



VOLUNTEER POLICY		Document #	Level: Tier 1
		Prepared By: GRC Manager	Date Prepared: 30 January 2018
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Purpose

The Mission of the Archdiocese of Hobart ('Archdiocese') is assisted by the active participation of volunteers in our parishes, agencies and other services and activities. The Archdiocese recognises and values the significant contributions that volunteers make to its diverse community, through their skills and knowledge.

The purpose of this policy is to outline the overarching principles of volunteer management and to reinforce the understanding that volunteers must engage in processes in order to ensure a safe environment for all.

Scope of Application

This policy applies to the Archdiocese and its agencies including: Archbishop's Office, Parishes, Church Office, CatholicCare Tasmania, Centacare Evolve Housing, Catholic Education Tasmania and the Catholic Development Fund.

This policy may also be used to apply to bodies or committees associated with any of the above agencies, established to progress initiatives under the auspices of the Archdiocese.

Policy

The following principles of volunteer management apply:

- Volunteers are to be valued for the contribution that they make in support of the Church
- Volunteers have a right to undertake their activities in a safe and secure environment
- Volunteers are to be provided with appropriate support, and/or instruction to help them carry out agreed tasks. They are not to be required to carry tasks for which they are not skilled, uncomfortable or reluctant to attend
- Volunteers are to be made aware of their legal rights and responsibilities within their volunteering environment
- Volunteers are not carry out any work that would ordinarily be done by a paid worker
- Volunteers must take part in a reasonable level of relevant training and education when required, particularly relating to Work, Health & Safety, and Safe Communities.

The Archdiocese has an obligation to protect all workers and volunteers and to ensure that services and activities occur as intended.

As appropriate, volunteers are required to participate in the following processes:

1. Engagement

This may include an interview, background screening, security clearances and requirements, and reference checks.

2. Induction

Volunteers must participate in induction and orientation processes.

3. Roles and Responsibilities

Adhere to volunteer position descriptions and/or expected duties.

4. Behavioural Standards

Volunteers must maintain appropriate behaviour standards as contained in the *Workplace Behaviour Policy*.

5. Training and Education

Participate in training and education activities as required.

6. Privacy

Maintain the confidentiality and privacy of the organisation and individuals as appropriate to expected standards.

7. Complaints

Complaints by, or about volunteers are to be addressed through grievance procedures.

8. Discipline

In some rare cases it may be necessary to cease obtain the services of a volunteer for disciplinary reasons.

Informal and formal grievance procedures, as outlined in your organisation's grievance policy, are to be followed appropriately. Regulatory requirements may apply for some services and activities.

Definitions

Volunteering: is time willingly given for the common good and without financial gain (as defined by *Volunteering Australia*).

Worker: anyone who is acting in support of the Mission of the Archdiocese and includes, employees, contractors and volunteers.

Related Documents

Grievance Policy

Safe Communities Policy

Whistleblower Policy

Workplace Behaviour Policy

Work Health and Safety

Changes to this policy

The Archdiocese will review this policy from time to time and updates are available on the website.

Policy approved by:

Most Rev Julian Porteous, Archbishop of Hobart,

11 August 2018