

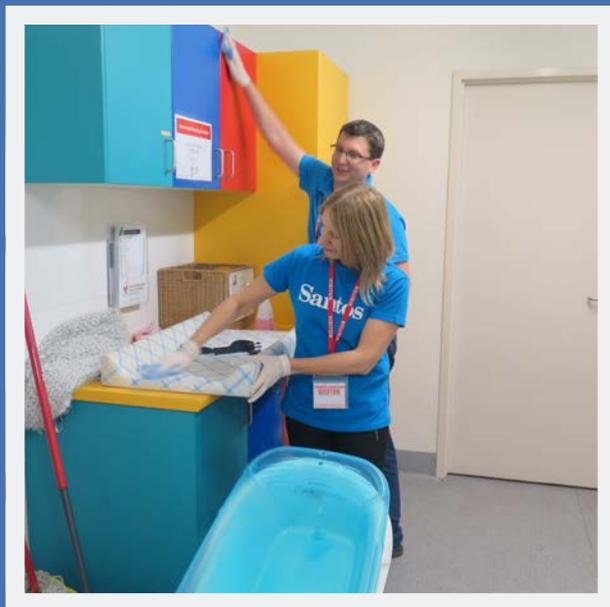


Working  
**BEE**

# WORKING BEE PROGRAM



The Working Bee is an opportunity for corporate, social, community or other groups to spend a 'team building' day together, while helping Ronald McDonald House to support families by maintaining a clean and safe environment for all to enjoy.



## WHY WE NEED THE WORKING BEE PROGRAM

An establishment such as Ronald McDonald House takes an enormous amount of upkeep.

The Working Bee Program provides vital resources to help us maintain clean our welcoming surroundings for our families to enjoy.

The Working Bees are approximately half a day (4 hours) in length on any week day. We host one Working Bee per month offered to corporate or community groups. They generally run from 10am-2pm, but this can be negotiated and we can accommodate a group of up to 8 participants.

# WORKING BEE ROLES:

## CLEANING:

- Air-conditioning vents
- Playground equipment
- Playroom equipment and toys
- Kitchen – cupboards/draws/stoves
- Windows
- Lights
- Walls & skirting boards
- Outdoor tables and chairs
- Defrosting freezers
- Windows & screens
- Laundry & shared bathroom



## GARDENING

- Raking and sweeping
- Clearing leaves from gutters

## OTHER TASKS

- Mailouts
- Sorting storage rooms
- Re-fold linen



# WHAT YOU NEED TO KNOW

## RIGHTS OF RMHC SA STAFF

- The right to observe safety rules.
- The right to make decisions regarding the best placement of a volunteer.
- The right to expect clear and open communication from volunteers.
- The right to negotiate work assignments.
- The right to release volunteers under certain circumstances.
- The right to cancel the volunteering program if the timing is not appropriate.

- The right to be treated as co-workers and equal in every manner.
- The right to know the purpose of all rules and regulations at RMHC SA.
- The right to be heard and make suggestions.

## RIGHTS OF VOLUNTEERS

## STANDARDS OF BEHAVIOUR

- Be familiar and comply with the requirements of RMHC SA guidelines.
  - Be respectful, courteous and impartial when dealing with others.
  - Respect the rights, dignity, culture and property of every individual.
    - Act honestly, responsibly and in good faith at all times.
    - Do not promote, display or exchange religious ideals or material.
    - Work with others in a co-operative and positive manner.
- Be aware of community expectation of RMHC SA and conduct yourself accordingly.
  - Maintain a high personal standard of dress and personal hygiene, including, neat and inoffensive attire.
    - Be punctual and reliable.
    - On arrival at the House, sign in on our register as a Fire & Safety requirement.
  - An authorised House representative will be in attendance at all times during the group volunteering program.
- No sales or solicitation of guest families is allowed by the visiting/hosting group while on House premises.

# **SUPER- VISING CHILDREN**

- Parents and guardians must supervise children at all times
- Those participating in group volunteering programs who are under the age of 18 must be supervised by a parent or guardian at all times.
- We can only accept volunteers over the age of 14 when it comes to those who will be using the kitchen during their time volunteering at RMHC SA.

Under no circumstance are you to have contact with children or young people participating in our programs or services that:

- Is intended to cause pain or distress.
- Is overly physical and unnecessary.

- Involves touching of genitals, buttocks or the breast area.

- Appears to a reasonable observer to have sexual connotation.

- Is initiated against the request of the child or young person

unless it is necessary to prevent injury to the child, young person or others.

- Under no circumstances is any form of 'sexual behaviour' to occur between, with, or in the presence of children or young people.

# **CONTACT WITH YOUNG PEOPLE**

# **CONFIDENTIALITY AND PRIVACY**

-Treat all information as strictly confidential.

-Respect the privacy of employees, volunteers, children and families at all times.

-Do not enquire into the nature of the illness or prognosis of the patient.

- Never release or distribute any of RMHC SA private, confidential or copyrighted records, reports, documents or information to persons outside the charity, unless required by law.

