



Volunteer Protection Policy for ParaFed Otago (2020)

Purpose

The Volunteer Protection Policy is designed to ensure the best management of volunteers involved with ParaFed Otago as well as maintain the wellbeing of volunteers. The policy aims to clearly define the relationship between the staff and volunteers of ParaFed Otago, showcase policies and procedures to be undertaken in instances of conflict between volunteers and staff or carers as well as outline the rights and responsibilities of volunteers.

Scope

This policy applies to all volunteers involved in activities and events organised by ParaFed Otago.

Definitions

Children are young people under the age of 18

Staff are members of ParaFed who are under contract or involved in the committee

Volunteer is an individual who agrees to undertake activities to benefit ParaFed Otago and its members. Volunteers offer their time of their own free will for no financial reward

Carers are parents or caregivers of a child involved with ParaFed Otago who may also be periodically involved in ParaFed Otago events

Vulnerable People are people who may be at the risk of abuse or exploitation due to their dependency on others. This may include children, people with a disability, the frail or aged and people from non-English speaking background

Reimbursement is payment made to a volunteer for any pre-approved expenses incurred throughout the course of activities associated with ParaFed Otago

Application of the Policy

ParaFed Otago values and encourages the involvement of volunteers in our community. ParaFed Otago recognises the added value that volunteers bring to the organisation of ParaFed and we benefit their contribution.

Volunteers will be placed in roles and activities that match their skills, interests, knowledge and experience. Volunteers can expect their duties to be clearly outlined as well as details of responsibilities, time commitment and working environment. Volunteers will be provided with environmental induction and an orientation of ParaFed Otago's safety requirements.

All ParaFed Otago volunteers who engage in our programmes will be police vetted and will not commence their volunteering until the results of the vet are received. A review for each volunteer granted they are still with ParaFed Otago will be undertaken every three years.

Finance

Where appropriate, reimbursement may be provided by the Treasurer to cover out-of-pocket expenses incurred by volunteers.

Rights of Volunteers

Every volunteer at ParaFed Otago has the right to:

- a) Be treated fairly and respectfully and be valued as an important member of ParaFed Otago;
- b) Receive ongoing support and direction from a supervisor;
- c) Work in a safe environment;
- d) Have complaints or grievances heard in a respectful manner following an appropriate procedure;
- e) Be able to withdraw from work if it is not suitable or is placing excessive demands on the volunteer;
- f) Every volunteer has a duty of care to ensure they are operating in a safe manner and to report any potential risks, hazards or dangers you identify during your time working at ParaFed Otago. These matters can be reported to any member of the ParaFed Otago Committee

Responsibilities of Volunteers

ParaFed Otago determines the following as responsibilities of volunteers:

- a) To respect and maintain confidential information;
- b) To perform responsibilities as defined;
- c) To inform their supervisor if they are unable to attend their volunteer role at any time
- d) To attend their duties punctually and perform tasks appropriately
- e) To work in a safe manner and not put others at risk

Dismissing Volunteers

Volunteers who do not adhere to their responsibilities and fail to satisfactorily perform their role are subject to dismissal. No volunteer will be dismissed until the volunteer has had an opportunity to discuss the reasons for possible dismissal with the Committee.

Possible grounds for dismissal may include but are not limited to: gross misconduct, being under the influence of alcohol or drugs, theft of property, abuse or mistreatment of members, failure to abide by ParaFed Otago values and procedures and failure to satisfactorily perform assigned duties.

Volunteer Recognition

ParaFed Otago relies on continual support from families to ensure its success in each sport and event held. It is therefore imperative that we recognise the efforts of our volunteers and acknowledge their input which ultimately is the underlying foundation of this community.