



Save-a-Pet Rules & Guidelines for Casual Volunteers

Volunteers are required to make a booking at least a few days in advance. No booking = no volunteering. Casual volunteering can be accommodated from Monday to Sunday between 9am and 3pm.

Volunteers are to report to reception on arrival at Save-a-Pet.

All new volunteers are to sign the Indemnity Form. Volunteers under 18 years of age will need to have a guardian sign their indemnity form.

Save-a-Pet is unable to accommodate casual volunteers under the age of **16 years**. Where exceptions are made, those under 16 years of age must be accompanied by a responsible adult.

Casual volunteers will be asked to assist with cleaning, gardening and maintenance. Interacting with animals (e.g. grooming, walking dogs etc.) is reserved for trained volunteers.

Volunteers must abide by the instructions and direction of the staff at Save-a-Pet, as well as the protocols that have been implemented.

Volunteers are not to enter isolation/quarantine rooms/runs unless permission is granted to do so, and biosecurity protocols must be followed.

Volunteers are to behave in a manner that reflects well on Save-a-Pet and are to be polite to members of the public.

Volunteers are not to knowingly place themselves, staff, other members of the public, or the animals at risk of injury or harm.

Should a volunteer notice that an animal is unwell or something else is wrong (e.g. limping) they must please report it to the Save-a-Pet staff.

Volunteers are responsible for their own bags, valuables etc.; and Save-a-Pet will not be responsible if these items are tampered with, destroyed or stolen.

Save-a-Pet reserves the right to ask volunteers who violate the rules, are being disruptive or engaging in risky behaviour to leave the premises.

Volunteers who require attendance documents to be signed are to please bring copies along or we can provide a general form. Please note, we do not have the time to print, scan, email forms for you after the fact.

PLEASE NOTE:

Be sure to bring along refreshments. If the charity shop is open there are cold drinks and water to purchase. Otherwise we only have tap water.

Wear clothing you don't mind getting dirty and comfortable shoes.

We recommend wearing a cap and sunscreen.