



MAKE BLUE LIGHT HAPPEN

Handbook for Volunteers 2016 - 17

We are committed to promoting and protecting at all times the best interests of children involved in our programs. We have a ZERO tolerance for Child Abuse.



Volunteering is time willingly given for the common good and without financial gain.

introduction

Thank you for considering being a volunteer with Blue Light Victoria.

Our dedicated volunteers make Blue Light events happen. From helping to run a dance event, to sharing a specialty skill, our volunteers provide the children of Victoria with safe, supervised alcohol and drug free entertainment and activities. Flexible volunteering makes it easy for people to share skills, time and energy in a way that suits their lifestyle. We provide training and support to our volunteers to develop new skills which are transferable to other areas of life.

This information package provides a brief overview of what you can expect when volunteering with Blue Light Victoria and answers some questions you may have before beginning volunteering with us.

This handbook is intended to be used in conjunction with more detailed information. You will receive more detailed information during your orientation.

We look forward to your being involved with us, your efforts will have a direct impact on the youth of your community – and for that, we thank you.

our story

The Blue Light program has evolved and not only includes dance events but also a diverse range of youth programs and initiatives aimed at preventing crime within communities.

Our vision is 'to be a leader in youth engagement'.

Our Mission: to enable youth engagement through the provision of Blue Light initiatives, between Victoria Police and the community, in order to achieve positive outcomes for young people.

Blue Light first started in 1976 in the outer eastern suburbs of Melbourne by police who decided to put on a disco for the local youth and was supported by community volunteers. Due to its success the Blue Light concept expanded across Australia, New Zealand, Pacific Nations and the United Kingdom.

All our programs and activities are conducted in a safe supervised environment by police members and community volunteers. They are free from alcohol, drugs and violence. Our program has developed into a crime prevention initiative, which aims primarily to identify and address the needs of young people who are 'at risk' and also provide education, crime reduction, life skill, cultural, social and sporting programs for young people aged between 5 – 18 years.

The record of achievements of Blue Light Victoria and its branches is testament to the many hours of work contributed by thousands of volunteers over the years.

Over a million Australians have been or still attend Blue Light events.



organisational structure

Blue Light Victoria Inc. is the overarching body to over 35 Blue Light incorporated branches throughout Victoria.

Current branch details can be viewed on our website at www.bluelight.org.au

management of volunteers

Volunteers for a Blue Light Branch are managed by the local branch Volunteer Coordinator. This role will typically be carried out by a member of the local branch committee.

how volunteers make blue light happen

A volunteer can be anyone aged 15 or over who is willing to support Blue Light and its values, while abiding by the Code of Conduct.

Blue Light Victoria has many opportunities for volunteers to be involved in activities throughout Victoria. The majority of our volunteers work within their local community, assisting with entertainment in the form of dance events, movie nights, pool parties, camps, leadership programs, bike riding, boxing, motorcycle clubs, a variety of sporting programs, and many more activities.

The list below illustrates some areas in which our volunteers choose to contribute:

- Supervision
- Assistance with event setup and packup
- Activities and Program expertise
- Sound & Lighting
- Administrative
- Auditing/bookkeeping
- Catering/ Canteen duties
- Committee member
- Desktop publishing/graphics
- Event management
- Fundraising
- Outdoor recreation
- Promotion/public relations
- Supporting a camp or sleepover activity
- Youth Counselling
- Special projects

benefits of volunteering at blue light

Volunteering offers many benefits, including opportunities for volunteers to:

- gain new skills and knowledge
- boost their own job and career prospects
- enjoy a sense of achievement and fulfilment
- develop personally and boost self esteem
- enjoy better physical and mental health
- connect to and better understand your community
- meet new people and make new friends.

as a blue light volunteer you have the right to

- work in a healthy and safe environment;
- be interviewed and engaged in accordance with equal opportunity and anti-discrimination legislation;
- be adequately covered by insurance;
- be given accurate and truthful information about the organisation for which you are working;
- be given a copy of the organisations volunteer policy and any other policy that affects your work;
- not fill a position previously held by a paid worker;
- not do the work of paid staff during industrial disputes;
- to have a job description and agreed working hours;
- have access to a grievance procedure;
- be provided with orientation to the organisation;
- have your confidential and personal information dealt with in accordance with the principles of the Privacy Act 1988; and
- training for the role you will undertake, which is usually delivered on the job at your local Blue Light branch.

what blue light asks of its volunteers

We ask that you:

- **Be committed to promoting and protecting at all times the best interests of children involved in our programs. We have a ZERO tolerance for Child Abuse.**
- Be prepared to sign that you have read and understand the Code of Conduct (APPENDIX A)
- Be prepared to undertake a Police Check and hold a current WWC;
- Support Victoria Blue Light's vision, mission, aims and objectives;
- Participate in all relevant induction and training programs
- Operate under the direction and supervision of nominated staff and obey reasonable directions and instructions;
- Understand and comply with the organisation's policies and procedures; including anti-discrimination, health and safety and confidentiality;
- Notify your supervisor or another member of staff of any hazardous situations that pose a risk to you or others; and report any accidents or incidents relating to staff, volunteers, participants, venue and equipment;
- Behave appropriately and courteously to both the staff and the public with whom you interact in the course of your role;
- Use any property or equipment given to you in your role only for the purpose of the role and return it to the organisation when you finish your volunteer role.
- Let us know if you wish to change the nature of your contribution (e.g hours, role) to Blue Light at any time, and
- Be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive.



blue light volunteers Kat & Luke





SEVEN STEPS TO VOLUNTEERING WITH BLUE LIGHT VICTORIA

1. THE DECISION

Make a decision to be involved and express an interest in volunteering with Blue Light Victoria. This can be done via email to enquiries@bluelight.org.au or by contacting your Blue Light branch.



