Volunteer Information Kit

equal health

India 2011

4 – 20 February

A life changing appointment

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Volunteer Information Kit

India 2011

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Equal Health

Equal Health is an Australian not for profit, secular volunteer organisation that changes lives by providing free multi-disciplinary health care to people in need in developing countries, who would generally not have access to such services.

Equal Health changes lives. We bring sight to the blind, relief from dental pain and improved health through access to every day health services that most Australians take for granted.

Equal Health provides opportunities for short-term meaningful and life changing travel experiences for Australian health professionals who volunteer their skills and services, to improve the health and lives of people living in overseas communities in need. We conduct annual aid camps over a two to three week period and provide …

- eye tests
- new spectacles
- dental care
- general medical help
- health education
- postural and mobility aids and equipment prescriptions
- development and implementation of allied health programs
- cataract surgery

History

In January 1997 the Australasian Dispensing Opticians Association (ADOA) conducted a fact-finding spectacle aid camp in the village areas of Tamil Nadu, India. It followed a request from the Director of a Western Australian sponsored orphanage to supply spectacle relief for underprivileged people in the region of his work. The initiative was named the *Spectacle Aid to India Program*. It was installed at a General Meeting of the ADOA in Hobart, on 23 February 1997.

On 17 April 1999, a new organisation called Equal Health was created for the purpose of including a diverse number of health disciplines. Since the first camp in January 1997, annual camps have been conducted in India, several in Indonesia, one in Zimbabwe, one in Thailand and several in South Africa. Equal Health has also provided free spectacles for displaced Kosovars and East Timorese in camps around Australia and financially supported the repatriation of Balinese bomb victims. Aid is provided to people free of any cost.

Equal Health Mission Statement

To facilitate Australian volunteers in the provision of free health care for communities in need, regardless of political or religious affiliation; with professionalism, integrity and cultural sensitivity.

Equal Health Values

In the provision of free health care for communities in need, Equal Health values:

- Professionalism
- Integrity
- Cultural sensitivity
- Ethical practice
- Honesty
- Commitment

Equal Health in its operations also values:

- Good governance
- Transparency and accountability
- Commitment
- Inclusivity

Overseas Volunteer Positions

Equal Health appoints volunteers in various locations around India. Placements are short-term and span a two to three week period. Placements are available to qualified health professionals and teachers:

- General medical practitioners
- Medical nurses
- Optometrists
- Ophthalmologists
- Optical Dispensers
- Dentists
- Dental Nurses/Assistants
- Dental Hygienists/Therapists
- Occupational Therapists with experience in paediatrics, cerebral palsy, intellectual disability, autism, mental health and/or soft tissue
- Physiotherapists with experience in paediatrics, cerebral palsy, intellectual disability, musculo-skeletal and/or mental health
- Speech Pathologists with experience in paediatrics, cerebral palsy, intellectual disability, expressive language disorders and autism
- Mental Health Nurses
- Teachers – special education, primary school and/or pre-school teachers
- Dietticians

Please find a job description enclosed.

India Projects

Equal Health has placements available in the following Indian locations:

- Katwa, West Bengal – Anandaniketan, Society for Mental Health Care – allied health, mental health, education, optical, dental and medical.
- Tamil Nadu – Trichy and Urapakkam – Mobile outreach multi-disciplinary health clinics – optical, dental, medical and musculoskeletal physiotherapy.

Anandaniketan – allied health, mental health, education, optical, dental and medical

Located in West Bengal, the Equal Health team of health professionals work along side the management, staff and residents of Anandaniketan to:

- Foster positive relationships with Anandaniketan staff and residents.
- Promote knowledge and skills development of the Anandaniketan staff.

- Promote the psychological, physical and social well being of residents by enhancing independent functioning, self worth, dignity and respect and improvement of quality of life.

Anandaniketan is situated four to five kilometres outside the village of Katwa in West Bengal. Anandaniketan was established in 1988 and is a not for profit organisation that provides residential care to 350 children, adolescents and adults. The residents mostly have intellectual and/or physical disabilities, and mental illness and many of the residents are orphans. Anandaniketan also has a school that provides schooling for children with special needs, a cancer detection and management centre and a training institute offering diploma and degree studies in intellectual disability.

