



<b>Policy name</b>	<i>Volunteer Policy</i>
<b>Version</b>	<i>1.0</i>
<b>Responsibility</b>	<i>Chief Executive Officer</i>
<b>Date of development</b>	<i>February 2017</i>
<b>Date of next review</b>	<i>Annual review cycle, or following any reportable incident</i>
<b>Relevant standards</b>	<i>National Standards For Volunteer Involvement, Volunteering Australia, 2015 (C'th) Human Services Standards, 2012 (Vic) National Standards for Disability Services, 2013 (C'th) NDIS Terms of Business, 2016</i>

### ***Our Vision***

To enhance lives and change perceptions of Down syndrome within society through dance, fitness and performance.

### ***Purpose***

Volunteerism is an integral part of e.motion21's operations in achieving organisational goals by engaging participants and community members in volunteer activities. Formal volunteering is an activity which takes place through community based organisations or projects and is undertaken:

- to be of benefit to the community and the volunteer;
- of the volunteer's own free will and without coercion;
- for no financial payment; and
- in designated volunteer positions only.

<b>Related Policy</b>	<b>Forms</b>
Code of Conduct	Incident Report
Privacy Policy	Volunteer Agreement
Workplace Health & Safety Policy	
Anti-Discrimination and Equal Opportunity Policy	
Workplace Bullying and Harassment Policy	
Human Resources Framework	

## ***Policy***

e.motion21 is committed to:

- providing high quality programs and services under the National Standard Disability Service guidelines;
- promoting a positive culture towards volunteerism;
- attracting the best available candidates with relevant skills and knowledge to all volunteer positions through internal and external advertising;
- upholding equal employment opportunities with recruitment, selection and appointment processes;
- ensuring that volunteer roles are aligned with the achievement of the organisation's vision, mission and goals;
- providing a work environment that is free from harrassment and discrimination for all staff, contractors and volunteers
- ensuring that the organisation's risk management processes are applied to the organisation's volunteer involvement
- ensuring persons selected to positions hold current 'Working with Children Checks' and, if working directly with participants and/or families, undergo a Police Check every two years as per legislation;
- maintaining privacy of information collected on prospective volunteers;
- providing a safe environment for children living with a disability;
- Providing a health and safe work environment for all staff, contractors and volunteers.

## ***Responsibilities***

The **Chief Executive Officer** of e.motion21 is responsible for administering the policy to ensure that the principles are followed by volunteer staff through:

- Implementing and maintaining effective organisation-wide internal control systems; and
- Implementing and maintaining other procedures and guidelines that facilitate the administration of this policy.
- Delegating appropriately the management of volunteers to the Volunteer Coordinator.

The **Volunteer Coordinator** of e.motion21 is responsible for:

- Recruitment of potential volunteers
- Effective screening of potential volunteers (Working With Children Checks, Disability Worker Exclusion Scheme (DWES) and, where relevant, Police Checks) including reference checks
- Appropriate matching of volunteers to volunteer positions
- Developing volunteer position descriptions and ensuring that associated paper work is completed

- Providing or effectively delegating inductions to all volunteers and ongoing training/support
- Recognition of volunteers and their achievements.
- Maintenance of volunteer records including ensuring that all Working With Children Checks and Police Checks are kept up to date.
- Ensuring that volunteers have access to this policy and all other related policies.

### ***Recruitment***

e.motion21 undertakes a comprehensive recruitment and screening process for all volunteers which aims to:

- Identify those people with the relevant skill-set and knowledge for volunteer positions within the organization;
- promote and protect the safety of all children under the care of the organisation;
- identify the safest and most suitable people who share e.motion21's values and commitment to protect children; and
- prevent a person from working at e.motion21 if they pose a risk to children.

e.motion21 undertakes pre-volunteer screening and requires all volunteers engaged in child-related work to undergo a police check (if 18yrs or older), a working with children check and consent to the Disability Worker Exclusion Scheme (DWES) before commencing their volunteer role and during their time with e.motion21 at regular intervals, and to provide evidence of these checks.

Once engaged, volunteers are provided with this Policy and other relevant policies and procedures, and it is incumbent upon them to ensure their awareness of its contents.

### ***Support***

e.motion21 is committed to supporting the development of its volunteer body. It does this by:

- providing adequate supervision and direction of volunteers, relevant to their role;
- providing opportunities for further internal training;
- ensuring that volunteers are provided information on relevant external training opportunities;
- timely review of volunteer roles, and the skills and knowledge required to fulfill these roles;
- providing opportunities for volunteers to provide feedback on their involvement

### ***Privacy***

All personal information considered or recorded will respect the privacy of the individuals involved unless there is a risk to someone's safety. e.motion21 has safeguards and practices in place to ensure any personal information is protected. Everyone is entitled to know how the personal information is recorded, what will be done with it, and who will be able to access it.

### ***Relevant Legislation***

<b><i>Document history</i></b>			
<b><i>Date of review</i></b>	<b><i>Reviewed by</i></b>	<b><i>Endorsed by</i></b>	<b><i>Notes</i></b>
<i>23 February 2017</i>	<i>Chief Executive Officer</i>	<i>Chief Executive Officer</i>	
<i>February 2018</i>	<i>NDIS /DHHS Project Officer</i>	<i>Chief Executive Officer</i>	<i>Reviewed, minor changes to include reference to the Disability Worker Exclusion Scheme (DHHS, Vic 2018)</i>