



Volunteer policy

Policy statement

The Uniting Church in Australia recognises the value of its Volunteers and their generous contribution. This policy provides guidelines designed to support Volunteers, to ensure their skills and abilities are effectively used and to minimise any risk to them and others they may contact in the course of their work as a volunteer.

Church Council or a delegated member, or paid employees responsible for the supervision of Volunteers must ensure that Volunteers go through an induction process. They must ensure that they are effectively managed in accordance with this policy. The safety of Children and Vulnerable people is the paramount consideration when engaging Volunteers.

Scope

This policy applies to all UCA sites, services and programs in Victoria and Tasmania.

Definitions

Appointed Leader: Appointed leader includes anyone who has 'general authority over the operations of a congregation.' Appointed leaders are people who are in a position of trust, influence, or authority because of their leadership role within the church.

Congregations: Means those people (members and adherents) who worship, witness and serve as a fellowship of the Spirit of Christ, meeting regularly to hear God's Word, to celebrate the sacraments, to build one another up in love, to share the wider responsibilities of the Church, and to serve the world, and who are recognized as a Congregation by the Presbytery.

Congregational Volunteer: A person who willingly and without pay, performs a service for the benefit of a church or congregation. Any contact with children is occasional and incidental in nature. National Criminal History Check.

A *National Criminal History Check* involves identifying and releasing any relevant Criminal History Information (CHI) subject to relevant spent convictions/non-disclosure legislation and/or information release policies.

Program Volunteer: A person who willingly and without pay, performs a service for the benefit of the wider community.

Responsible Person: A Responsible Person is the appointed leader of the work unit. This may include but is not limited to a Chief Executive Officer (CEO), Chair of Church Council or General Secretary.

Synod: The Uniting Church in Australia Synod of Victoria and Tasmania

Working with Children Check (WWCC): In Victoria under the Working with Children Act 2005 (the Act) if you are doing child-related work and not exempt, you must have a WWC Check even if you have also had a National Criminal History Check completed. You may not continue working or volunteering if your WWC Act has expired. <http://www.workingwithchildren.vic.gov.au/home/applications>



Working with Vulnerable People Registration Card: In Tasmania, under the *Working with Vulnerable People (Background Checking) Act 2011* a registration card is required in order to engage in a regulated activity with children. http://www.justice.tas.gov.au/working_with_children

Vulnerable People: People in need of special care, support or protection, because of disadvantage due to, for example, disability, age, health issues, risk of abuse and/or neglect.

Related policies and procedures

Occupational Health and Safety (OHS) policy
Recruitment & selection policy
Recruitment & selection procedures
Working with Children policy
National Criminal History Check (VIC) or Criminal History National Police Records Check (TAS)
Workplace Ethos & Values
Keeping Children Safe policy

Related documents

Working with Children Check (WWCC)
Working with Vulnerable People Registration Card
Occupational Health and Safety Act 2004
Registration to Work with Vulnerable People Act 2013
Working with Children Act 2015 (amended 26 October 2014)

Ethos and Values of the Uniting Church in Australia

As an employer, we express the ethos of Christianity to love one another, to live justly and to seek the reconciliation and renewal of all creation by respecting ourselves and all whom we serve and employ. We strive to do so by:

- Being inclusive
- Acting and advocating for a just society
- Working for peace and justice in the World
- Having an openness to the wisdom of people of other faiths and views
- Implementing environmentally sustainable practices

In our workplace we value justice, inclusion, compassion, shared leadership, respect, integrity, wise stewardship and innovation. The Uniting Church in Australia is committed to keeping children safe.

The Ethos and Values of the Uniting Church in Australia should be considered in the interpretation of this policy.

We also proudly comply with Victorian Child Safe standards by:

- promoting the cultural safety of Aboriginal children;
- promoting the cultural safety of children from culturally and/or linguistically diverse backgrounds;
- promoting the safety of children with a disability; and
- promoting the participation and empowerment of children.

VERSION: APPROVAL	POLICY MANAGER	REVIEW DATE
1: Standing Committee (SC 15.14.6)	Director People & Culture	17 April 2015
2: Standing Committee (SC 15.14.6)	Director People & Culture	26 October 2019

Further assistance

Contact People & Culture for interpretation and assistance with this policy.