Multi-disciplinary mobile outreach health clinics – optical, dental, medical and musculoskeletal physiotherapy.

Equal Health's mobile multi-disciplinary outreach health clinics visit rural and remote village locations made possible through the hard work and coordination by local Indian partners. Different villages are visited on a daily basis where outreach services are provided. As such the nature of these mobile health clinics is predominately service delivery with health education provided wherever possible.

Working conditions can be challenging in the village locations as the 'surgery' is usually a local hall, a room in someone's house or even the shade of a big tree. Crowds are large, the noise is overwhelming and it is impossible for everyone to be seen. It can also be frustrating at times as some conditions that present cannot be treated or need long term care, which the patient does not have access to, for either geographical or financial reasons.

Despite all of the challenges faced by the volunteers, the communities are very appreciative and the work rewarding. The experience of this adventure will return something special that can't be explained, only experienced, and is even more enjoyable when shared among a unified group of people.

The outreach services include optical, dental, physiotherapy and general medical. Please visit our website www.equalhealth.org.au for more information on the following programs:

- Allied health
    - Occupational Therapy
    - Physiotherapy
    - Mental Health
- Education
- Optical
- General medical
- Dental

Our Volunteers

"I personally find the work of the optical team to be extremely rewarding - it can be life changing for some of these people to have a pair of glasses. One memorable case was a youth who had clearly had a severe head injury some years ago. He had never had any glasses and his father was leading him around as a blind person. I found one eye to be truly blind but the other eye was extremely short-sighted and needed a pair of glasses of power around -12 dioptres whilst the strongest power we had with us was only -6! So my very inventive optical assistant, Briony, took the sides off one pair of -6 glasses and managed to wire the front to another pair of -6 glasses so that he did in effect have close to -12! Both father and son were amazed that the boy could actually see "something" (even though his vision was certainly not 6/6!). The father in particular was very emotional and couldn't stop thanking us. "
~ Optometrist Volunteer – Sue

"The most significant experience I had on that first trip was meeting Manik, a nine year old boy with cerebral palsy who had been living at Anandaniketan for six years and spent most of that time lying in bed. While at Anandaniketan was able to work with Manik everyday and show his carers that he could actually sit independently for short periods, finger feed him self, reach and manipulate objects, smile and laugh; things his carers did not know he could do! It was this experience with Manik that showed me just how much occupational therapists, physiotherapists and speech pathologists could do at Anandaniketan."
~ Occupational therapist – Gillian

Full stories from our volunteers can be found on our website www.equalhealth.org.au.

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Volunteer Code of Ethics

1. Preliminaries

Equal Health Aid Workers agree to uphold the values of the "Mission Statement" and abide by this Code of Ethics.

2. Relations with communities in developing countries

2.1 Ensure total respect for existing cultural practices
2.2 Consider the views, interests and concerns of those receiving aid care
2.3 Understand the culture before arriving in the community
2.4 All information recorded in the course of aid work must be treated with respect and sensitivity to cultural beliefs and values
2.5 Uphold high standards of personal and professional integrity
2.6 Avoid all discriminatory practices
2.7 Do not exploit the recipients of the aid in any form whatsoever
2.8 Be aware of not passing on sensitive information to third parties that may endanger the welfare of the people you are helping
2.9 Seek feedback from the community

3. Team members

3.1 Always serve as a team player
3.2 Understand and comply with the rules of the organisation
3.3 Respond to the directions and commands of the team leader
3.4 Conduct yourself at all times in a professional manner
3.5 Encourage the development of effective communication, understanding and co-operation between fellow team members

Placement Details

When and how much?

Volunteers pay a donation to Equal Health of AUD$3,500. Equal Health will provide you with travel to and from India, travel insurance, visas, transfers, food and accommodation during your assignment. The India 2011 placements will take place from 4 to 20 February 2011. The first night of placement is spent in Singapore where on the following morning the entire team gathers for an orientation breakfast. Later that day the team flies to India.

