

Volunteers' Policy

It is the Policy of St Chads Communication Centre Trust to recognise the value of volunteers and encourage the involvement of volunteers at all levels of the organisation

We will do this by ensuring appropriate practices and procedures are in place for all volunteers at St Chads

This Policy is for the benefit of tāngata whaikaha, volunteers, staff and Board

The General Manager is responsible for ensuring this Policy is adhered to and any non-compliance with this Policy may be included in performance and appraisal processes at the discretion of the Board Chairperson.

Guidelines:

1. A volunteer is anyone who performs tasks at the direction of and on behalf of St Chads without compensation or expectation of compensation. This definition may include tāngata whaikaha in set roles
2. Volunteers are viewed as a valuable resource for St Chads. They shall be extended the right to be given meaningful tasks and the right to be treated as equal co-workers of employed staff
3. A Volunteer Coordinator role is to operate as the point of contact for volunteering at St Chads, to ensure emphasis is placed on this area and to ensure processes are followed
4. Volunteers are to have opportunity to learn alongside and connect with staff and to be recognised for their service
5. To maximise the value volunteers can bring to the capability and capacity of St Chads, active recruitment and support of volunteers will be undertaken
6. The process to appoint volunteers, volunteer conduct expectations and service delivery expectations is to be aligned to paid staff as much as practicable:
 - a. Volunteers will apply for a role through an application form. All suitable applicants will receive an interview to ascertain areas of specialty, interest as well as a fit for the organisation
 - b. Volunteers must undergo a Police and Referee check prior to acceptance
 - c. Volunteers must receive a Role Description to provide clarity to their role, and have full induction and support
 - d. Volunteers are to receive ongoing training, support, mentoring and evaluation on their role
 - e. Volunteers are subject to the Code of Conduct for staff
 - f. Knowledge of, and strict adherence to, Health and Safety protocols is required at all times

Supporting Documents:

Code of Conduct
Staff Handbook
Volunteer Application Form

Document Control Parameters:

The provisions of this Policy supersede and replace all previous Volunteers Policies, procedures and guidelines.

Policy Review:

This Policy is to be formally reviewed every second year.

Date ratified: Dec '10

Date reviewed: February 2021

Next review: February 2023