal Code applies to all offences against the Statutory Declarations Act 1959 — see section 5A of the Statutory Declarations Act 1959.

A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for

WHO CAN WITNESS YOUR VOLUNTEER DECLARATION

You now need to have your volunteer declaration witnessed. Many people can witness a declaration, including:

- Justice of the Peace
- Police officer
- Court registrar
- Bank manager
- Medical practitioner
- Financial adviser
- Medical practitioner
- Nurse
- Patent attorney
- Psychologist
- Chiropractor
- Financial Planner
- Midwife
- Occupational therapist Pharmacist
- Trademark attorney
- Dentist
- Legal practitioner
- Physiotherapist
- Veterinary surgeon
- Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution

A full list of authorised witnesses go to <https://www.ag.gov.au/legal-system/statutory-declarations/who-can-witness-your-commonwealth-statutory-declaration#list>