It is difficult to spend a lot of money in India, especially in the regions you will be working. Around AUS$200 should be more than adequate to cover drinks and extra meals etc; souvenir hunters will naturally need to increase this amount.

Equal Health pays for:

- travel to India and back to Australia
- airport taxes
- visa
- travel insurance
- living and accommodation expenses while on placement

Volunteers are also responsible for:

- obtaining and paying for appropriate vaccinations
- their spending money
- indemnity insurance
- lunch in Singapore
- alcholic drinks and some meals on non working days

Can I choose where I go?

Volunteers can nominate their preferred location. Every endeavour is made to place volunteers in their preferred location. However, this may not always be possible.

Accommodation

Equal Health provides only basic comforts in most of its locations. At Katwa (Anandaniketan) volunteers have shared accommodation with flushing western style toilets. The rooms are basic and the shared ablution block has hot and cold water (sometimes!). In outreach, Trichy and Urapakkam volunteers have shared accommodation with non-flushing squat toilets. The rooms are basic and have cold running water only. You need to bring your own linen and toilet paper for all placements.

The locations in which you are staying have no shortage of snakes, scorpions, rats and other creatures. It is advisable to show interest in what might be hiding in nooks and crannies both inside and out. Encounters with unpleasant creatures inside the accommodation at Anandaniketan however have been rare.

Extra travel

It is essential that all volunteers attend the breakfast meeting in Singapore, so further travel in India should be considered only at the completion of your placement.

Further travel after the camp can be organised by Equal Health's travel agent. Equal Health's travel agent, Nick Roberts of Latitude Holidays, will be coordinating the travel arrangements and can recommend various extra tours. He can also connect you with other team members who are travelling on after their placement. www.latitudeholidays.com.au. The travel agent will bill you separately for extra travel expenses.

Health risks and vaccinations

All volunteers must receive a health clearance from a general practitioner prior to their placements being confirmed. Please find form enclosed. It is the responsibility of each volunteer to ensure they have had the appropriate vaccinations. Please check with your local GP or visit the Travel Doctor website www.tmvc.com.au to ensure you have the appropriate and up to date vaccinations for your destination.

Equal Health ensures all volunteers have adequate travel insurance if they need to be admitted to hospital or require medical emergency evacuation. Equal Health team leaders will organise access to hospitals and emergency evacuation if necessary.

Insurance

Travel insurance is an essential requirement for team members and is organised by Equal Health. If you have an existing travel insurance policy, it will need to be equal to or greater than the one Equal Health uses.

It would seem that the risk of being sued for malpractice in rural India may be non-existent however if you have a professional indemnity policy, you should contact your provider and inform them of the dates you will be working in India. If you don't have professional indemnity insurance, you may consider taking it out for the duration of your placement. Equal Health accepts no responsibility for any action taken against you as a result of your work in India.

Safety

Every country, including Australia, has its security issues. Equal Health does everything it can to ensure the safety of volunteers, by working with its partners and reviewing advice provided by the Australian Department of Foreign Affairs and Trade. Volunteer's safety is of paramount importance, and to date, Equal Health volunteers have experienced a remarkably safe time. Equal Health will not compromise the safety of team members beyond what is believed to be an acceptable risk. This means that your placement could be called off even at a minute's notice.

Volunteers can also improve their everyday personal security by being culturally aware, adhering to local social behaviours and generally being attuned to their environment. To further enhance safety, volunteers are debriefed on risks relating to their placement prior to departure and are kept up to date during their placement. Volunteers who compromise their own safety and/or the safety of other team members will be immediately disqualified from their placement and asked to leave.

Perhaps the greatest threat to your safety while in India is road crashes. Although Equal Health uses reputable transport companies, the sheer mayhem on the roads reveals an obvious risk every time you travel.

Culture

It is Equal Health policy that no volunteer disputes another culture, custom, religion or political belief in any way while on a placement. Equal Health uses a multitude of in country partners ranging from political, governmental, not for profit and religious based organisations. Equal Health does not represent these organisations' views and beliefs in any way; however volunteers are required to respect the beliefs of all partners.

