

ALC Volunteers Policy and Procedures

Description

As an educational institution Australian Lutheran College (ALC) welcomes the presence of volunteers who assist ALC in achieving its goals. Volunteering based on sound principles is of benefit both to the volunteer and the organisation. This policy is intended to meet the needs of ALC and its volunteers and to ensure positive outcomes for both parties.

Recruitment

- Volunteers are recruited in consultation with and under the guidance of the Business Manager.
- Volunteers may not be used to replace paid workers in any service offered by ALC.
- ALC recruits volunteers for one-off tasks and for ongoing work, as well as offering placements to students on work experience.

Status of volunteers

- Volunteers are not employees of ALC and shall not, under any circumstances, receive any remuneration or financial or other compensation for their services.
- All volunteers are covered by ALC volunteers insurance up to the age of 85 years (Ref: LCA insurance policy).
- Volunteers are covered by ALC's public liability insurance in respect of any *accidental* damage they may cause to other people or property in the course of providing their services to ALC as a volunteer.
- Volunteers are personally liable for any *deliberate* or *negligent* damage caused to any person or property while working as a volunteer of ALC.

Responsibilities and conduct of a volunteer

Volunteers are expected to conduct their duties in a cooperative, reliable, and honest manner. ALC requires that volunteers:

- comply with the ALC [Staff code of conduct](#) and other applicable ALC policies, procedures, and practices, including punctuality and dress codes
- work co-operatively with ALC staff and other volunteers as necessary to achieve the purposes of ALC and its operations
- accept the direction of the ALC staff person responsible for their work
- not disclose, disseminate, or make use of, confidential information relating to ALC's affairs or the personal information of students, staff, or other volunteers, that they may gain access to during their time as a volunteer with ALC
- advise the Business Manager or unit line manager as soon as possible with respect to any change in their availability.

Failure or refusal to comply with these responsibilities may result in ALC terminating a volunteer's engagement.

Volunteers are welcome to attend the regular ALC chapel services and make use of the facilities provided in the staff lounge.

ALC responsibilities

ALC recognises its responsibilities towards volunteers, and undertakes to:

- treat volunteers with dignity and respect as co-workers
- provide volunteers with mutually agreed productive tasks

- provide volunteers with the support, resources, information, training and advice they need in order to perform their tasks
- provide volunteers with information about ALC and this Volunteers Policy
- ensure volunteers are aware of the boundaries/limits of their involvement at ALC

Volunteer agreement

All volunteers must complete the [Volunteers registration and agreement form](#) and return it to the Business Manager.

Reimbursement of out-of-pocket expenses

ALC recognises that volunteers incur expenses when providing a service. Reasonable expenses will be reimbursed by prior agreement with the Business Manager. Volunteers intending to claim such expenses should discuss their needs in advance with their supervisor/line manager, or with the Business Manager.

Confidentiality

ALC upholds the rights of volunteers to dignity, privacy and confidentiality of information regarding their background, health status and other personal information and will take steps to ensure that privacy is maintained under all reasonable circumstances.

All volunteers should be aware of and understand the ALC policy on privacy and confidentiality.

Related ALC policy

[Privacy policy & procedure](#)
[Safety policy](#)

Related government information/legislation

<https://www.sa.gov.au/topics/family-and-community/volunteering/rights-and-protection>

Work Health and Safety

All volunteers are covered by the [Work Health and Safety Act 2012 \(SA\)](#).