



# Adult Helper Application (Non-Uniform)

# A2

October 2019

*This application is to be used to register any non-uniformed Adult Helper (including Committee Members, Office Bearers and Adult Helpers, as defined by National Policy and Rules. For a full explanation refer to the **IN1 Branch Forms Information** document available from MyScout, or consult your Group Leader, Leader in Charge / Relevant Commissioner.*

*Please ensure all 6 (Six) pages are completed and submitted upon application and each page is signed/initialled as indicated.*

**PLEASE PRINT CLEARLY**

<b>Membership #:</b>	
----------------------	--

<b>Given Name(s)</b>	<b>Surname</b>	
----------------------	----------------	--

Hereby apply for acceptance/appointment as

<b>Chairperson</b>	<input type="checkbox"/>	<b>Secretary</b>	<input type="checkbox"/>	<b>Treasurer</b>	<input type="checkbox"/>	<b>Committee</b>	<input type="checkbox"/>
<b>Adult Helper (Regular Helper)</b>	<input type="checkbox"/>	<b>For Committee, specify role on Committee:</b> _____					

<b>Formation (Group/Crew/Team)</b>	
--	--

**In: (tick appropriate section from the list below)**

<b>Joey Unit 1</b>	<input type="checkbox"/>	<b>Cub Unit 1</b>	<input type="checkbox"/>	<b>Scout Unit 1</b>	<input type="checkbox"/>	<b>Venturer Unit</b>	<input type="checkbox"/>
<b>Joey Unit 2</b>	<input type="checkbox"/>	<b>Cub Unit 2</b>	<input type="checkbox"/>	<b>Scout Unit 2</b>	<input type="checkbox"/>	<b>Scout Group</b>	<input type="checkbox"/>
<b>Joey Unit 3</b>	<input type="checkbox"/>	<b>Cub Unit 3</b>	<input type="checkbox"/>	<b>Scout Unit 3</b>	<input type="checkbox"/>		

### Personal Information

<b>Title</b>		<b>Gender</b>	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>	OTHER <input type="checkbox"/>
<b>Former/Maiden Name</b>		<b>Date of Birth</b>			
<b>Preferred Name</b>					
<b>Address</b>				<b>State</b>	
<b>Suburb</b>				<b>Postcode</b>	
<b>Home Phone</b>		<b>Work Phone</b>		<b>Mobile</b>	
<b>Occupation</b>			<b>Email</b>		
<b>Postal Address (if different)</b>					
<b>Address</b>				<b>State</b>	
<b>Suburb</b>				<b>Postcode</b>	

### Three Referees

Name	Address	Phone

### Previous Scouting Service

Appointment	Group/District/Branch/Other	Period

This Code of Conduct is a personal commitment. Its purpose is to protect all members of Scouting. It applies to all members over the age of 18, regardless of location and role, when engaging with young people and adults in any form. This includes face to face contact and using technology such as on-line formats. Parents and guardians who wish to actively participate in Scouting activities must also follow this Code.

"I will set an example that I would wish others to follow.

Therefore, I will:

- respect the dignity of myself and others.
- demonstrate a high degree of individual responsibility,
- recognise at all times that my words and actions are an example to other members of the Movement.
- act at all times in accordance with the Promise and Law, Code of Ethics and this Code of Conduct, thereby setting a suitable example for all.
- not use the Movement to promote my own beliefs, behaviours and practices where these are not compatible with Scouting Principles.
- adhere to the Scouts Australia Child Protection Policy and provide a safe environment for youth members participating in the Scout Program, their parents or guardians and visitors.
- report any conduct seen or heard that does not comply with this Code of Conduct to the appropriate Scouting person."

## Code of Ethics for Adults in Scouting

**Integrity:** We demonstrate Integrity by:

- Acting with honesty, truthfulness and fostering appropriate healthy professional relationships
- Recognising and fulfilling where possible, our obligations to our community
- Taking responsibility for our own actions and developing integrity in others
- Acting with impartiality, truthfulness and honesty.

**Respect:** We demonstrate Respect by:

- Showing consideration to others, recognising each individual's uniqueness and diversity
- Minimising our impact on the environment and seeking to be good caretakers for future generations
- Committing to members well-being and on-going learning through the practice of positive influence, good judgement and empathy in practice.

**Courage:** We demonstrate Courage by:

- Providing challenging, developmental opportunities to empower young people
- Being good role models in Scouting, demonstrating positive attitudes and willingness to live by the Scout Promise and Law
- Being fair and reasonable

## Mutual Agreement

As a volunteer there are some things you have a right to expect from The Scout Association and its Adult Members.

