Thank you for your interest volunteering with Saltbush, Balnarring Beach.

Volunteers are a valued and important part of the Saltbush Team. Saltbush benefits from the contribution of a variety of people with diverse skills to deliver and improve our service. Volunteering has benefits for volunteers, such as learning new skills, a sense of contributing and helping, and meeting new people. We aim to make volunteering at Saltbush a mutually beneficial, meaningful, and positive experience for all parties.

To support a shared understanding of the volunteering experience at Saltbush, we have created this information pack. This pack contains information that is important for volunteers, including:

- Some information about Saltbush, Balnarring Beach
- Our Values, and Principles, which provide important insight into our approach to service.
- policies and processes that we ask volunteers to adhere to.

If you have any questions or concerns, please don't hesitate to contact us to discuss.

Warm regards,

Maree Feutrill
CEO, Saltbush, Balnarring Beach
Phone: 5983 1819
Email info@saltbushbb.org.au

General Information

About Saltbush, Balnarring Beach

Saltbush, Balnarring Beach is the trading name of the Presentation Family Centre Inc. We are a not for profit organisation, a registered charity with the Australian Charities and Non Profits Commission (ACNC), and we have tax deductable gift recipient status with the Australian Tax Office (ATO). Presentation Family Centre is an Incorporated Association, registered with Consumer Affairs. We produce Annual Reports, which are published on our website.

Saltbush was established in 1989, then called the Presentation Family Holidays, by the Presentation Sisters of Victoria *"provide a place of welcome, comfort and rest to all who call upon it and a retreat within which they might regenerate their spirits". (Presentation Family Centre 'Rules').*

This work continues today. Saltbush is now one of three Community Works of Kildare Ministries, alongside the Brigidine Asylum Seeker Project (BASP), and Wellsprings for Women, a multicultural neighbourhood house in Dandenong.

Our Guests

Guests are usually referred by Community Service Organisations, Hospitals or Schools. Guests may also self-refer. Our guests include:

- Families caring for children or family members with disabilities/illness who need a break.
- Families recovering from violence who need to reconnect and recover.
- People living with poor physical or mental health, who benefit from a rest in a safe, peaceful environment.
- Asylum seeker families who need additional financial and other support to have time away together.
- Foster parent and grandparent carer families who need a rest in a peaceful environment.
- Low-income families from urban environments who benefit from connecting with nature.

Our work is guided by our Values and our Principles.

Our Values

Justice: we prioritise supporting those who face barriers to access.
Hospitality: we are warm, welcoming and inclusive.
Hope: we create experiences that are uplifting.

Our Principles

Strengths-Based

We start from a point of view that our guests have much to offer. We recognise that through facing various challenges, our guests have often developed a variety of life skills and coping strategies that allow them to navigate complex situations. We work with guests to help them have a comfortable, independent, relaxing stay, and we focus on what's possible and preferable for them, at this time.

Inclusive

We believe that all people, regardless of their abilities, social class, sexuality, gender, and cultural, linguistic and/or religious diversity, should be able to enjoy a peaceful and restful holiday. We actively include all members of families and carer units in holiday programs, acknowledging the benefits of multi generational participation and connection. We work in partnership with families, carers, and individuals to consider the diverse needs of our guests as they access an independent holiday, and we try to support the varying needs of program participants to help them feel included and welcome.

Connecting

At Saltbush we value connection; be it to self, to others, to spirituality, or to the natural world. A holiday, program or retreat at Saltbush provides space and time for guests to connect in ways that work for them. In our programs and retreats, we believe in connecting in positive ways, including through fun, rest, play, creativity, exploration, education, and adventure. We acknowledge the importance of connection for our guests, which can provide a sense of safety, happiness and purpose, and some protection from the challenges of life.

Nature

We know that access to, and appreciation of the natural world is not available to all, and we consciously incorporate nature into our programs and experiences. We **actively work to protect nature** so that it may be enjoyed and loved well into the future. We encourage our guests to find peace and comfort in the natural world, living and learning through, in, and about it on the land at Saltbush, and the broader surrounding areas of Balnarring Beach and the Mornington Peninsula

Choice

We respect the autonomy of our guests and encourage them to consider the most suitable holiday experience for them, at this moment in their lives. Guests are free to choose the type of independent holiday they wish to have: they can choose to stay at Saltbush independently and enjoy their own holiday experience; or guests can choose to participate in scheduled programs and retreats, run throughout the year.

Information for Volunteering

Application, Recruitment and Selection
If you would like to find out more, or express interest in volunteering at Saltbush, please get in touch. (info@saltbushBB.org.au or 59831819). We will arrange a time to show you our site and tell you about our service and the volunteering roles that we have.
Following a conversation with a Saltbush Team Member and tour of Saltbush, if you would like to apply to volunteer, please complete the volunteer application form included here.

Child Safety
Saltbush is committed to a child safe environment. Volunteers are asked to read and comply with our Child Safe Policies including our Child Safe Statement, Child Safety and Wellbeing Policy, and Child Safe Code of Conduct. All volunteers are required to sign our Child Safe Code of Conduct.

Volunteers working with children are required to have a WWCC.

Volunteering Commitment
Volunteering supports Saltbush by proving extra resources, a broad skill set for us to call upon and diverse perspectives on how to improve our service. We ask that volunteers consider the commitment that you can make at this time and discuss this honestly with our team before committing to volunteering. When unable to volunteer, please provide us with as much notice as possible.

Training and Support
Volunteers will be supported by Saltbush staff when starting a new role. We are a small team, and discussions about volunteering roles are ongoing. Saltbush offers volunteers training opportunities such as First Aid Training, CPR, Mental Health First Aid, Child Safe Training.

Confidentiality
Whilst volunteering at Saltbush, volunteers may be privy to confidential information about guests, referral agencies, volunteers, staff, or some other aspect of our service that we would reasonably expect to be private or confidential. All volunteers are required to maintain confidentiality and to adhere to our Privacy Policy, and to sign to acknowledge their agreement to the policy.

Insurance
Saltbush holds insurance relevant to volunteers including Public Liability Insurance, Professional Indemnity Insurance, and Personal Accident – Voluntary Workers.

Grievances
If you have any concerns about your experience as a volunteer, or suggestions for improvement at Saltbush, in the first instance, please contact the CEO, Maree Feutrill on maree@saltbushBB.org.au.

The Saltbush Board Chairperson Phillip Steele may be contacted on: phillip.steele1@gmail.com or 0419 311 582.

Volunteer Application Form

ABOUT YOU

Name: Phone:
Address:
Emergency Contact Person:
Emergency Contact Phone Number:
Any information that we need to know about you to keep you safe on site:

ABOUT THE ROLE – This volunteer role is to be discussed and confirmed.

This volunteer role requires:

1. WWCC Number: Confirmed by Saltbush:
2. Police Check: Confirmed by Saltbush:
3. Adherence to Covid Policy: Confirmed by Saltbush:
4. Signed copy of Child Safe Code of Conduct Confirmed by Saltbush:
5. Referee: Confirmed by Saltbush:
6. I have read and agree to Saltbush Policies including:
    a. Saltbush Child Safety and Wellbeing Policy
    b. Child Safe Code of Conduct
    c. Covid Vaccination Policy
    d. Privacy Policy

(Links provided to current web policies, or please request a hard copy if preferred)

Volunteer Registration

I understand and agree to comply with the terms (1-5) outlined above.

Signed: _____ Date: _____

Name:_____

Saltbush Staff: _____

Please file under volunteer name.

Please return to: Megan, Operations Coordinator 5983 1819 / info@saltbushbb.org.au