- You must never access, store, process or transmit any information which is threatening, obscene, pornographic, discriminatory or harassing by nature.

- Never disclose information about employees, volunteers, donors, families, visitors, contractors or other RMHC SA stakeholder, unless you have been granted permission.

## SAFETY

- Familiarise and act in accordance with our Work Health and Safety policies and guidelines as directed by staff.
- Take care to ensure health & safety of yourself & others at all times.
- Immediately report to your supervisor if you become aware of any actual or potential workplace hazards.
- Not engage in bullying or harassment towards children, families, staff, volunteers or third parties.
  - Never inappropriately use equipment or machinery.
- Not come to the House if you are sick, even with a cold, as many children undergoing treatment have a compromised immune systems.
- You must not come to the House if you have been in contact with anyone who has/had an infectious disease, such as COVID-19.
  - Immediately report an injury suffered by you or another.

- Employees, volunteers and board members shall not be involved in the unlawful use, possession, sale or transfer of drugs.
  - Any individual who possesses, uses, purchases, distributes sells, manufactures and/or is found to be under the influence of any drug (which is not lawfully prescribed) or alcohol whilst taking part in our volunteering programs will be subject to appropriate action and asked to leave the premises immediately.
    - Under no circumstances should you dispense alcohol, drugs, medications or cigarettes of any kind to children or young people.
    - Smoking is not permitted except in designated smoking areas.

## DRUGS, SMOKING & ALCOHOL

## CRIMINAL RECORDS

- You are required to notify RMHC SA immediately if you have been convicted of a child-related offence or have had your Working with Children's Check revoked.
- You are required to immediately report any criminal charges or convictions laid against you.
- If you withhold information and it is later discovered, the breach and/or failure to report a conviction will result in you being asked to leave the premises immediately.

## **MEDIA**

- Group volunteers are not permitted to speak on behalf of RMHC SA in response to media enquiries.
- Do not post confidential RMHC SA information on social media at any time, whether you are commenting as your organisation or under your personal account.

You are not permitted to take photos of young people unless:

- It is in the scope of your role and is for the purposes of RMHC SA.
  - You have the written consent of the parent/guardian.
  - There is at least one other adult present and the child is appropriately dressed and posed.
- The photograph does not make the young person feel unsafe.
- Photos are not to be published or distributed to any other party without the prior approval of a parent/guardian through the appropriate consent forms and approval of a RMHC SA employee every time they are used.
- Any images that are used for marketing purposes are to be presented in a manner that does not identify the young person.

## **PHOTO POLICY**

## **BREACH OF THIS CODE**

If you see or hear of another person breaching these guidelines, you are required to report the breach to your supervisor immediately. Persons breaching these guidelines will be subject to being asked to leave the premises.

The activity of providing volunteer services at our House must be consistent with the philosophy and policies of Ronald McDonald House Charities SA.

# COVID-19 VACCINATION REQUIREMENTS

At Ronald McDonald House Charities (RMHC), our highest priority is the health and safety of our families, volunteers and staff.

Ronald McDonald Houses are places that support vulnerable children and their families, therefore our focus is to minimise the risk of transmission of COVID-19.

With the opening of the SA border on November 23rd, we wish to ensure the safety of all families staying with us.

For this reason, from December 1st 2021, we are implementing restrictions to people entering the house.

**IF YOU ARE NOT DOUBLE VACCINATED, YOU OR ANY MEMBERS OF YOUR GROUP ARE UNABLE TO ENTER THE HOUSE.**

Please ensure this is communicated to the wider members of your group.

Please bring a copy of your vaccination certificate to be sighted when you next come and we will record it. You will only need to do this once.

**MASKS MUST BE WORN AT ALL TIMES** in communal areas, unless you are sitting down. Gloves must be worn while preparing food.

Anyone entering the house will need to sign in using the visitors sign-in book, as well as scanning our Service SA QR code, sanitise your hands and show your COVID19 double vaccination certificate.

Thank you for your understanding. Your continued support is greatly appreciated as we work hard together to support our staff, volunteers and most importantly our families.

# FAQS

## Where can I park?

Parking is available on Melbourne Street and we ask that you do not use the underground carpark as these are used by our families. You are welcome to make use of our driveway to drop off groceries or other items, but we ask that you limit that time to 15 minutes and ensure that cars can still pass safely on the drive.

## Will there be someone around if we need help or guidance?

We will have staff and/or volunteers that will show you around the House and answer any queries you may have.

## Do we need to wear anything specific?

Please wear casual comfortable clothes that you don't mind potentially getting dirty.

## Is it okay to take photos?

You're more than welcome to take happy snaps of your group; however we do ask you to refrain from taking any photos of our families unless you have been specific permission to do so. Please always check with one of our staff or volunteers if unsure.

Thank you again for your interest in our  
Corporate/Community Volunteer Program.

If you would like further information or would like  
to make a booking, please contact the House on 08 8267 6922.

Or you can email Kathy: [Kathryn.Lawrence@rmhc.org.au](mailto:Kathryn.Lawrence@rmhc.org.au)

