

VOLUNTEERS

Introduction

Camden Community Centre recognizes the value to the community in enabling people to carry out volunteer work. Volunteering allows people to participate actively in all facets of the community and enables Camden Community Centre to initiate, enhance and extend its services.

The Centre also recognizes the invaluable work that volunteers perform in every facet of the Centre's activities and acknowledges volunteers as unpaid staff who are entitled to a safe, just and participatory work environment, which values differences and shared experiences

Policy

The involvement of volunteers may complement the work of paid staff but not displace paid staff or be a threat to the security and job satisfaction of paid staff.

Management of Volunteers will be via the Volunteer Coordinator and only this person will assign tasks for volunteers. All other staff wishing volunteers to carry out tasks will go through the Volunteer Coordinator.

All volunteers must have current police checks.

Recruitment and selection of volunteers will be based on matching the role requirements to the volunteers' skills, interests and attributes.

Appropriate orientation, training, development and resources in line with the role will be provided. Records must be kept for each volunteer.

Volunteers will be given a clear understanding of organisational expectations before they begin

Provision will be made for out of pocket expenses incurred by volunteers and approved by the Volunteer Coordinator

All legislations in relation to health and safety, industrial matters and equal opportunity will be observed for volunteers as for paid workers

Risk management procedures will cover all staff and include a safe working environment and insurance cover

Grievance procedures will be in place and the volunteers kept informed of their rights.

Volunteers will be expected to make realistic commitments in terms of time, areas of involvement, meetings and training, and the organization will expect these commitments to be fulfilled.

Any dissatisfaction with performance levels of volunteers will be considered in the content of the workplace environment and dealt with as it occurs. A change in role or withdrawal of the offer of voluntary work will be considered only after the volunteer has been provided with an opportunity to improve performance to the required level.

Volunteers have a responsibility to:

- Report any incident or hazards at work to their manager or supervisor

- Carry out their roles and responsibilities as details in the relevant health and safety policies and procedures
- Obey any reasonable instruction aimed at protecting their health and safety while at the Centre.
- Use any equipment provided to protect their health and safety while at work
- Assist in the identification of hazards, the assessment of risks and the implementation of risk control measures
- Consider and provide feedback on any matters, which may affect their health and safety.
- Ensure they are not affected by alcohol or another drug, which may endanger their own, or any other persons' health and safety.

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