



**Partners in Aid**

AUSTRALIA

**VOLUNTEER POLICY**

### Version control & review

Version	Date	Distribution
1.0	<2015	Board members; website link
2.0	June 2016	Board members; Committee members; website link
3.0	January 2018	Board members; Committee members; website link
4.0	April 2020	Board members; Committee members; website link, Social Media volunteers

## 1. Background

Volunteering is time willingly given for the common good and without financial gain. Partners in Aid is a volunteer-run organisation and relies entirely on unpaid work for both governance and operational tasks. A key principle of Partners in Aid is to maximise the proportion of donated funds being provided directly to fund projects. A volunteer board and the involvement of volunteer workers in Australia is a key to achieving this goal.

The Partners in Aid Board welcomes the active involvement of volunteers in three ways:

- members willing to help with routine administrative tasks in Melbourne,
- volunteers, authorised by a motion of the Board after appropriate vetting, may run ongoing support groups able to raise funds or organise information sessions. Such volunteers are not authorised to collect donations, but may use the normal donation process to direct funds to Partners in Aid, and
- volunteers who, through membership of the Project Committee, coordinate and /or advise on project implementation.

No volunteers have access to administrative files, including membership and donor lists. Any volunteer, who in the course of Partners in Aid-related activities may come in contact with children or records of sponsored child, must have a Working with Children Check. All volunteers not on the Board or Project Committee are required to sign a Volunteer Agreement.

## 2. Purpose

The purpose of this policy is to guide Partners in Aid in the recruitment, supervision and support of volunteers in completing core operational tasks, and to describe guidelines and expectations of both Partners in Aid and volunteers in these processes. This policy incorporates Volunteering Australia Model Code of Practice and references Partners in Aid's Child Safeguarding Policy.

## 3. Scope

This Policy applies to all Partners in Aid Board members, Project Committee members and volunteers on operational tasks in Australia. Partners in Aid will not recruit or engage volunteers, other than members of the Project Committee, for tasks or duties overseas. The Policy will also apply to staff, should any staff be employed in the future.

## 4. Procedures

### 4.1 Zero Tolerance of Sexual Abuse or Harassment

- 4.1.1 Partners in Aid has zero tolerance of any form of sexual abuse, transactional sex, bullying or sexual harassment, either on the part of volunteers or directed at volunteers.<sup>1</sup>
- 4.1.2 PIA encourages anyone associated with the organisation to bring to the attention of the Board any issue in which they or someone else may have been subjected to abuse, bullying or harassment - sexual or otherwise – either via email ([admin@partnersinaid.org.au](mailto:admin@partnersinaid.org.au)) or phone (0477 743 053). Any such complaints will be acknowledged promptly in accordance with the Partners in Aid Complaints Policy.

### 4.2 Risk Management with respect to the Use of Volunteers

- 4.2.1 Apart from volunteers acting as Project Coordinators, no volunteers will have access to any administrative files, including lists of members, donor or sponsored children .
- 4.2.2 Any volunteer who, during Partners in Aid-related activities, may come in contact with children or records of sponsored children, must have a Working with Children Check and have either referees contacted for verbal references or be vouched for by a Board member or Project Coordinator who knows them personally.

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<sup>1</sup> Definitions of different forms of sexual misconduct can be found in the Partners in Aid Sexual Exploitation, Abuse and Harassment Policy

- 4.2.3 All volunteers will be provided with copies of Partner in Aid's Child Safeguarding Policy, Privacy and Complaints Policies, and Code of Conduct and be asked to sign that they have understood and agree to abide by these policies.
- 4.2.4 All volunteers not on the Board or Project Committee will be required to sign a Volunteer Agreement.

### **4.3 Recruitment of Volunteers**

- 4.3.1 Volunteers may be sought to assist with operational tasks as required and recruited in accordance with anti-discrimination and equal opportunity legislation.
- 4.3.2 Volunteers will be provided with a role description, induction, and, where necessary, training. For small, temporary tasks this may be done verbally. They will be informed that they have access to Partners in Aid's grievance procedures.
- 4.3.3 Partners in Aid will be responsible for ensuring volunteers have a safe and healthy workplace.

### **4.4 Insurance**

- 4.4.1 All volunteers will be covered by Partners in Aid volunteer insurance while involved in Partners in Aid activities in Australia.
- 4.4.2 Partners in Aid may from time to time facilitate, through introduction, visits to projects by volunteers, friends of the organisation, donors or individuals interested in the work of our Partner Organisations. These visitors will undertake these activities at their own risk and their own cost. Partners in Aid does not support volunteers travelling or working on overseas projects. Any volunteers who make approved visits to Partners in Aid project sites will be advised that they need to provide their own travel insurance, and to provide evidence that they have done so. They will also be advised to visit the Government's travel advisory site and be advised if the latter outlines any new or ongoing risks in the area they propose to visit.

### **4.5 Acknowledgement of the Work of Volunteers**

- 4.5.1 The contribution to Partners in Aid of volunteers will be acknowledged and openly valued.

## **5. Relevant Partners in Aid Policies**

Partners in Aid Risk Management Policy

Partners in Aid Child Safeguarding and Code of Conduct

Policy Partners in Aid Code of Conduct

Partners in Aid Complaints Policy

Partners in Aid Privacy Policy

Partners in Aid Prevention of Sexual Exploitation, Abuse and Harassment

## 6. Review

This policy will be reviewed every three years.

## 7. References

ACFID Code of Conduct <http://www.acfid.asn.au/code-of-conduct/files/>

Volunteering Australia Model Code of Practice

<http://volunteeringaustralia.org/wpcontent/uploads/VA-Model-Code-June-2005.pdf>

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<sup>1</sup> <http://www.volunteeringaustralia.org/policy-and-best-practise/definition-of-volunteering/>