



St Anne's Church – Porirua Anglican

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CONFIDENTIALITY AGREEMENT

VISION, MISSION AND VALUES

St Anne's is a caring community. We use resources within the parish, and from the community, to support and align our collective efforts to reduce food insecurity. Our guiding principle is a spirit of generosity as God has shown generosity to us.

We believe that the miracle of the five loaves and 2 fishes, written about in the Gospels, is the vision for why we do this food bank. Jesus said give them something to eat and a boy provided the 5 loaves and 2 fish (John 6:5–14). Jesus blessed them. We, in turn ask God to bless the food we have been given, to distribute to those in the greater Porirua community.

We aspire to lead a collaborative network that empowers people to make good decisions because they are not hungry, and children are not affected by food insecurity. We are committed to embracing diversity, promoting equality and inclusion. When representing the charity, we expect you to support our commitment to promoting equity.

Mission Statement: GRACE

Giving: with kind heartedness and generosity

Respect: working in a compassionate and non-judgemental way

Authentic: genuine, transparent, and open

Community focus

Encouragement – kindness and relief from food insecurity

As a volunteer for St Anne's Pantry you may have access to (or learn of) information of a confidential nature. This may include personal information of other volunteers, donors, and or/client details. We need to be sure that we do not pass this onto anyone else without the clients/ person's permission.

The only exception to this is if you have been party to any information, behaviour, or harassment, which raises concerns for you, this includes any safety matters. In this case, you are expected to share this with the Co-Facilitators: Margaret Alve and Sofia Ali or Rev Terry Alve.

Confidential information includes (but is not limited to) data system entries, printed documents, databases, notes, diaries, electronic or computer printouts.

A person cannot volunteer for St Anne's Pantry if they are recipient of a food parcel (within 6 months of receiving a parcel). After that they can volunteer.

I understand that while volunteering with St Anne's' Food bank I may come across information that is confidential. I agree that I will never disclose such confidential information to anyone outside the foodbank, subject to the exception outlined above.

I agree to:

- respect the intellectual property of St Anne's Foodbank.
- Not to do anything that will bring St Anne's' Food bank into disrepute or go against its values.
- Collaborate positively with others including members of the public and clients.
- Be open and honest in your dealing with us.
- Comply with relevant procedures.
- If you are unable to make your agreed time, please let us know as early as possible.
- Let us know if we can improve the service and support you receive.
- If you wish to change what you do or are unable to continue to volunteer, please let us know.

If you are delivering food parcels:

- You need to have your car registered and warranted.
- Please keep a kilometre log, and give this in at the end of each month. You can decide to tick the box for reimbursement or donate your travel. Reimbursement is 50c per km.

Problem solving:

Problems can arise in various ways.

In cases of difficulty the foodbank will:

- Offer means to achieve reconciliation. We will provide an independent person to monitor volunteer complaints and we have independent means of conflict resolution when necessary.
- Accept responsibility for ensuring volunteers' complaints have a fair hearing.
- Any complaint (oral or written) will be dealt with quickly and effectively. If there is no satisfactory resolution this will be raised with the Wardens of Porirua Anglican Parish and they will provide a response within a fortnight.
- If your complaint relates to potentially criminal activities involving safeguarding the charity's beneficiaries, volunteers and staff, this (i.e. complaint) will be reported to the police and the appropriate authorities for charities.

Safeguarding:

We want to promote a safe environment for children and vulnerable adults. While volunteering you may come across a cause for concern involving abuse or neglect. Please inform the Co-Facilitators or Rev Terry immediately.

Signed: _____

Name: _____

Date: _____