



CODES OF BEHAVIOUR

The following guidelines have been written to ensure the smooth running of the 1 day course in Animal Care. These guidelines must be adhered to at all times to ensure the safety of course participants and Animal Welfare League staff and animals.

Guidelines:

1. Exemplary behaviour is expected at all times. Students must be courteous to and show respect towards the course supervisor/s and other Animal Welfare League Refuge staff, animals, members of the public and other students.
2. Students must adhere to OHS procedures as outlined in their Course Handbook and as demonstrated by supervisor/s.
3. Mobile phones to be switched off and not used during session times. Phones may be used in breaks and in the case of an emergency. If a phone needs to be left on for an expected emergency phone call, the course supervisor/s needs to be made aware of the situation at the beginning of the session.
4. Students must remain nearby the session supervisor/s at all times, especially during sessions in the dog and cat rehoming areas, AWL veterinary clinics and outdoor areas.
5. Students must not run through the Refuge grounds and are required to stay in designated areas at all times.
6. During breaks, students are required to stay in designated areas at all times.
7. Students are required to keep noise levels to a minimum at all times and refrain from using offensive language.
8. The course supervisor/s has the right throughout the course to separate and change seating arrangements of disruptive students should the need arise.
9. The course supervisor/s has the right at any stage throughout course to modify these rules. If any child fails to follow these guidelines, the following levels of action will be taken:
 - a) Verbal warning (which is documented with AWLQ Education Director)
 - b) Parents/ guardians contacted (if under 18 years)
 - c) Elimination from course (no refund given)

PLEASE NOTE: Parents/guardians must be available to collect their child in case of emergency or elimination from the course if child fails to follow AWLQ guidelines as set out in the above Code of Behaviour

AWL QLD INC – 1 DAY COURSE IN ANIMAL CARE LIABILITY RELEASE

As a condition of my child's participation in the 1 day course in Animal Care I hereby:

1. warrant that my child is medically fit (including physically and mentally) to participate in the 1 day course in Animal Care
2. agree that my child will participate in the course at their own risk and I acknowledge that the 1 day course in Animal Care involves animal handling and/or physical contact with animals (dogs and cats); contact with animal food; hydrobathing equipment and products that could potentially result in personal injury;
3. agree that my child will abide by the rules and conditions of the course including OHS procedures and those in any verbal or written instructions;
4. waive, release and discharge all and any claim, right or cause of action howsoever arising, whether or not presently ascertained, immediate, future or contingent, which I may otherwise have for or arising out of loss of my child's life or injury, damage or loss of any description whatsoever and howsoever caused which my child may suffer or sustain in the course of or consequent upon their participation in the Program;
5. indemnify against any claim, right or cause of action howsoever arising whether or not presently ascertained, immediately, future or contingent which I or anyone else may have for or arising out of loss of my child's life or injury, damage or loss of any description whatsoever and howsoever caused which they may suffer or sustain in the course of or consequent upon my participation in the course;
6. agree that the waiver, release and discharge contained in paragraph 4 above and the indemnity contained in paragraph 5 above shall operate in favour of the Animal Welfare League Qld Inc and its employees, assigns, sponsors, agents, officers, directors and related bodies corporate (as that term is defined in the Corporations Act), each the "released persons", and shall so operate whether or not the loss, injury or damage is due or attribute to an act, neglect or omission of any one or more of the released person;
7. agree that the waiver, release and discharge contained in paragraph 4 above and the indemnity contained in paragraph 5 above may be pleaded as a complete bar to any claim, notice, demand, action, proceeding, litigation or judgment which has or may be brought or made or recovered against any or each of the released persons.

I understand that my child;

Will be supervised by Animal Welfare League Qld staff during session times

Will interact with Animal Welfare League Qld staff & volunteers

Will interact with live animals including physical contact

Must bring his/her own lunch and snacks for the day

Must wear long pants with closed in shoes

CANCELLATION & REFUND POLICY

If a student wishes to cancel their enrolment, a cancellation fee of \$20 will be charged if AWLQ is notified of cancellation at least 7 working days prior to course commencement date. Enrolments cancelled after this cut- off time will not be refunded.

If course must be cancelled due to insufficient numbers, enrolled students will be notified 7 working days prior to the scheduled course commencement date and given the option of either having their payment refunded in full or rescheduling their enrolment for another date.