Interpreters

The interpreters provide a vital role in the work Equal Health does in India. The Indian languages you will encounter during the camp are Tamil, Hindi, Bengali or Telegu. They are difficult languages to learn, and likewise the interpreters find English difficult.

Because of the language barriers you may find interaction with the interpreters sometimes frustrating. When this happens you must remember to be tolerant; after all, you are the visitor.

Clothing

In India volunteers are placed in rural locations, where the local Indian culture does not permit exposing the legs and shoulders. Shorts and short/medium length clothing are inappropriate for volunteers. Jeans for male volunteers are acceptable, however lighter material is more suitable considering the climate. Volunteers must wear clothing that goes down to the ankles and loose fitting tops with at least mid length sleeves. Three quarter pants are not suitable for women to wear, neither are shorts for the men. It is also advisable to wear light coloured clothing that covers the arms in the evening to lessen the risk of mosquito bites. Volunteers will require some warmer clothing for their placement in West Bengal as it can be quite cool in the evenings. A detailed checklist of items to take will be available in the pre-departure booklet.

Food

Equal Health provides local cooks to cater for its volunteers. Indian food is aromatic, but not too hot and although it is good, there is not a lot of variety, especially in the Indian villages. For those working in the South of India eating often takes place sitting on the floor using a banana leaf for a plate. There are no knives and forks and by the end of your placement you will be an expert at eating rice and daal with your fingers. Vegetarian and non vegetarian is readily available. At Anandaniketan in West Bengal, plates and cutlery are provided for all meals, however if eating with your fingers appeals, you are welcome to hone your skills!

Local water

In India if you drink the local water you will get sick!! Equal Health provides ample bottled water for volunteers; you just need to bring a water bottle and fill it up. You will be able to refill your water bottle regularly.

Volunteering

Most placements span a two to three week period. Such short- term placements are unique to Equal Health, and enable health professionals who are unable to participate in long- term placements the opportunity to contribute and share their knowledge and skills.

Volunteers are placed in small groups of approximately 12 to 20 team members for the duration of the placement. Each team is managed by an experienced team leader who is responsible for the safety and welfare of the volunteers.

Equal Health works closely with host organisations on logistical issues and security of the team.

It is essential that all volunteers complete the **entire duration of their placement. This means that if you are planning on doing any further travel, please ensure that you arrange to leave the team once the placement is complete.**

Can I take my partner and children?

Occasionally there are opportunities for couples to volunteer together, however both partners need to have the appropriate qualifications. Equal Health endeavours to place couples at the same location, but this cannot be guaranteed. If you and your partner wish to volunteer together you must inform Equal Health when completing your application or contact an Equal Health representative to advise of this.

Equal Health is unable to cater for children on volunteer placements.

Alcohol and other drugs

It is strict Equal Health policy that alcohol is not permitted on the premises of our host organisations. Do not bring alcohol with you to India as there is ample opportunity for alcohol consumption (at your own cost) whilst on excursions and outings. Volunteers who breach this policy will have their placement terminated immediately and asked to leave the team.

Taking or carrying of illicit drugs (and prescription drugs other than those for personal use) will invoke an immediate disqualification from the team. Equal Health relinquishes responsibility for a team member that has been disqualified from the team for taking or carrying illicit drugs. Your placement will be terminated immediately.

IT IS IMPORTANT THAT YOU DO NOT CARRY NARCOTICS OF ANY DESCRIPTION INTO ANOTHER COUNTRY, REGARDLESS OF WHETHER IT IS INTENDED FOR YOUR OWN USE OR TO USE IN AID WORK.

Smoking is not permitted on the premises of any of Equal Health's host organisations and it is recommended that if you are a smoker, you refrain from smoking at all times when you are with the team.

Withdrawal from placements

Volunteers wishing to withdraw from a placement must provide sufficient notice. Volunteers are responsible for any deposits forfeited as a result of their withdrawal.

Registration

All attempts are made and will continue to be made to register volunteers with the appropriate Health Profession Boards in host countries. Equal Health has been successful in gaining temporary registration for its volunteers however this cannot be guaranteed for every placement. We believe that the risks of working unregistered are minimal, but the final decision to do so rests with you.

