

ST. JOSEPH ACADEMY

Department:	Volunteers
Number:	920.2 (Volunteers)
Effective Date:	March 25, 2022
Review Date:	March 28, 2022
Revised Date:	March 28, 2022
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I. Policy: To establish the procedures and responsibilities of volunteers .

II. Procedures:

A. Definition of Volunteer:

Volunteer means an individual who offers their services, skills and experience of their own free will to perform agreed tasks, outside of those designated for paid staff, for no financial reimbursement.

Volunteering means time willing given for the common good and of the volunteer's own free will and without coercion; for no financial payment; and in designated volunteer positions only.

B. Guiding Principles:

The following guiding principles influenced the formulation of this policy.

- SJA is committed to selecting the best possible individuals to volunteer for the organization.
- SJA is committed to creating and maintaining an environment in which children and adults interact in safe and appropriate manner.
- SJA is committed to creating and maintaining an environment that safe guards against risk of abuse.
- SJA is committed to prevent, recognize and respond to inappropriate and harmful behaviors and reinforce appropriate behaviors on a timely basis.
- SJA is committed to provide staff and volunteer's information and skill to help them prevent and respond to child abuse, sexual abuse, maltreatment and neglect.

C. Background Check: All volunteer applications are considered on a merit basis. Assessment of suitability includes relevant experience and competencies that demonstrate the ability to achieve agreed outcomes, and capacity to attend at agreed times. Reference checks, Background checks and/or Working with Children checks may be conducted as part of the assessment process.

D. Volunteer Roles: Volunteer hours and attendance times will be negotiated between the volunteer and their supervisor based on the requirements of the role and the availability of the volunteer.

All core work at St. Joseph Academy is carried out by paid staff. Volunteers make a valuable contribution to St. Joseph Academy by undertaking value-added tasks that would not be delivered by St. Joseph Academy if not carried out by volunteers. Volunteers do not replace staff or carry out the work of paid staff.

E. Recruitment and Selection: Recruitment of volunteers is coordinated by a staff member at St. Joseph Academy in discussion with management. The staff member supervising volunteers is responsible for interviewing and selecting candidates to meet the requirements of the volunteer role.

St. Joseph Academy embraces diversity and values the unique contributions of all people regardless of gender, race, ethnic origin, age, religion, sexual preference, marital status, pregnancy, disability, or carer responsibility. We are committed to providing an environment free of harassment and discrimination.

Volunteer roles may be promoted via St. Joseph Academy's website and through a range of volunteering recruitment and community organizations.

Any possible conflict of interest a volunteer may have will be openly declared and satisfactorily resolved as soon as possible between the volunteer and St. Joseph Academy.

St. Joseph Academy has the right to offer or withhold an offer of a volunteer placement to any applicant at their discretion and without explanation. The offer of a volunteer role at St. Joseph Academy is in no way a commitment to an offer of a future paid role at St. Joseph Academy.

F. Responsibilities of Volunteers: As part of the recruitment process and prior to commencing as a volunteer, volunteers may be required to:

1. Pass the Background Check and Reference Check. Depending on the role and length of service volunteers may be asked to complete Safe Guarding All God's Children Family Training.
2. Participate in interviews, orientation, and training
3. Acknowledge and agree to St. Joseph Academy's Volunteer Agreement, and all relevant policies and procedures
4. Cooperate with St. Joseph Academy in any action it considers necessary to maintain a safe working environment
5. Ensure the privacy and confidentiality of any information to which they have access is maintained as per St. Joseph Academy's policies

G. Supervision, Support and Development: Staff managing volunteers are responsible for the appropriate request to engage, project assign and manage volunteers, in accordance with this policy and associated procedures.

Volunteer supervisors assigned to supervise, and coordinate volunteers will ensure that volunteers are supported in their role, in accordance with this policy and related procedures.

H. Performance and Conduct: If there are concerns with a volunteer's performance or behavior, these will be addressed by their supervisor according to St. Joseph Academy's policies and procedures.

I. Privacy and Confidentiality: In accordance with its Privacy policy, St. Joseph Academy respects the privacy and confidentiality of personal information supplied by volunteers.

J. Health and Safety: St. Joseph Academy is committed to providing volunteers with a safe workplace. Volunteers will be provided with relevant information and guidelines to ensure the maintenance of a safe and healthy workplace along with training and information regarding emergency procedures. Volunteers are required to report all incidents to their supervisor as soon as possible, and may be asked to complete a SJA Incident Report. Volunteers are expected to comply with the relevant Health and Safety policies and procedures of St. Joseph Academy.

St. Joseph Academy, Inc.

CERTIFICATION and ACKNOWLEDGEMENT

I have read and understand this document describing the **POLICIES AND PROCEDURES TO VOLUNTEERING AT ST. JOSEPH ACADEMY**. I understand that these apply to my volunteer position.

Signature

Printed Name

Position

St. Joseph Academy
Organization

Date

The Human Resources Coordinator of St. Joseph Academy, Inc. is responsible for ensuring that all employees have signed this "Certification and Acknowledgement" form regarding the document.

Approved by:



President/CEO

Date

