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# **VOLUNTEER REGISTRATION FORM**

BRF # 6

# FIJI RED CROSS SOCIETY VOLUNTEER REGISTRATION FORM

## VOLUNTEER PARTICULARS

NAME			GENDER		
NATIONALITY		DATE OF BIRTH			
DRIVER'S LICENSE #		EXPIRY DATE			
LANGUAGE SPOKEN (TICK) AND SPECIFY OTHER LANGUAGE (S)	ENGLISH		FIJIAN		
	OTHER (SPECIFY)				
<div>PERSONAL BACKGROUND</div> <div>HOME CONTACT</div>					PASSPORT PHOTO

RESIDENTIAL ADDRESS		HOME PHONE	
E-MAIL ADDRESS		MOBILE PHONE	
POSTAL ADDRESS		VILLAGE	
DISTRICT/TIKINA		PROVINCE / YASANA	

### IF EMPLOYED

PROFESSION		HOME PHONE	
OFFICE LOCATION		WORK PHONE	
POSTAL ADDRESS		MOBILE PHONE	

### EMERGENCY CONTACT

NAME			HOME PHONE	
RELATIONSHIP			WORK PHONE	
ADDRESS			MOBILE PHONE	
BLOOD GROUP		BLOOD DONOR	YES	NO

### EDUCATION BACKGROUND

YEAR	INSTITUTION	TRAINING	LEVEL

### OTHER TRAINING / COURSE / WORKSHOPS / RELEVANT TO RED CROSS WORK

YEAR	WORKSHOP / COURSE	ORGANISATION

PROFESSIONAL BACKGROUND & EXPERIENCE (e.g.teaching) If you need more space attach page or CV if possible to this form




# RED CROSS INVOLVEMENT (ALSO STATE THE YEAR)

YEAR	INVOLVEMENT

## PROGRAMME ACTIVITIES OF INTEREST(AREA THAT YOU WANT TO VOLUNTEER)

Information about each programme highlighted below

### SAFETY

### DISASTER

FIRST AID TRAINING	AWARENESS
WATER SAFETY	RESPONSE & RELIEF

### HEALTH & CARE

### EVENTS

HEALTH PROMOTION	FUNDRAISING
HIV / AIDS PREVENTION & SUPPORT	PUBLIC DISPLAYS

### WELFARE SERVICES

### YOUTH

COMMUNITY MEETING	YOUTH LEADERSHIP
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### DISSEMINATION

### PUPPET THEATER

COMMUNITY AWARENESS	TRAINING
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### COUNCIL MEETING

### FIRST AID & CPR

### OFFICE / ADMINISTRATION

### MIND THAT CHILD

### TYPING

### HIV AIDS IN THE WORKPLACE

### FILING

## SPECIAL SKILLS THAT CAN BE UTILISED DURING DISASTER RELIEF OPERATION ( PLEASE TICK)

DRIVING	RECEPTION	ASSESSMENT AND REPORTING
BOOK KEEPING	TELEPHONE	RADIO COMMUNICATION
PACKING	CATERING	OTHER (SPECIFY)

## PROGRAMME ACTIVITIES

1. Be part of the First Aid Team during sporting stand by activities and other.	6. Awareness on First Aid Mind that Child Water Safety in the community.	11. Education the Community disaster awareness.	16. Assist the puppet team in puppet shows or training in puppetry if applicable to local branch.
2. Trained to become an Instructor in Water Safety	7. Awareness on Red Cross issues in the Community.	12.Part of relief and response team after a natural disaster.	17. Because an Instructor in First Aid & CPR to conduct course for Business house.
3. Health promotion education to prevent diabetes, stroke ect. Home based care & training	8. Presentation District and Tikina Council meeting	13. Involvement in local fundraising activities.	18. Become an Instructor to teach Mind That Child at Business houses.
4. HIV /AIDS Peer Education to prevent HIV.	9. Filling Documents.	14. Managing booths during local Red Cross public displays(e.g during Festival / Carnival etc).	19. HIV / AIDS awareness in the workplace.
5. Provision of quality service through relevant referrals & follow up.	10. Assist in Typing	15. Junior Red Cross Clubs School Visit.	