Volunteer skills required

All volunteers must be qualified in their profession, however successful volunteers possess more than their professional skills. They require a unique set of interpersonal skills to meet the challenges presented by a new culture and challenging work environment. Some of these additional attributes that contribute to being a successful volunteer include:

- maintaining a positive mental attitude
- understanding your own strengths and weaknesses
- adaptability and flexibility
- ability to embrace change
- excellent communication skills
- problem solving capabilities
- open to new cultures and experiences
- ability to extend out of your comfort zone
- being a team player

Positive mental attitude

The work that Equal Health performs in India is not easy and the conditions are far from luxurious. It is essential to maintain a positive mental attitude for the entire time. For some, the cultural difference in rural India is difficult to adjust to and understand, especially for those new to travel. There are many great lessons to learn from another culture and it would be a shame if they were missed.

The camaraderie that rapidly develops between volunteers provides the opportunity for many memorable moments during your assignment. You will find several emotions are experienced and this includes a great deal of laughter. Having fun is an essential element of your placement. The experience of this adventure will return something very special that can't be explained, only experienced, and is even more enjoyable when shared among a unified group of people.

Checks

Equal Health has a duty of care to its volunteers and aid recipients. The organisation does all that is reasonable to avoid harm to its volunteers and aid recipients. Volunteers will be working with a cross section of people within communities, including children and vulnerable people. Consequently, it is a requirement that all Equal Health volunteers undergo the following checks prior to their placements being confirmed (forms are enclosed):

- National Police Check
- 100 Point Identification Check
- Medical check

Police checks are organised by Equal Health on receipt of your application forms. You need to organise your medical clearance (form enclosed) and forward it to Equal Health with your application.

All information is confidential. Equal Health complies with the National Privacy Principles (Commonwealth Privacy Act 1988).

Selection process

Equal Health uses a systematic selection process based on merit, and is guided by the Australian Equal Opportunities Act.

The interview

Short listed applicants will be interviewed either by phone or in person.

Get ready

Successful applicants will be notified by phone. Equal Health will organise your visa, travel insurance, air travel and accommodation. You will need to organise your vaccinations. You will receive additional information and a volunteer handbook.

Pre departure briefings

Perth based volunteers are required to attend a pre departure briefing held in Perth in the month before the camp. The pre departure briefing covers issues such as:

- Cross cultural communication
- Understanding society and culture in your destination
- Personal security and risk management
- Personal health and well being
- Roles and responsibilities of volunteering
- Working and living environment, and conditions

How to apply – application checklist

Once you have read ALL the information in this Volunteer Information Kit, lodge your application by completing the following forms enclosed:

- ☐ Application Form
- ☐ Provide two referees (new volunteers only)
- ☐ Curriculum Vitae (maximum of two pages – new volunteers only)
- ☐ National Police Check
- ☐ 100 Point Identification Check **
- ☐ Medical Check
- ☐ Certified copy of Qualifications (Medical practitioners, Ophthalmologists and Dentists only)
- ☐ Certified current registration from the appropriate Board or governing body (Medical practitioners, Ophthalmologists and Dentists only)
- ☐ Membership application form (for non Equal Health members)

** Copy of passport, drivers licence and medicare card if not travelling on an Australian passport. Applications will not be assessed unless ALL of the above documentation is provided. Please send your application to **Equal Health Volunteer Application, 11 East Parade, East Perth 6004**.

Equal Health contact details

For further information please refer to the Equal Health website or contact us:

Contact: Administrator

Email: info@equalhealth.org.au

Phone: + 61 8 9221 4799

Fax: + 61 8 9221 2444

Address : Equal Health

11 East Parade

East Perth, WA 6004

Australia

Website : www.equalhealth.org.au

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Application form

Surname .....**Given Names**.....

(Names as shown in your passport)

Preferred Name / Known as: ..... **DOB**.....

Address.....

.....**P/Code**.....

Phone Home ( ) ..... **Work** ( ) .....**Fax** ( ) .....

