



**AGREEMENT TO WORK**

Fin WA is committed to providing the best practice for best outcomes for children and families. In order to do so it is imperative that you understand the boundaries of our work. Detailed policies are available at your request; however the following points are noteworthy:

- ✓ Fin WA promotes respectful working relationships with all parties at all times;
- ✓ Clients involved with Fin WA do so voluntarily and may cease involvement at any time;
- ✓ Every client, staff member, student, member and volunteer has the right to feel safe and secure when engaged in service provision;
- ✓ Fin WA will take whatever action is required to protect themselves, clients, members, volunteers or associates from all forms of harm including physical or psychological acts or threats of aggression, hostility or intimidation. Actions may include refusal to provide a service or removing a client, self or others from a situation of threat or aggression.
- ✓ Confidentiality will be upheld at all times - however there are exceptions such as a threat or serious intent to harm self or others, or known or suspected child abuse. In these circumstances it may be necessary to report to an appropriate authority without your consent. In all instances of breaching confidentiality the manager will consult with those deemed necessary to ensure thorough consideration has been given.
- ✓ The utmost care will be taken to ensure the service you receive will be delivered in a professional manner at all times. If you feel this has not been done please contact the manager to discuss your concerns.
- ✓ Clients do not engage in activities that bring Fin WA into disrepute.
- ✓ Fin WA will endeavour to address the issues you are concerned about; however at times even with our best efforts some issues may not be resolved.
- ✓ Given our limited resources we may need to withdraw our services when it is assessed that the service required is above the capacity of Fin WA.

I accept the conditions of Agreement to Work:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_