# FRCS TERMS AND CONDITIONS OF VOLUNTEERING

FUNDAMENTAL PRINCIPLES OF THE RED CROSS AND RED CRESCENT MOVEMENT		AS A RED CROSS AND RED CRESCENT VOLUNTEER YOU ARE BOUND:	
<b>HUMANITY</b> The International Red Cross and Red Crescent Movement, born of a desire to bring assistance without discrimination to the wounded on the battlefield, endeavours, in its international and national capacity, to prevent and alleviate human suffering wherever it may be found. Its purpose is to protect life and health and to ensure respect for the human being.		I. To act in accordance with the fundamental principles of the International Red Cross and Red Crescent Movement and promote their dissemination. II. To respect the regulations on the use of the emblem and to prevent its misuse. III. To Strive and work for the highest standards of services. IV. To fullfill without discrimination of nationality, race, sex, political, views or religious belief V. To respect the individuals. VI. To respect the confidentiality of those you assist. VII. To promote mutual understanding. VIII. To response to the needs of others in a humanitarian and compassionate way.	
<b>IMPARTIALITY</b> It makes no discrimination as to nationality, race, religious beliefs, class or political opinion. It endeavours to relieve the suffering of individuals,being guided solely by their needs, and to give priority to the most urgent cases of destress.		<i>In the interests of security and to ensure that the Red Cross principle are maintained at all times, the Society represented by the <b>Director General</b>, has the right to decline offers of assistance and / or dismiss or ban personal (Staff or volunteer) who are not recognised by FRCS and who are not prepared to adhere to the directions and uphold confidentiality and the fundamental principles of the Red Cross</i> <i>I _____, being of sound mind and in good health hereby volunteer my services to the <b>Red Cross Society</b>. I have read and understood the Terms and condition highlighted above, in doing so, I acknowledge I may be replacing myself at risk in the course of duties i may be asked to perform. Further, I agree to abide by the Red Cross Code of ethics for volunteers and adhere to directions to me relating to assigned duties.</i>	
<b>NEUTRALITY</b> In order to continue to enjoy the confidence of all, the Movement may not take sides in hostilities or engage at any time in controversies of a political, racial religious or ideological nature.			
<b>INDEPENDENCE</b> The Movement is independent. The National Societies, while auxiliaries in the humanitarian service of their governments and subject to the laws of their respective countries. It has maintain its auonomy and to resist any political, ideological or economic interference which diverts from the course of action laid down by the requirements of humanity.			
<b>VOLUNTARY SERVICE</b> It is a voluntary relief Movement, not promoted in any manner by desire for gain.			
<b>UNITY</b> There can be only one Red Cross or one Red crescent Society in any one country. It must carry on its			
<b>UNIVERSALITY</b> The International red Cross and Red Crescent Movement, in which all societies have equal status and share equal responsiblities and duties in helping each other, is worldwide.		<b>SIGNATURE</b> _____	
		<b>DATE</b> _____	
OFFICAIL USE			
<b>BRANCH NATIONAL OFFICE</b>		<b>DATE</b>	
<b>SUPERVISORY PERSONAL</b>		<b>POSITION</b>	
<b>ACTION TAKEN</b>			





## CODE OF CONDUCT

### 1. Introduction

The National Board of Fiji Red Cross Society (the Society) is committed to ethical conduct in providing the best possible service to the community. This policy has been developed to providing an ethical framework for the Members (all categories), Staff and Volunteer.

#### Purpose:

The purpose of this document is to identify the Society's position on ethics and proper practice and to document the standards expected in delivering Red Cross services and undertaking its humanitarian activities.

#### 2.1 The Code of Conduct requires that the Members(all categories), Staff and Volunteers:

- I. Act in accordance with the Fundamental Principles of International Red Cross and Red Crescent Movement (the Movement);
- II. In times of disaster response, act in accordance with the Movement's Code of Conduct for Disaster Relief;
- III. Comply with the Society's Constitution, policies and procedures for the implementation of the Constitution and the rules and procedures of the Society that may be adopted from time to time;
- IV. To use the approved Emblem in the prescribed manner;
- V. Not use an affiliation with the Society promote in the partisan politics or religion;
- VI. Uphold the integrity of the Society.
- VII. Act honestly and with complete dedication in the best interests of the Society.
- VIII. Disclose potential or actual conflict of interest;
- IX. Maintain appropriate confidentiality about dealings that are a result of their involvement with the Society;
- X. Not make improper use of information or authority for personal gain;
- XI. Carry out all duties within the laws of FIJI;
- XII. Publicly and privately support the Society
- XIII. Act with due care and diligence;
- XIV. Treat everyone with courtesy and respect and avoid any behaviour that is not appropriate in a particular cultural context;
- XV. Perform to the best of their ability;
- XVI. Comply with lawful directions given by the appropriate authority;
- XVII. Comply with their contract;
- XVIII. Be punctual and reliable and notify absence promptly
- XIX. Respect and care for the property of the Society;  
Use and be accountable for all the Society's funds and property with sensitivity for optimum use and cost effectiveness.
- XX.
- XXI. Not use the Society's property or name for personal gain or advantage;
- XXII. Ensure that all activities with stakeholders be fully transparent and accountable;
- XXIII. Market all services with integrity and accuracy;
- XXIV. Hierarchy of control must be adhered to.

**I certify that I have read and understood the Fiji Red Cross Society Code of Conduct and agree to comply with it. I affirm that I have no financial interest or affiliation with any organisation, which may have interests that conflict with the best interests of the society.**

Date this .....day of.....(Year).....

Full Name.....Signature.....



