**Volunteer Policy and Procedures**

**Rationale:**

The *XYZ Group* Trust recognises the valuable contribution to the service made by volunteers and actively encourages their participation, which:

* enables volunteers to contribute to their community
* provides volunteers an opportunity for work experience and the development of new skills
* enhances the range of services available through the *XYZ Group Trust*
* allows for wider community participation in the service.

Volunteers will not be used to replace paid workers.

**Purpose:**

This policy aims to ensure that volunteers working at the *XYZ Group* Trust have work that is safe significant and satisfying, and that their contribution is appreciated.

**Procedures:**

* all volunteers will be provided with a job description
* all volunteers must sign a Volunteer Agreement before starting work.
* volunteers are expected to conform to the *XYZ Group* Trust's Code of Ethics.

**Volunteer Recruitment Process:**

1. Requests for volunteers will be widely advertised in the region and amongst the cultural group/s of the participants as required.
2. Interested volunteers should complete an Application for a Volunteer Position. (A copy should be included).
3. The *XYZ Group* Trust will arrange an interview with the volunteer which will cover the following areas:

* name, address, phone number
* other languages
* area(s) of interest
* accessibility requirements
* experience
* current driver's licence, insurance and vehicle registration if volunteer driver
* times available
* commitment
* policy for reimbursement for expenses
* names and contact details of two referees
* police clearance

1. The *XYZ Group* Trust will inform the volunteer as soon as possible of the decision.

* If the application is accepted, the volunteer should be given a copy of the Volunteer Worker's Agreement, the relevant job description and an induction package.
* If the volunteer's application is rejected, they will be given the reasons why.

1. Sufficient time should be allowed for the volunteer to read the information and ask questions before signing the Agreement.
2. The co-ordinator will match the volunteer with appropriate participants, where possible, taking into account the participant’s wishes and their language spoken, culture and interests.