

## **VOLUNTEER**

### **BASIC BELIEF**

Mater Dei values the contribution of volunteers giving freely of their time and talents across all program areas.

### **INTRODUCTION**

It is in the interest of justice and fair play that the volunteer should be entitled to know the parameters under which the voluntary service is accepted, together with the rights and responsibilities attached to the voluntary service.

### **OBJECTIVES**

1. Mater Dei will ensure that the primary role of the volunteer is to give assistance to Mater Dei staff in a range of teaching/learning environments.
2. Mater Dei will ensure that the work of the volunteer is based on his/her contribution of a particular talent(s) in an area that has been identified as being pertinent to the needs of the students and/or families.

### **IMPLEMENTATION**

1. Applicant makes contact with Mater Dei through administration staff.
2. Administrative Assistant (*Reception*) refers applicant to appropriate Program Manager.
3. Program Manager contacts applicant and explains the recruitment process and in particular the procedures in relation to the requirements of Child Protection Legislation ie Prohibited Employment and Employment Screening.
4. Program Manager sends out a Volunteer Information Form plus relevant program information.
5. Upon receiving completed forms, Program Manager arranges an interview with applicant and requests relevant information ie resume, professional development, referee names etc.
6. Interview held to discuss applicant's suitability for a volunteer position and Child Protection Interview Questions completed.
7. The employer will assume responsibility for conducting a previous employment/activities check of the applicant (this check will focus on the history of the applicant's experience of child-related employment activities). As a part of this check, an employer should make enquiries of referees and previous employers as to the suitability of the applicant for child-related employment and whether any potential risk of harm is conceivable – this is done in the light of their knowledge of the applicant and their environment/activities history – if the applicant were to be appointed to a position of child-related employment. The employer will also conduct a reference check(s) which will focus on the applicant's overall suitability for the position.
8. If the applicant is successful and accepts the position the Program Manager arranges a meeting and gives him/her a brief explanation of employment screening and prohibited employment procedures.

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9. An application/declaration form is completed which requires applicants to disclose aspects of their criminal and employment history. This form should also provide an authority for employment screening procedures to be conducted on that applicant.
10. The following forms are also completed by the Program Manager and successful applicant prior to the recruitment process being finalised and forwarded to the HR Officer so that an Employment Screening Check can be carried out.
11. Once the Employment Screening check is completed, the HR Officer prepares a letter for the volunteer similar to a letter of employment, setting out the voluntary nature of their services, that is, that the volunteer is free to work, if and when he or she desires.
12. HR Officer sets up a Volunteer File with all recruitment information and files the Prohibited Employment Declaration information in a separate file in the CEO/Principal's Office.
13. The Program Manager meets with the volunteer prior to commencement date and an outline of the tasks to be undertaken by the volunteer is discussed and agreed. These should be reviewed on a regular basis.
14. If a volunteer is to be offered employment, whether casual, temporary or permanent, the commencement (and ending, where appropriate) of the period of employment shall be clearly specified. When the employment is on a casual or temporary basis, it shall be made clear that the offer of employment is not conditional on the person continuing in a voluntary capacity with Mater Dei at the conclusion of the period of employment.
15. Once the applicant accepts the position the Program Manager is responsible for developing and implementing an appropriate Induction Plan in keeping with Mater Dei policy and practices.