E-mail Address..... **Mobile** .....

Occupation .....

Previous Aid Work Experience (*New team members only)* .....

.....

.....

.....

Curriculum Vitae (*New team members only)*

Maximum of 2 pages *(Please attach)*

What is your reason for participating on an Equal Health aid camp in India? *(500 word limit)* (*New team members only)*

.....

.....

.....

.....

.....

.....

Referees (*New team members only)*

Name	Position	Contact
1.	.....	.....
2.	.....	.....

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Payments (to be forwarded with your application)

All Equal Health volunteers are required to become members in order to participate in the camps.

Membership *(Please tick)*

- ☐ Financial member (annual fee) AUD$50.00

  OR
- ☐ Life time member (optional) AUD$500.00

Donation *(Please tick)*

- ☐ Deposit for India 2011 AUD$500.00

  OR
- ☐ Full donation for India 2011 AUD$3500.00

Payment Options

- ☐ **Cheque:** *(Made payable to: Equal Health)* :

  OR
- ☐ **Direct Transfer to Equal Health Bank Acc:**

  MEMBERSHIP

  **BSB: 805 022 Account No. 01330499

  Account Name: *Equal Health-Membership*

  Reference: Your full name

  DONATION

  **BSB: 805 022 Account No. 01361047

  Account Name: *Equal Health-Membership*

  Reference: Your full name

****Please note that membership and donations are deposited into two different bank accounts as memberships are not tax deductible whereas donations are.**

OR

- ☐ **Credit Card** *(Please tick card type)*

☐ VISA	☐ MasterCard	☐ Bankcard

Card Number : _____Expiry date: _____

Name on card: _____

Amount: AUD_____

Signature: _____

I understand that this application will be assessed at the first Management Committee meeting following its receipt, and should my application be unsuccessful, the application fee will be returned to me in full. All information provided is confidential and complies with the National Privacy Principles (Commonwealth Privacy Act 1988)

Signed: _____ Date: _____

100 Point Identification Check

The following 100 Point Identification Check is based on the *Financial Transactions Reports Regulations (1990)*. Please provide copies of documents totalling 100 points. Applications will not be processed without 100 identification points.

IDENTIFICATION	POINTS	TICK
Passport	70	
Citizenship Certificate	70	
Birth Certificate	70	
Drivers Licence	40	
Letter from employer (within last 2 years confirming your name and address)	35	
Rates notice	35	
Credit / debit cards	25	
Medicare card	25	
Total		

Medical check

Have your doctor complete and sign the Medical Check form and return it signed with your application. Please note that applications will not be processed without your signed Medical Check form. All information provided to Equal Health is confidential and in accordance with the National Privacy Principles (Commonwealth Privacy Act 1988).

Dear Doctor

I .....

(Name of Applicant)

have applied to undertake a volunteer placement with Equal Health in a developing nation. The work involves long days in crowded and hot humid conditions and the physical demands require lifting suitcases, long journeys by bus on extremely rough roads and short walks on occasional hilly terrain. The work is in isolated areas and medical help can be up to three hours or more away. The emotional demands can be quite challenging.

Please give your opinion on my ability to serve under these conditions.

Comments by treating doctor .....

.....

.....

.....

.....

Please advise Equal Health of the following in relation to my health

Dietary restrictions .....

Physical/mental disabilities .....

Health problems .....

Reliance on medication .....

Allergies to medication .....

Doctor's Name..... Phone .....

Address.....

Signature ..... Date .....

I .....

(Name of applicant)

consent to my above named practitioner providing Equal Health with the above information.

Applicant's signature ..... Date .....

APPLICATION FOR VOLUNTEER NATIONAL POLICE CHECK

This is not an application for a National Police Certificate

Part A: Personal Details (To be completed by volunteer)
(See page 2 for instructions for completing this form and further information)

SURNAME: _____

GIVEN NAMES: _____

PREVIOUS, MAIDEN OR ALTERNATIVE NAMES: _____

DATE OF BIRTH: _____

MOTOR DRIVERS LICENCE NUMBER: _____ STATE OF ISSUE: _____
(If applicable)

HAS A WORKING WITH CHILDREN CARD APPLICATION BEEN SUBMITTED? YES/NO

Working with Children Application Number	

Part B: Statement of Consent and Indemnity (To be signed by volunteer)

I consent to a check of the records of all Australian Police jurisdictions and to the acknowledgement of the existence of any court outcomes and/or pending charges being provided to an approved volunteer group.

