

Mansfield Autism Statewide Services

Volunteers Policy and Procedures

MS7	MASS Staff	Volunteers Policy and Procedures
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What this policy aims to do	Ensure that volunteers working at MASS have work that is safe, significant, fulfilling and appreciated.
Who this policy applies to	All volunteers and paid employees of MASS
Who is responsible for carrying out this policy	The CEO or managers with delegated responsibility for volunteer recruitment and management
What words used in this policy mean	' <i>Volunteering</i> ' is time willingly given for the common good and without financial gain
Legislation this policy is based on	National Disability Service Standards Child Safe Standards
Other relevant policies	MS2 Recruitment MS3 Code of Conduct

Version	Date	Author/Editor	Approved by	Notes
1.0	26/8/2016	Peter Lane		
1.1	30/5/2018	D Stephenson		Update format
1.2	15/6/2020	C Trenfield	S Reeves	Annual review, added policy not related to Board Members as MG1 covers their role and requirement to pass DWES check.
1.3	29/11/2021	C Trenfield	S Reeves	Removal of DWES check, Added NDIS Worker Screening Check, Changed Director to CEO
1.4	27/04/2023	C Trenfield		Annual Review, Updated Template

VOLUNTEER POLICY

Volunteer Policy

Volunteers may be sought to play important roles at MASS, which could include:

- Fundraising
- Community inclusion support
- Companionship for service users
- Home and garden maintenance and support
- Skills and knowledge transfer (e.g., teaching people to cook or sew).
- Family camps

MASS does not recruit volunteers to undertake work ordinarily done by paid employees.

All volunteers shall be treated with respect and appreciation for their contribution.

To protect the safety of service users, all volunteers who work directly with service users and have the opportunity to form relationships of trust will be subjected to suitability checks including referee, working with children's check, NDIS worker screening check and police record checks, ongoing supervision and if required, training.

All volunteers must sign the Code of Conduct and Conflict of Interest.

All volunteers shall be reimbursed for all pre-approved expenditure incurred in the exercise of their functions.

This Policy does not relate to Board Members.

