



Membership Agreement for Volunteer Adults at Playcentre

September 2016

In some instances, the situation arises where adults who are either part of the centre supervision duty team or carrying out an office holder role at centre, have not signed the child enrolment form of a child currently at centre. This means that these adults have not agreed to abide by the Policies and Procedures of the North Shore Playcentre Assoc Inc and its Code of Conduct.

This agreement covers adults who are involved in Playcentre in the capacity outlined below, but haven't signed the NSPA Child Enrolment Form or the Code of Conduct of a currently enrolled child. The types of situations this document could cover includes:

- Adults who are at a Playcentre as part of the supervising duty team who haven't signed the Code of Conduct and Child Enrolment Form documents, at the time of the child's enrolment or for a child who has subsequently left the service.
- Parents, caregivers or other whanau members who haven't signed the Code of Conduct and Child Enrolment Form documents, at the time of child enrolment, or for a child who has subsequently left the service, who then participate in a Playcentre role. This could include carrying out an office holder position within the centre.

This agreement will:

- Provide a set of standards and expectations for appropriate, ethical and professional conduct in all Playcentre related settings.
- Outline compliance with North Shore Playcentre Association Inc. Policies and Procedures
- Be kept for a period of 3 years after the person has permanently left the centre

All adults covered by the above scenarios will need to sign this agreement prior to commencing their role or duty. Each adult who signs this will be acknowledging their agreement with the terms contained within this document. Any breach of this Membership Agreement will need to be referred to the Dispute Resolution process and may lead to disciplinary procedures, including suspension or termination of membership.

Adult information :
Given names:
Surname / family name:
Address:
Post Code:
Phone (Home):
Phone (Work):
Phone (Mobile):
Email:

In relation to North Shore Playcentre Association Inc, the adult signing this will:

- Respect the philosophy of Playcentre and its commitment to Te Tiriti o Waitangi
- Represent NSPA with professionalism, integrity and pride
- Act as a role model for members, volunteers and employees
- Be knowledgeable and provide leadership
- Ensure professional conduct at all times and all situations when representing NSPA
- Be responsible for your actions and accountable for the consequences
- Demonstrate respect for the direction and decisions of NSPA Management Team
- Strive to improve work processes
- Perform any role to your best ability and follow through on commitments, ensuring availability
- Carry out your role responsibly and ethically
- Ensure there is no conflict of interest in your dealings with NSPA, according to policy.
- Strive to work openly, cooperatively and collaboratively across all positions
- Act in good faith to maintain productive working relationships
- Treat people with respect, courtesy and consideration, fairly and without discrimination
- Ensure a non discriminatory and harassment free work environment (safe environment)
- Accept a duty of care for the safety and wellbeing of NSPA personnel
- Be consistent and supportive when dealing with others, recognising diversity.
- Handle conflict and difficult situations sensitively and appropriately, according to policy
- Access outside expertise/advice as required
- Maintain privacy and confidentiality
- Follow NSPA policies and procedures
- Do not solicit gifts, gratuities or bequests for personal or professional benefits.
- Do not make any offensive, racist or obscene comment or gesture or use any offensive language (swearing).
- Refrain from use of alcohol, tobacco and recreational drugs, according to policy.
- I understand decisions within the Centre and Association will be made by consensus decision making and consultation.
- I agree to abide by the rules and policies of North Shore Playcentre Association and the (insert centre name)_____ Playcentre, located in the office and available at any time for viewing. I have read the following policies: Sleeping Children; Child Protection; Excursions; Behaviour Management; Smoke-free/Drug-free; and Providing Positive Guidance.
- I agree to advise the Playcentre of any changes to the information on this form, e.g. change of address, telephone, in order that all information is current.
- I understand that by signing this document these details may be viewed by any Playcentre parent/employee under the 1992 Privacy Act, and my contact details may be used in the Playcentre's contact lists/newsletters as needed and North Shore Association's office holder contact list.

If I have any concerns or complaints I will address these to the NSPA President or the NSPA Operations Manager

NAME: -----

SIGNATURE: -----

DATE: -----

Centres. Please retain a copy of the completed form with the other Child Enrolment forms at the centre