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| **Sample Volunteer Policy** |
| **Rationale:** |
| The XYZ Group Trust recognises the valuable contribution to the service made by volunteers and actively encourages their participation, which:* enables volunteers to contribute to their community;
* provides volunteers an opportunity for work experience and the development of new skills;
* enhances the range of services available through the XYZ Group Trust
* allows for wider community participation in the service.

Volunteers will not be used to replace paid workers in the service. |
| **Purpose:** |
| This policy aims to ensure that volunteers working at the XYZ Group Trust have work that is safe, significant and satisfying, and that their contribution is appreciation. |
| **Procedures:** |
| * All volunteers will be provided with a Position Description
* All volunteers must sign a Volunteer Agreement before starting their role
* Volunteers are expected to conform to the XYZ Group Trust’s Code of Ethics
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| **Volunteer Recruitment Process:** |
| 1. Requests for volunteers will be widely advertised in the region and amongst cultural group/s of the consumers, as required.
2. Interested volunteers should complete a Volunteer Application Form (include a copy in the appendix)
3. The XYZ Group Trust will arrange an interview with the volunteer, which will cover the following topics:
	* Name, address, contact number
	* Other languages
	* Area(s) of interest
	* Experience
	* Current Drivers’ Licence, insurance and vehicle registration (if volunteer driver)
	* Health record (in case of emergency)
	* Times available
	* Commitment required
	* Policy for reimbursement of expenses
	* Names and contact details of two referees
	* Police clearance
4. The XYZ Group Trust will inform the volunteer as soon as possible of the decision.
	* If the application is accepted, the volunteer will be given a copy of the Volunteer Agreement Form, the relevant Position Description, and an Induction package.
	* If the application is declined, the volunteer will be given the reasons why.
5. Sufficient time will be provided for the Volunteer to read the information and ask questions, before signing the Volunteer Agreement Form.
6. The Volunteer Coordinator will match the volunteer with appropriate consumers, where possible, taking into account the consumer’s wishes, their language spoken, culture and interests.
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