**Volunteering Policy**

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| **Document Number** | ACC04 |
| **Version** | 0.2 Draft |
| **Scope/applies to:** | Formal volunteers |
| **Date Approved** |  |
| **Approved by** |  |

**Purpose**

The purposes of this policy are:

* To protect the wellbeing of our volunteers, and
* To guide the recruitment of volunteers to ensure that people working with children, young people and vulnerable people are suitable and supported to reflect our values.

**Policy**

To protect the wellbeing of our volunteers, we:

* Make sure that all volunteers are treated with respect and dignity
* Support volunteers to gain new skills in areas of their choice, as appropriate
* Provide a safe and welcoming workplace for volunteers
* Respond to the needs of volunteers with flexibility and understanding
* Ensure that volunteers have appropriate tasks to participate in
* Provide a comprehensive induction to all volunteers that ensures they can be safely entrusted with the duties of their position

To protect the wellbeing of children and young people, we:

* Ensure any formal volunteer position advertising includes our commitment to child safety and wellbeing
* Ensure volunteer position descriptions set clear expectations about the role’s requirements, duties and responsibilities regarding child safety and wellbeing
* Ensure relevant volunteers hold a current Working With Children Check, linked to our organisation.

For all formal volunteers (including the Commiteee), induction and regular training must comply with the Child Safe Standards. Refer to **Learning and Development Policy** for details.

**Definitions**

Formal volunteers have a position description, and clear responsibilities.

Informal volunteers may participate in a program or event, but do not have any formal roles or responsibilities.