

People & Culture Leader Guide – Volunteers

Purpose

Endeavour Foundation’s volunteers are a critical component and highly valuable assets to supporting the organisation. Volunteers can include work experience students, Centrelink participants and people who are wanting to volunteer their time to our organisation. As a leader, it is important that volunteers are onboarded in the correct way to ensure compliance and safety for all customers and employees.

Children and people with a disability can be more vulnerable to abuse, neglect or exploitation than other members of the community, therefore relevant security checks will need to be completed before a volunteer can commence their engagement.

This includes having a fully completed, and current:

- Criminal History Screening (Yellow Card) – Queensland only
- Working with Children Check in the relevant State / Territory
- Disability Worker Exclusion Scheme (DWES) – Victoria only
- National Police Checks (Fit2Work only)

Key Information

- All volunteers must hold **completed** worker screening checks prior to commencing
- All volunteer enquires are to be directed to Volunteering@endeavour.com.au

Steps to Onboard a Volunteer

1. Work with the volunteer to complete QF5250.00 Volunteer or Work for the Dole Information Form and send to volunteering@endeavour.com.au
2. Using the information on this form, the Volunteering Team will send the volunteer a Fit2Work check, as well as any required worker screening forms (if applicable).
3. The volunteer is to complete the Fit2Work check, and return the worker screening forms (if applicable) to volunteering@endeavour.com.au
4. The Volunteering Team will lodge these forms and confirm with the manager when the check or cards have been returned. It is only at this time that a volunteer is to be permitted on site. The Volunteering team will send the Volunteer Welcome Pack to the leader to confirm that the volunteer is compliant and can be onboarded by the site.

Summary of Accountabilities

Hire / Recruit	<ol style="list-style-type: none"> 1. Leaders determine if volunteer is suitable to be engaged 2. Volunteering team to send any relevant expressions of interest to relevant site leader 3. Leader completes and sends Volunteer Information Form to volunteering@endeavour.com.au 4. Volunteering team send successful volunteer appropriate forms when offer of employment is sent. 5. Volunteering team advises when the volunteer is compliant to begin their engagement. 6. Leaders required to undertake site and position induction with volunteer
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For further information & links to required forms please access QD5250 Volunteer Involvement Policy on QMS