

Have you completed online registration ?

In lieu of the online form and acknowledged/signed understanding of volunteer terms at each community snorkel day event; supervision forms can substitute for a one-off casual volunteer

Medical conditions

Please advise the event controller/lead if there has been any change to your medical situation on the day of the event

Police Vet Policy

Mountains to Sea Conservation Trust (MTSCT) and our network of providers and endorsed coordinators are committed to providing safe environments for children, vulnerable people and everyone we associate with. As an organization frequently engaged by schools, we have a responsibility to ensure that all our staff and endorsed coordinators (including those operating under our national provider network) meet the highest standards of safety and trustworthiness. It is not a requirement to police check casual volunteers as you will not be in an unsupervised situation. We may police vet volunteers who have regular, overnight or one-on-one contact with children. Refer to our Child Protection Policy www.mountaintosea.org.nz/health-and-safety

Drug and Alcohol Policy

By volunteering with MTSCT you agree to abide by MTSCT's drug and alcohol policy which includes not being under the influence of drugs or alcohol when involved in MTSCT safety sensitive activities and public events.

Privacy

We collect personal information from you in order to ensure your own Health and Safety and the safety of others when participating in an MTSCT activity. If you choose to withhold information from MTSCT you may not be able to participate in any MTSCT activity (for example medical information). We will share this information with MTSCT staff where deemed necessary for H&S purposes. By volunteering with MTSCT, you agree to the MTSCT privacy policy.

For more information, including about why we are collecting this information and who will receive the information, please check <https://donate.mountaintosea.org.nz/privacy-policy>

Code of Conduct

By volunteering with MTSCT you agree to abide by the MTSCT Code of Conduct

 2025 MTS Code of Conduct - to sign.pdf

Induction

MTSCT requires all staff and volunteers to comply with our Safety Management Systems, policies and SOPs found on our programme websites. On the day volunteers will be inducted into the SMS and relevant SOP for the day, including access to the relevant site specific RAS form/s or event plans and guide checklists for the site and given a verbal Health and Safety briefing from the supervisor, including (but not limited to) the identification of potential risks and management strategies. Volunteers will be verbally briefed about the work to be undertaken and potential hazards, location of first aid, facilities and emergency procedures on the commencement of every activity. Site familiarisation is undertaken and relevant issues explained wherever these arise.

Volunteer responsibilities

- ☐ Take reasonable care of your own health and safety,
- ☐ Take reasonable care that what you do or don't do doesn't adversely affect the health and safety of others,
- ☐ Cooperate with any reasonable policies or procedures the business or undertaking has in place on how to work in a safe and healthy way, and
- ☐ Comply with any reasonable instruction given by the business or undertaking so that they can comply with HSWA and the regulations.

Volunteer requirements

- ☐ Tools such as a camera should be able to be stowed away (hands free) to allow complete focus on supervision - priority is supervision
- ☐ Dependants that attend with volunteer snorkel guides must stay on the beach, unless independent confident snorkeler
- ☐ Competency for high risk activities requires the ability to assist MTSCT leader on the management of the group in water in normal and emergency situations

Risk disclosure – snorkelling (if applicable)

I hereby acknowledge the risks associated with snorkelling. I understand that the EMR programme will identify any foreseeable risks or hazards and implement correct management procedures to eliminate or minimise those hazards.

Complaints

Refer to our complaints policy on our website. Health and safety feedback and/or comments can also be submitted via our programme website <https://www.mountainstosea.org.nz/>