You have a right to:

- a personal interview and placement in a suitable Adult Member position, with consideration given to your personal preferences and abilities;
- training necessary to undertake the position and to add to your knowledge and skills;
- clearly defined lines of responsibility and communication, with sound guidance and direction from someone experienced and well informed about the Movement;
- information in advance about the Organisation, its policies, objectives, program and new developments;
- receive meaningful recognition for your service and contribution;
- be included in planning and evaluating the program in which you are involved;
- be offered a variety of leadership roles and experiences where practical;
- be heard by a person in authority if you have any queries, complaints or suggestions;
- receive feedback on your performance.

In turn The Scout Association expects that you will:

- strive to have open and honest relationships with other Members;
- seek and accept honest feedback on performance;
- serve as a goodwill ambassador for the Association in the community at large;
- accept that the Association may sometimes have to reassign duties or even ask volunteers to leave, and that the final decision in such matters rests with the Association;
- discuss any queries, complaints or suggestions as per the established Branch Grievance procedure, with the appropriate person in authority, so that these matters can be dealt with quickly and effectively;
- be prepared to meet the challenges of helping young people deal with issues of community concern;
- undertake the training necessary for the appointment sought.
  - **for Leaders** - complete training to Wood Badge level and continue to keep up to date with specialist training courses, refresher courses and program review courses.
  - **for other Adult Members** - complete training courses appropriate to your appointment.
- Advise of any medical conditions which may impact on your role in Scouting in the future.

The Scouts Australia Child Protection Policy and Scouts Australia (SA Branch) Child Protection Framework requires the checking of all adult persons applying for membership of the Organisation, as well as adult persons acting as regular volunteers or helpers in a non-Leader capacity.

This policy and framework requires:

1. A National Police Check conducted by SA Police
2. A Working with Children Check conducted by the Department of Human Services (SA).

Your relevant Commissioner will be notified when your membership has been accepted and fully processed.

**No adults are to be invested as Leaders before this notification is received.**

In accordance with the Scouts Australia (SA Branch) Child Protection Policy, Scouts Australia (SA Branch) reserves the right to reject an application for membership at its sole discretion.

If deemed necessary, Scouts Australia (SA Branch) reserves the right to retain a copy of your NPC.

The process for obtaining a National Police Check and Working with Children Check are outlined on two pages at the end of this form.

### **Current WWCC Clearance**

If you hold a current WWCC please provide the details below to enable us to register your check with Scouts SA. Please enter these details exactly as they appear on your letter/screening confirmation.

<b>First Name</b>	
<b>Middle Name</b>	
<b>Last Name</b>	
<b>Date of Birth</b>	
<b>Reference Number</b>	SRN:
	CCR ID:

### **Check before you submit this form**

- **Has the application been filled out in its entirety?**
- **Have you signed/initialled each page on this application as required?**
- **Have you completed all the declarations on Page 6 of this application?**
- **Have you attached your NPC application with all identification copies sighted by SAPOL/JP/Scout HQ as appropriate?**
- **If you already have a WWCC have you provided these details on Page 3?**
- **Please ensure all pages of this form is returned**
- **Have the correct people signed the form (Group Leader, Leader in Charge, Rover Unit Leader or Commissioner plus approved by the relevant Commissioner?)**

**SCOUT ASSOCIATION OF AUSTRALIA SOUTH AUSTRALIAN BRANCH INC (Scouts SA)  
LIABILITY STATEMENT (WAIVER) FOR SCOUTS SA MEMBERS ON AUTHORISED SCOUT  
ACTIVITIES AND THE GENERAL PUBLIC**

---

In consideration for being allowed to enter and participate in any activity or program at Scouts SA Activity Centres the undersigned (**Entrant**) agrees as follows:

