

POLICY REGISTER

Subject: Volunteer & Student Placements

Primary Responsibility:

Operations Manager/ Executive Officer and Staff.

Policy:

WSCF supports the use of volunteers and students on placement for service enhancement or contributing to skill development. The use of volunteers or students will be subject to satisfactory insurance arrangements. WSCF does not support the use of volunteers or students in the provision of essential service delivery or in the place of paid staff.

Procedure:

Use of volunteers

- Service enhancement through volunteers may include:
 - Voluntary Board role
 - Research projects
 - Administrative assistance
- At all times volunteers will be treated with respect.
- Volunteers will be expected to support the philosophy of WSCF, and to adhere to all relevant WSCF policies and procedures.
- WSCF will enter into a contract with each volunteer, outlining the duties of the position and hours of work (see attached).

Resourcing, training and support of volunteers

To ensure volunteers are adequately resourced, supported and trained, the following strategies will be used:

- All volunteers will be given an orientation/induction program delivered by experienced staff members. The orientation/induction program may

identify ongoing learning and development needs.

- WSCF will ensure adequate supervision and support of volunteers whilst they are working at WSCF.
- Supervision and feedback will be provided to assist the volunteer gain confidence and knowledge about their work with WSCF.
- New voluntary Board members will be given adequate induction, an information kit and support from Board members, the Executive Officer and Operations Manager as relevant.
- WSCF will ensure all volunteers are covered by appropriate insurance, including director's liability insurance for voluntary Board members.

Students on placement

- WSCF acknowledges the benefit that can be gained by students while on field placement, and also the benefits that WSCF can gain from students.
- WSCF will give priority to students undertaking study in the Western Sydney area.

The Operations Manager and/or the Executive Officer will decide whether a placement can be supported and reserve the right to reject student placements.

Consideration will be given to:

- Current workload
 - Availability of suitable space
 - Availability and experience of appropriate staff to supervise students
 - Level of administrative tasks associated with the placement and the capacity of WSCF to meet these
 - The relevance of the proposed placement to current WSCF priorities and plans
- The Operations Manager or the Executive Officer have the final decision about the appropriateness and suitability of student placement proposals.
 - The Operations Manager or the Executive Officer will appoint a staff person to manage and support the student during placement.
 - Students will be expected to undertake all duties that are requested. At all times students must adhere to all relevant WSCF policies and procedures.
 - A placement plan detailing tasks, responsibilities, expectations and timelines will be developed in consultation with the Operations Manager or

the Executive Officer, the student and the Student Placement Supervisor.

- The Operations Manager will ensure appropriate insurance cover is provided by the tertiary institution.
- Any issues in regard to the student placement are to be directed to the Student Placement Supervisor and the Operations Manager.
- If a student on placement is considered inappropriate, the placement will be terminated after discussions with the student and the Student Placement Supervisor.

Adopted by Board on: 02/06/2009

CROSS REFERENCE

- GP5 Privacy & Confidentiality Policy
- GP6 Conflict Resolution Policy
- Harassment Policy

CONTRACT WITH WSCF VOLUNTEER

Western Sydney Community Forum (WSCF)
Level 4, 146 Marsden Street, Parramatta
P.O. Box 208, Parramatta NSW 2124

phone: 02 9687 9669
fax: 02 9687 8665

Supervisor at WSCF:
Supervisor's phone number:

Volunteer's name:
Address:

Phone number:

Contact person in the case of emergency:
Contact phone number in the case of emergency:

Project Title:

Contract begins on:
Contract ends on:

Days and hours to be worked:

Tasks to be undertaken:

Conditions

WSCF will reimburse out of pocket expenses on production of an appropriate receipt. Reimbursement of travel costs can be approved by the supervising staff member. Reimbursement of other expenses requires prior approval from the Executive Officer.

Confidentiality

All volunteers will sign a Confidentiality Agreement in relation to the information gained due to their involvement with WSCF as outlined in the WSCF Privacy and Confidentiality Policy.

Copyright and intellectual property

The copyright of items produced by the volunteer on behalf of the organisation will belong to WSCF. The contribution of volunteers will be acknowledged in all related publications as outlined in the WSCF Copyright and Intellectual Property Policy.

Termination

The volunteer may terminate this agreement at any time and agrees to give WSCF seven (7) days notice of termination.

WSCF may terminate the agreement on seven (7) days notice to the volunteer if:

- The volunteer is unwilling to accept reasonable direction and supervision;
- The volunteer's work is not of an adequate standard;
- The volunteer is absent without prior notice on three occasions;
- The volunteer has failed to comply with the WSCF Code of Conduct; and/or
- WSCF ceases to have available work of the kind to be undertaken by the volunteer.

SIGNED BY WESTERN SYDNEY COMMUNITY FORUM

DATED:

SIGNED BY THE VOLUNTEER

DATED:

23-Feb-10