



## VOLUNTEER EMPLOYMENT (VE) POLICY

<b>Section</b>	People and Organisational Development
<b>Contact</b>	Manager
<b>Last Review</b>	June 2019
<b>Next Review</b>	June 2022
<b>Approval</b>	Governance Group Motion#: 6/19/3
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<b>Version</b>	1.1

### 1 Purpose:

The purpose of this policy is to provide guidance to managers and employees on the process of engaging volunteers within or to the Glenfield Community Centre Inc. (GCC).

### 2 Scope:

This policy applies to all Volunteers and Managers of the GCC.

### 3 Principles:

- Volunteers are a valuable asset to the GCC and should be treated fairly and with respect.
- Unless specifically trained, volunteers should not be allocated tasks that are deemed to be high risk.
- Volunteers should not be used to displace permanent roles.
- Records should be kept of volunteer's hours.
- Regular volunteers (i.e. someone who volunteers weekly) should be acknowledged as determined by each Department.

## 4 Definitions:

**Volunteer:** A volunteer is defined as a person neither expecting nor receiving payment for tasks. Volunteers do not include those on work experience or training. Volunteers should not be under the age of 15. Volunteers are not deemed to be employees of the GCC under the Employment Relations Act 2000 or amended legislation.

## 5 Detailed Volunteer Employment Policy Statements:

In addition to the Purpose, Scope, and Principles, detailed statements regarding volunteers of the GCC are categorised and listed below:

### 4.1 Sourcing Volunteers:

Volunteers may be sourced through a number of avenues; these include direct advertising at the volunteer source, flyers, referrals or contacts.

### 4.2 Volunteer Information Sheet:

All volunteers should complete the Volunteer Information Sheet prior to their first period of volunteer work at the GCC. Any changes to the original information should be updated as relevant. A copy of the current volunteer information sheet is attached as **Appendix 1**.

### 4.3 Health and Safety:

The intent of the GCC is to provide protection for all volunteers in all GCC places of work.

As part of his/her orientation with the GCC, the volunteer should be made aware of the following:

- First Aid representatives and processes
- Volunteers' supervisors

The induction should also include full familiarity with emergency procedures, a discussion of any hazards in the workplace and access to health and safety policies and procedures.

Volunteers are required to adhere to site health and safety policies and procedures.

Volunteers must bring any hazards they have identified to their supervisor (and in their absence, the GCC Manager), and report any accident or near miss accident.

#### **a) Accidents within GCC by Volunteers:**

If a volunteer has an accident whilst on GCC property this is not deemed to be a GCC work accident, and the injured person must make a claim against ACC personally. GCC will provide first aid as appropriate.

#### **4.4 Specific Departmental Requirements for Volunteers:**

Departments (e.g. Glenfield Early Learning Centre) may develop specific documentation around volunteers as required for their individual needs.

#### **4.5 Claiming of Expenses:**

Volunteers are unable to claim expenses (e.g. travel) unless previously agreed with the GCC Manager.

#### **4.6 GCC Policies:**

Volunteers are bound by, and should make themselves familiar with a number of GCC policies. Breach of a GCC policy may result in termination of the volunteer relationship.

### **5 Audience:**

Staff (Full-time, Part-time), Volunteers, Executive, Governance.

### **6 Relevant Legislation:**

Employment Relations Act 2000  
Vulnerable Children Act 2014  
Health and Safety at Work Act 2015  
Human Rights Act 1993  
Privacy Act 1993

### **7 Related procedures / documents:**

Bullying, Harassment and Discrimination at Work Policy  
Health and Safety Policy  
Incident Reporting Processes  
Smoke-free Policy  
Staff Conduct Policy  
Recruitment Policy

## 8 Appendices:

Appendix 1 — Volunteer Information Form

Appendix 2 — Declaration

## 9 Document Management Control:

<b>Document #:</b>	VE1.1
<b>Prepared by:</b>	Manager
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# APPENDIX 1

## Volunteer Information Form

To be completed by: *Unpaid Person - persons engaging with Glenfield Community Centre on a non-financial basis  
E.g. Unpaid Volunteers and Parent Teacher Aides.*

PLEASE PRINT CLEARLY

### PERSONAL/COMPANY DETAILS:

<b>Title:</b> Mr, Mrs, Ms, Miss, Dr <i>(please circle)</i>		<b>Gender:</b> Male /Female <i>(please circle)</i>	
<b>First Names:</b>		<b>Surname:</b>	
<b>Are you known by any other name/s?</b>		<input type="checkbox"/> No <input type="checkbox"/> Yes <i>(if yes please list)</i>	
<b>Date of Birth:</b>			
<b>Street Address:</b>			
<b>Telephone Number:</b>		<b>Mobile:</b>	
<b>Home:</b>		<b>Work:</b>	
<b>Email Address:</b>			

## EMERGENCY CONTACT:

<b>Name:</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	<b>Mobile:</b>
<b>Home:</b>	<b>Work:</b>
<b>Relationship:</b> (E.g.: Mother, Husband, etc.)	

### **Criminal Convictions or Impending Actions:**

The Glenfield Community Centre requires information regarding criminal convictions and/or impending actions to be disclosed as part of the recruiting process. This information will be treated as confidential by the Glenfield Community Centre and will be used for the purpose of evaluating suitability for volunteering with the Glenfield Community Centre.

- Have you ever been sentenced to a custodial sentence Yes/No
- In the last 7 years, have you had any criminal convictions or been charged with any sexual offence? Yes/No
- Do you have any impending charges/actions that could lead to you being charged or convicted of an offence? Yes/No
- Have you been the subject of diversion by the Courts? Yes/No

If you answered 'yes' to any of the above questions in this section, please provide further details:

Some positions (Childcare, Accounts) require further Police vetting or credit checks. A form will be provided for this purpose and is required to be completed prior to appointment. Any appointment made prior to vetting being completed is conditional upon the outcome of the vetting.

*Your data will be stored by the Glenfield Community Centre and will have the same security protection as any GCC employee. The information which you supply will only be available to the person supervising your activities and the Centre Manager. The exception to this would be in the case of emergency. You have the right to request access to, and amendment of, any personal information held by the Glenfield Community Centre about you.*

## APPENDIX TWO

### DECLARATION:

1. I understand and acknowledge that I am not an employee of the Glenfield Community Centre.
2. I understand and acknowledge that should I suffer injury during my activities as a volunteer, any accident compensation claim should be made to the ACC (Accident Compensation Corporation) and will not be a Glenfield Community Centre work-related claim.
3. I undertake to follow procedures outlined in my training/orientation and to adhere to the Glenfield Community Centre health and safety policies and procedures.
4. I do/do not have any pre-existing injuries or medical conditions that will affect my ability to undertake the activities proposed for me as a Non-Employee.
5. I agree to report any incident or injury, or any health and safety hazards that I may observe, as prescribed in the Glenfield Community Centre H & S manual.
6. I declare that the information I have provided by completing this form is true and accurate.

**Signed:**

**Date:**