1. The Entrant understands that there are inherent risks associated with participation in activities at Scouts SA Activity Centres ranging from minor injuries, to serious injuries such as paralysis, or death and agrees to assume those risks. Whilst on approved scouting activities members of SA Branch will continue to be covered in full by the Scouts Australia SA Insurance Program.
2. The Entrant agrees to take care of themselves and others and to immediately advise Scouts SA staff or members if they consider they are in any danger or may be unable to complete any activity without jeopardising their safety or the safety of others. The Entrant must not participate in any activity under the influence of alcohol or drugs and must refrain from behaviour which could affect the Entrant's safety, the safety of others or any equipment or devices being used in any activities.
3. The Entrant must comply with all reasonable directions and instructions given by Scouts SA members and its staff including any warnings or safety instructions for the use of all equipment and devices.
4. Except where required by mandatory operation of law, Scouts SA shall not be liable to the entrant for any personal injury, death, loss or damage to personal property or for any direct, indirect, special or consequential loss or damage suffered by them or any other person. This clause does not exclude any entitlement that Scouts SA members have under the Scouts SA Insurance program whilst on approved Scout activities and programs.
5. The Entrant (on their own behalf and on behalf of their executors, successors, representatives, assigns and next of kin) hereby releases, waives and agrees to forego any claim they may have or may later acquire against Scouts SA, its officers or employees for any liability arising from any occurrence at any Scouts SA Activity Centre which leads to their personal injury or death or any loss or damage to personal property including without limitation any direct, indirect or consequential loss or damage that may arise from the same. This clause does not exclude the entitlement that Scouts SA members have under the Scouts SA Insurance Program whilst on approved Scout activities and programs.
6. The Entrant agrees that they are 18 years of age or over. If not, their legal parent or guardian must sign this waiver on their behalf or, if they are not the legal parent or guardian, they agree that they sign this with the express permission of the child's legal parent or guardian.
7. The Entrant agrees to execute the attached Recreational Services Fair Trading Act Waiver as a condition of participating in activities at Scouts SA Activity Centres. If the Entrant (or, if the Entrant is a child, a person authorised to sign on behalf of the Entrant) does not execute the Waiver then Scouts SA may refuse the Entrant entry to any Scouts SA Activity Centre and the Entrant may not participate in activities at these centres.
8. Neither this Waiver nor the Recreational Services Fair Trading Act Waiver are intended to reduce or invalidate the insurance cover to members of Scouts SA engaged in approved Scout activities and programs. That insurance cover operates separately. Although as a result of the waivers Scouts itself may have no liability outside of its specific member insurance, its insurer may provide specific cover for specific events to Scouts members engaged in official Scouts activities and in such circumstances Scouts' liability is limited to the amount of cover so provided.

**FAIR TRADING REGULATIONS 2010  
Form 1—Recreational services—Exclusion, restriction or modification  
and rights under the *Australian Consumer Law (SA)***

---

**Your rights:**

Under sections 60 and 61 of the *Australian Consumer Law (SA)*, if a person in trade or commerce supplies you with services (including recreational services<sup>1</sup>), there is—

- a statutory guarantee that those services will be rendered with due care and skill; and
- a statutory guarantee that those services, and any product resulting from those services, will be reasonably fit for the purpose for which the services are being acquired (as long as that purpose is made known to the supplier); and
- a statutory guarantee that those services, and any product resulting from those services, will be of such a nature, and quality, state or condition, that they might reasonably be expected to achieve the result that the consumer wishes to achieve (as long as that wish is made known to the supplier or a person with whom negotiations have been conducted in relation to the acquisition of the services).

**Excluding, restricting or modifying your rights:**

Under section 42 of the *Fair Trading Act 1987*, the supplier of recreational services is entitled to ask you to agree to exclude, restrict or modify his or her liability for any personal injury suffered by you or another person for whom or on whose behalf you are acquiring the services (a **third party consumer**).

If you sign this form, you will be agreeing to exclude, restrict or modify the supplier's liability with the result that compensation may not be payable if you or the third party consumer suffer personal injury.

**Important**

You do not have to agree to exclude, restrict or modify your rights by signing this form. The supplier may refuse to provide you with the services if you do not agree to exclude, restrict or modify your rights by signing this form. Even if you sign this form, you may still have further legal rights against the supplier.

A child under the age of 18 cannot legally agree to exclude, restrict or modify his or her rights. A parent or guardian of a child who acquires recreational services for the child cannot legally agree to exclude, restrict or modify the child's rights.

**Agreement to exclude, restrict or modify your rights:**

I agree that the liability of **Scout Association of Australia South Australian Branch Inc** for any personal injury that may result from the supply of the recreational services that may be suffered by me (or a person for whom or on whose behalf I am acquiring the services) is—

~~(a) excluded~~

(b) restricted as set out below:

*Excluded, except where Scout Members are covered by the Scout Association of Australia South Australian Branch Inc Insurance Program and then only to the limits of that Program]*

~~(c) modified as set out below:~~

~~*[specify the nature of the modification]*~~

*\*Strike out whichever of (a), (b) or (c) do not apply and specify the nature of the restriction or modification, as is relevant.*

**Definitions**

1 **Recreational services** are services that consist of participation in—

- a sporting activity or similar leisure-time pursuit; or
- any other activity that involves a significant degree of physical exertion or risk and is undertaken for the purposes of recreation, enjoyment or leisure.

2 **Personal injury** is bodily injury and includes mental and nervous shock and death.

**Further information:**

Further information about your rights can be found at [www.ocba.sa.gov.au](http://www.ocba.sa.gov.au)

**Agreement and Authority****Agreement and Medical Authority**

I agree not to make a claim against Scouts Australia (SA Branch) beyond the level of insurance provided by their policies.

I authorise any Member or other official representative of Scouts Australia (SA Branch) to obtain any medical or dental attention or treatment, or ambulance assistance, considered necessary (or expedient) for the applicant. I agree to reimburse Scouts Australia (SA Branch) for any expenses incurred as a result, which are not covered by Scouts Australia (SA Branch) insurance policies.

