

## VOLUNTEER POLICY

### **POLICY**

Deans Marsh Community Cottage acknowledges the important contribution that volunteers make through their generous gift of time, knowledge and skills.

Volunteer involvement enhances community participation and provides the opportunities for skill development and experience which may enhance the possibility of paid employment.

It is vital that volunteers are treated with respect and provided with relevant induction, training, support and recognition of their contribution.

Deans Marsh Community Cottage values diversity and welcomes volunteers from all culturally and linguistically diverse backgrounds, of aboriginal and Torres Strait Islander background and people of all abilities to apply to volunteer at Deans Marsh Community Cottage.

### **A volunteer has the right to:**

- Be respected and valued for volunteer work undertaken at DMCC
- Be given appropriate induction and ongoing training
- Say “no” if being asked to undertake a task that you are not comfortable doing
- Be provided with a clear explanation of the tasks you have agreed to undertake, the timelines for completing those tasks, who will provide support and supervise you in carrying out tasks, any organisational policies relevant to the agreed tasks
- Work in a healthy and safe environment and be adequately covered by insurance
- Be reimbursed for authorised out of pocket expenses in line with DMCC’s policy
- Have any confidential and personal information dealt with in accordance with the principles of the Privacy Act 1988
- Be made aware of DMCC’s Disciplinary and Grievance Policies

### **A volunteer at Deans Marsh Community Cottage is expected to:**

- Give a clear indication as to the extent of their commitment and must inform the Coordinator if that commitment changes
- Undertake agreed tasks as negotiated and advise the coordinator if unable to complete agreed tasks
- Ask for support when needed
- Undertake appropriate training as requested
- Maintain the confidentiality of DMCC business
- Respect the rights of others
- Value the diversity of others, including people from culturally and linguistically diverse backgrounds and people with disabilities
- Comply with the code of conduct and WHS procedures

All persons wishing to be volunteers must complete a Volunteer Participation Form outlining their skills and a confidential medical form. Where relevant volunteers must undertake police/working with children checks.

## Volunteer Application Form

NAME

ADDRESS

PHONE:

DATE OF BIRTH

GENDER

Emergency Contact Details:

Name

Phone

Address

Availability

Days

Times

Are you interested in volunteering for specific programs/events?

Do you have a drivers licence/car

Have you done first aid training?

Level? Date?

Do you consent to undergo a Working with Children Check (and a Criminal Record Check if relevant)?

If you already have a Working with Children Check this must be sighted by the Coordinator and the number recorded.

Do you have health issues or disabilities which may prevent you from particular types of activities or which may mean you require support or assistance?