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| **Insert name of organisation** |
| **Volunteer Selection Policy Template** | |

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| Policy number: Date adopted: | | | |
| Authorised by: | | | |
| Date last reviewed: | Reviewed by **Insert name of officer, position title** | Date of next review: |

Refer to Section 6 below for information on the process for policy review.

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| **Policy context:** This policy relates to: | |
| Legislation or other requirements | **Insert legislation that applies** |
| Other standards | **Insert other accreditation systems that apply** |
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***1. Purpose: Why do we have a volunteer selection policy?***

Volunteers give their time and energy freely to our organisation for the benefit of our clients. We have a responsibility to our volunteers and our clients to manage this relationship well, and to base this on an understanding of why we need volunteers and what they want to gain from the experience of volunteering with us.

It is important to design each volunteer job by identifying the tasks that need to be done and the competencies required to do them, and then select the people best suited to undertake the work. We also need to ensure that we meet all legal requirements and obligations under our funding agreements during the selection process for volunteers.

Clear policies and procedures covering volunteer selection assist us to manage the process in the best interests of our organisation, our employees and volunteers, and ultimately our clients.

***2. Scope***

This policy will apply to **Indicate which volunteers and paid staff the policy will apply to. Are there any limits or conditions on the way the policy applies to some people?**

***3. Policy statement: Our commitment***

**Insert organisation name** is committed to selecting volunteers who are suitably qualified and experienced and who have the competence and appropriate qualities to undertake their role within our organisation. Our selection procedures will be in accordance with relevant legislation and our contractual obligations.

We need and choose to work with volunteers for a range of reasons:

• **Summarise the underlying values your volunteering program is based on**

We appreciate that volunteers give their time and energy free of charge, and we want their experience of volunteering to be positive and rewarding. We also have a responsibility to our clients and others involved with the organisation to ensure that the volunteer contribution is of value to them.

Specifically, each time we wish to take on a volunteer we will:

* **What will your organisation do to implement this policy? List your actions below. These will be reflected by and further described in your procedures**

***4. Procedures***

We benefit from the services of volunteers in these roles:

* **List the volunteer positions within your service and/or describe any areas of the service where volunteers could be used, and the types of roles that can be undertaken by volunteers**

The documents that outline the roles and responsibilities of volunteers can be found:

* **Describe where any role description, selection criteria or volunteer expectations, and other documents that outline the roles and responsibilities of volunteers can be found in hardcopy and electronically**
* **If available, attach a diagram of where volunteer positions fit into the organisational structure**

Volunteers make contact with our service in these ways:

* + **Explain how and when you advertise for volunteers. List any standing or occasional advertisements your organisation has in newspapers, agencies, websites etc. and describe where hardcopies and electronic copies can be found**

We make decisions about who we select to work for our service on a voluntary basis by the following process:

* **Describe your volunteer selection process. Fully explain what is done at each step, who is responsible and how records are kept**

***5. Other related policies and procedures***

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| **Documents related to this policy** | |
| Related policies | **List related policies** |
| Forms or other organisational documents | **List other organisational documents** |

***6. Review processes***

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| Policy review frequency: **Indicate how often this policy will be reviewed** | Responsibility for review: **Indicate who will review this policy** |
| Review process: **Describe how the policy will be reviewed** | |
| Documentation and communication: **Describe how the policy decisions will be documented and communicated** | |