**Liability Statement (Waiver) for Recreational services**

I agree that I have read, understood and agreed to the Liability Statement (Waiver) for Scouts SA members on authorised Scouting activities and the restriction of my rights under the Fair-Trading Regulations 2010.

**Consent to Use of Image**

I consent to photographic / video images of me / my child being taken at Scout activities and being used for promotional purposes by and for Scouts.

**Privacy Policy**

Scouts Australia (SA Branch) has always respected the privacy of its Members and customers and understands the importance you place on the protection of personal information in its care. Scouts Australia (SA Branch) has a Privacy Policy which conforms with Commonwealth legislation and copies are available on request. From time to time we may contact you to offer you products or services.

Please tick this box if you do not wish to be contacted in this way

If you do not want SA Branch HQ to give out your numbers please nominate here (please tick and circle which number)

Home

Work

Mobile

**Explanation of Scout Association Insurance**

Scouts Australia (SA Branch) maintains insurance policies designed to cover you during your Scouting service. You should consult with your Group Leader or relevant Commissioner to ascertain the exact level of cover of these policies.



## Obtaining a Working With Child Check

The instructions below detail how new members can apply for a WWCC through Scouts SA.

Upon receiving your Membership application, Scouts SA will access the DHS Screening Portal and begin the process of a WWCC.



The DHS Screening Unit will email you a link to complete your application.  
*\*\*If you do not receive communication from the DHS Screening Unit please contact Scouts SA\*\**



Individuals applying for a WWCC must provide 100 points of identification to prove their identity by either:

- Uploading 100 points of ID during the online application process by providing your Australian drivers licence **and** a current Australian passport, an Australian birth certificate, or an Australian citizenship certificate.
- A 'permitted verifier' from Scouts SA Headquarters can confirm the sighting of original identification documents and confirm the 100-point identification check.
- If one of the options above isn't possible, you can:
  - print a copy of your fully paid online check application
  - show your original identity documents to an independent permitted verifier (such as a JP)
  - mail the completed application and signed copies of your identity documents to the DHS Screening Unit.



Once your application has been assessed by the DHS Screening Unit, you will be sent confirmation that it has been completed and you should receive your WWCC within approximately three weeks from application. Scouts SA will be notified directly by the DHS Screening Unit at the same time.

*\*\*There is no requirement for you to send a copy of your WWCC to Scouts SA as part of this process\*\**



Scouts SA will log the unique identifying number contained on the WWCC against your membership record in MyScout and remind you to renew your WWCC when it's future expiry date approaches.

## Obtaining a National Police Certificate

The instructions below detail how to apply for a new National Police Certificate (NPC) through Scouts SA.

The only alternative to the above process is when a volunteer or staff member has previously obtained a NPC for purposes other than Scouting, provided that it has been obtained within the previous 12 months. This **ORIGINAL** NPC must be sent to Scouts SA HQ as per the last blue box in this process.

Download a NPC application from <https://www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check>

Complete the following sections on the form as follows:

- *Purpose of Check* – Volunteer
- *Proposed Place of Work* – Scouts SA
- *Location of Employment* – As Applicable to you
- *Will you have contact with Vulnerable Groups?* – Yes. I will have **supervised** contact with vulnerable groups.
- *Category* – Probity
- *Check Type* – VOAN Volunteer (VC)



Take your application form to a local Justice of the Peace to verify 100 points of identification as per the application form. You will need your own photocopies of the originals to be verified. **\*\*SAPOL have indicated they will no longer do this\*\***.



If you do not have access to a Justice of the Peace, please request an appointment with an authorised person from Scouts SA Headquarters to verify the ID (please email [hq@sa.scouts.com.au](mailto:hq@sa.scouts.com.au) or phone 08 8130 6000)

Bring / post the application form (with the photocopies of the certified identification) into Scouts SA HQ. Once received, Scouts SA HQ will apply the Volunteer Authorisation Number (VOAN) to the form and courier the applications to SAPOL for processing.



Scout HQ will send you correspondence confirming that your NPC application has been sent to SAPOL together with a Reply Paid Envelope.

SAPOL will send the completed NPC direct to you as the applicant (as required by Privacy Laws).

You must then submit the **ORIGINAL** NPC to Scouts SA HQ for viewing (photocopies or emails are not acceptable). The NPC is to be submitted via the Reply Paid Envelope or placed in an envelope marked "Private and Confidential" and addressed 'Attention – Manager Volunteer Support'. The only exception to the provision of an original NPC is where a copy has been certified by a Justice of the Peace as a true copy of the original document.

An Authorised Officer at Scouts SA HQ will sight the NPC and return it to you, allocating an expiry date on MyScout for future renewals. You will receive an email advice when this occurs.