2. APPLICATION

Once you've expressed your interest, arrangements will be made for you to be contacted by a representative of your local branch.

3. INTERVIEW

At this initial meeting you will have the opportunity to talk about and explore the variety of volunteer roles available to suit your skills and possible time commitment. The majority of our volunteer roles have a Position Description to assist you in choosing the right roles for you.

At this stage you will be required to consent to any necessary referee checks and police checks.

4. SCREENING

Working with Children Checks & Police Checks are a mandatory requirement for volunteering with Blue Light Victoria. **Blue Light Victoria has a Zero tolerance for Child Abuse.** Details of these checks and processes will be explained at your initial meeting.

5. NOTIFICATION OF APPLICATION

Following your initial meeting and the successful clearance of any required checks and references, your application to work as a volunteer with Blue Light Victoria will be confirmed. If your application is unsuccessful you will also be advised.



6. ORIENTATION

You will receive an orientation to your volunteer role by a representative from your local branch.



7. TRAINING

Your volunteer role will determine the need for any formal training and arrangements will be made for any action required. Where formal training is not required, on the job training will be provided.



CODE OF CONDUCT FOR EMPLOYEES, VOLUNTEERS AND CONTRACTORS WORKING WITH CHILDREN AND YOUNG PEOPLE POLICY

Policy number	035	Version	1.0
Drafted by	Karen Burns	Approved by Board on	21/11/2016
Responsible person	Karen Burns	Scheduled review date	21/11/2018

Management, staff, volunteers and contractors at Blue Light Victoria Inc., Victorian Blue Light Youth Camps and all affiliated Blue Light branches (BLV) are required to abide by this Code.

Under the Operations Manager, management (including branch managers) will:

1. Be responsible for the overall welfare and wellbeing of staff and volunteers;
2. Be accountable for managing and maintaining a duty of care towards staff and volunteers; and
3. Nominate a Child Protection Officer to provide information and support to all staff, volunteers, children, young people and their carers regarding child protection matters.

All people involved in the care of children on behalf of BLV will:

1. Work towards the achievement of the aims and purposes of the organisation;
2. Be responsible for relevant administration of programs and activities in their area;
3. Maintain a duty of care towards others involved in these programs and activities;
4. Establish and maintain a child-safe environment in the course of their work;
5. Be fair, considerate and honest with others;
6. Treat children and young people with respect and value their ideas and opinions;
7. Act as positive role models in their conduct with children and young people;
8. Be professional in their actions;
9. Maintain strict impartiality;
10. Comply with specific organisational guidelines on physical contact with children;
11. Respect the privacy of children, their families and teachers/carers, and only disclose information to people who have a need to know;
12. Maintain a child-safe environment for children and young people;
13. Operate within the policies and guidelines of BLV; and
14. Contact the police if a child is at immediate risk of abuse (telephone 000).

No person shall:

1. Shame, humiliate, oppress, belittle or degrade children or young people;
2. Unlawfully discriminate against any child;
3. Engage in any activity with a child or young person that is likely to physically or emotionally harm them;
4. Initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves;
5. Be alone with a child or young person unnecessarily and for more than a very short time;
6. Develop a 'special' relationship with a specific child or young person for their own needs;
7. Show favouritism through the provision of gifts or inappropriate attention;
8. Arrange contact, including online contact, with children or young people outside of the organisation's programs and activities;
9. Photograph or video a child or young person without the consent of the child and his/her parents or guardians;
10. Work with children or young people while under the influence of alcohol or illegal drugs;
11. Engage in open discussions of a mature or adult nature in the presence of children;
12. Use inappropriate language in the presence of children; or
13. Do anything in contravention of the organisation's policies, procedures or this Code of Conduct.

WHAT HAPPENS IF YOU BREACH THIS CODE OF CONDUCT

If you breach this Code of Conduct you will face disciplinary action, including and up to termination of employment or cessation of engagement with the organisation.

AUTHORISATION



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21/11/2016

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OUR BLUE LIGHT BRANCHES

- ALPINE BLUE LIGHT
- BACCHUS MARSH BLUE LIGHT
- BALLAN
- BALLARAT
- BEAUFORT MC
- BENDIGO
- BLUE LIGHT YOUTH CAMP (Maldon)
- CASTLEMAINE
- COPSNKIDS BALLARAT BLUE LIGHT
- CRAIGIEBURN (HUME)
- CRANBOURNE
- DAYLESFORD
- DIAMOND CREEK
- GEELONG
- HAMILTON
- HASTINGS
- HORSHAM
- INNER NORTH WEST
- KYABRAM
- MACEDON RANGES
- MARYBOROUGH
- MELTON
- MILDURA
- MILL PARK (EPPING)
- MONBULK
- MOOROOPNA
- PAKENHAM
- PORTLAND
- PRESTON / DAREBIN
- SUNBURY
- SWAN HILL
- TATURA
- TOORA (FOSTER)
- WANGARATTA
- WARRNAMBOOL
- WELLINGTON
- WILLIAMSTOWN
- WODONGA
- WONTHAGGI
- WYNBAY
- YANG (STAWELL)
- YARRA



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