In consideration of WA Police releasing an acknowledgment of any court outcomes or pending charges, under this application, I hereby indemnify the state of WA, its servants and agents including all members of WA Police against all actions, suits, proceedings, causes of actions, costs, claims and demands whatsoever which may be brought or made against it or them by any body or person by reason of or arising out of the reason of any details of any court outcomes and other information recorded against my name purporting to either relate to or concern me.

VOLUNTEER'S SIGNATURE _____ **DATE**_____

Part C Checklist (To be completed by representative of volunteer group)

Volunteer's personal identification checked	**YES**
Working with Children Application Sighted if applicable	**YES**

I, being a representative of the following volunteer group, request a Volunteer Police Check and confirmation as to whether the above named volunteer has any court outcomes and/or pending charges.

The individual's proof of identity has been checked and I confirm that the individual volunteer is in fact the person named in this form.

Any information received will be treated confidentially and used for the sole purpose of screening volunteers. This information will not be released to any third party.

I confirm that the above named will be conducting volunteer work within the set criteria for this scheme.

NAME OF VOLUNTEER GROUP _____

REPRESENTATIVE'S NAME AND SIGNATURE_____

APPLICATION FOR VOLUNTEER NATIONAL POLICE CHECK

This is not an application for a National Police Certificate

Instructions for completing page 1 of this form

Volunteers - please ensure that you:

- Write in ink, use BLOCK LETTERS and complete all sections of Part A (Personal Details).
- Sign and date Part B (Consent and Indemnity) on page 1 of this form
- Do not alter or delete the wording on the form in any way

Representative of Volunteer Group - please ensure that you:

- Complete Part C (checklist and certificate)
- Ensure suitable Proof of Identity is produced and the details on Part A (Personal Details) are completed correctly
- Retain this completed form in a secure place for a period of 2 years, as WA Police may audit any volunteers checks conducted.

Proof of Identity

Primary Identification, includes

One or more of the following documents must be produced as proof of identity by the applicant:

- Previous or current Australian driver's licence with a photograph
- Australian Passport (not expired by more than 2 years)
- Current overseas Passport
- Birth Certificate or Extract of Birth (support document must also be produced if birth name has changed by marriage or deed poll)
- Visa or Immigration document
- Australian Document of Identity
- Australian Citizenship Papers

Secondary Identification

Where only one type of Primary Identification is produced, a second form of identification must also be produced, which may include:

- ATM access card issued by a financial institution
- Credit card (i.e. Visa, American Express, Diners, Bankcard etc.)
- Pension card issued by Veteran Affairs or Centre Link

What Is A Volunteer National Police Check

Western Australia

The criminal records database used by WA Police contains court outcome and charge information resulting from investigations initiated by police. Many offences are investigated and prosecuted by non-police agencies. The details of court outcomes and pending charges resulting from these investigations may not be included in the screening process. The release of certain court outcomes (eg. spent convictions) and pending charge information is restricted by legislation. Such information will not be acknowledged in the reply to the volunteer group.

Other Australian Police Jurisdictions

Where a police record with another Australian police jurisdiction has been identified, any relevant legislation and release policy governing that police jurisdiction will be applied before it is acknowledged. Under various sections of Commonwealth, State and Territory legislation a person has the right, in particular circumstances or for a particular reason, to not disclose certain court outcomes and pending charges. Such court outcomes and pending charges will not be acknowledged, providing this is in accordance with relevant legislation or release policy. If further information is required in relation to the legislation and release policies of any police jurisdiction, please contact that individual police jurisdiction directly.

The CrimTrac Agency

WA Police will utilise the services provided by the Commonwealth CrimTrac Agency to search and collate records held by other Australian police jurisdictions.