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## Child Protection Policy & Code of Conduct

**I hereby declare that I have read and understood the Child Protection Policy of the Fiji Red Cross Society. I Pledge that:**

**I Will:**

- 1 Treat all children and young people with dignity and respect and without discrimination.
- 2 Ensure the protection of all children, taking special care to protect vulnerable children, especially those affected by emergencies.
- 3 Provide or help foster a welcoming, inclusive and safe environment for children and young people.
- 4 Ensure that, wherever possible, another adult is present when I am working with children, or in the proximity of children.  
Encourage open communication between all children, young people, parents, employees and
- 5 volunteer and have children and young people participate in the decisions that affect them.
- 6 Take responsibility for ensuring that I am accountable for my actions and I will not place myself in a position where an allegation of child abuse could be made.
- 7 Assess and ensure my behaviours, language and relationships are appropriate with children.
- 8 Comply with FRCS policy on photographing or filming a child for work- related purposes, including the use of any images of children
- 9 Immediately report concerns or allegations of child abuse in accordance with appropriate procedures of the Society.
- 10 Ensure I act in ways that respect the confidentiality and privacy of those who may disclose child protection concerns.
- 11 Report any concerns of child abuse and speak up if I observe concerning behaviour with respect to children's protection by any FRCS people or partners.
- 12 Comply with all relevant national or local laws; decrees and legislation of Fiji with respect to children including child welfare, child protection and labour laws.
- 13 Immediately disclose to FRCS if I have ever been charged with, am currently being investigated for, or have committed any offense that would breach the CPP.



## I Will Not

- 1 Use inappropriate sexual, offensive, discriminatory, demeaning or abusive language when speaking with a child or young person.
- 2 Engage in behaviour that is intended to shame, humiliate, belittle or degrade a child or young person, otherwise perpetrate any form of emotional abuse upon a child.
- 3 Hit or physically assault, physically punish or physically discipline any child.
- 4 Engage a child in any form of sexual activity or acts, including paying for sexual services or acts.
- 5 Develop a relationship with a child that may be deemed exploitative or abusive
- 6 Behave provocatively or inappropriately with a child.
- 7 Condone or participate in behaviour with children which are illegal, unsafe or abusive.
- 8 Discriminate against, show differential treatment, or favour particular children to the exclusion of others.  
Hire or request children to work for the organisation which is inappropriate given their age or development stage, or which interferes with their availability for education and recreational activities, or which places them at significant risk of injury.
- 9 Do things for children of a personal nature that they can do for themselves such as toileting or changing clothes.  
Take, or allow others to take a child or children (who are not part of my / their family) to my / their home or hotel or any other venue, unless in relation to FRCS's area(s) of work and strictly necessary. Should the latter apply, I will endeavor to ensure that if shared sleeping arrangements are necessary that at least two female members of the Society reside in the same room with a female child or children and at least two male members of the Society reside in the same room as a male child or children. This will occur with the knowledge and prior approval of FRCS senior staff.
- 10 Access, view or possess any form of child pornography under any circumstances. This includes during work hours or outside of work hours.
- 11 Use social media or any computers, mobile phones or video and digital cameras inappropriately, and for the purpose of exploiting children in any way.
- 12 Knowingly make a false report of child abuse.

**I understand that the onus is on me, as a person associated with Fiji Red Cross Society, to use common sense and avoid actions or behavior that could be construed as child abuse and exploitation. Further, that my pledge on actions that I will, and will not do, apply not only in relation to my work and affiliation with the Fiji Red Cross Society but in all aspects of my everyday life. I acknowledge that:**

- I have been provided with and read the Child Protection Policy and Code of Conduct
- A failure to comply with the Child Protection Policy or the Child protection Code of Conduct may lead to disciplinary action, termination of services, legal action, or criminal investigation and prosecution.

.....  
**Print Name**

.....  
**Signed**

.....  
**Position in Society**

.....  
**Date**

**Witness:**

.....  
**Print Name**

.....  
**Signed**

.....  
**Position in Society**

.....  
**Date**

# FIJI RED CROSS SOCIETY

## REGULATION ON THE USE OF THE RED CROSS EMBLEM

1. In times of conflict the sign of the Red Cross on a white ground is essentially meant to protect person, building, establishments, vehicles and material belonging to the Army Medical Service
2. National Societies can freely use the Red Cross or Red Crescent Emblem in time of peace in accordance with national legislation. In times of war they can continue to use the sign, but in accordance with the conditions set out in article **44** of the **FIRST GENEVA CONVENTION** i.e. the emblem may not be placed on armlets and on roofs of buildings and it must be comparatively small in size.
3. The "indicatory" sign will be formed by or inscribed with the National Society's name or initials; no drawing, emblem or inscription will be displayed on the cross. The National Society decides under what conditions it may be used.
4. No person shall wear the Society's emblem under any form whatsoever without being the holder or a relevant document, membership card, etc.
5. Active members, if they wear a Red Cross uniform, can display the emblem on the collar, chest or the headdress. In civilian clothes they can wear the badge in the uniform of the button, brooch, pocket badge or tie with the inscription of the name of the society.
6. Civilian ambulances and First Aid stations, hospitals and clinics not belonging to the National Society may use the Red Cross emblem provided they have been authorized by the military authorities in time of war and by the National Society in time of peace.

-ENDS-