**Access Arts Inc**

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 **Patron:** His Excellency the Honourable Paul de Jersey AC
Governor of Queensland

**Volunteer Policy**

*All Access Arts policies relate to all Staff as well as Members.*

Access Arts Inc. defines a Member as any person who has filled out a membership form and paid the appropriate fee to join the organisation.

Staff are defined as persons engaged in Office, workshop/project or program, Volunteer or Student placement work with Access Arts Inc.

**Definition:**

Access Arts Inc. defines a Volunteer as one who enters into a reciprocal partnership with Access Arts Inc. where he/she provides services in return for skills development and creative opportunities, but does not receive a regular wage.

**Aims:**

* To value Volunteer Staff by ensuring they are given meaningful tasks which provide them with opportunities to utilise existing skills and develop new ones.
* To acknowledge the contribution of Volunteers by clearly defining their rights and responsibilities within Access Arts Inc.

**Policy:**

* Volunteers are to undergo an interview process which allows them to find out more about Access Arts, to provide information about their existing skills and abilities, and what they would like to learn from the volunteering experience.
* Volunteers must read and understand Access Arts policies and procedures.
* Volunteers are bound by the Access Arts Inc. Code of Conduct.
* Volunteers are to complete a Volunteer Workplace Agreement form.
* The Volunteer Workplace Agreement must define the roles of the Volunteer and who will supervise them.
* The Volunteer Workplace Agreement must define the start and finish dates, times and hours of the Volunteer.
* The Volunteer Workplace Agreement must identify skills and areas for professional development.
* Volunteers must hold a Disability Services Queensland Police Check or apply within the first week of volunteering.
* Volunteers must apply for a Blue Card before commencing work with children.
* After an initial training period, the Volunteer should be able to work alone with limited supervision.
* Access Arts Inc. values each Volunteer’s time, and will only call for their help when required, giving the Volunteer adequate notice.
* Access Arts will reimburse approved out of pocket expenses incurred on behalf of the organisation.
* If there is insufficient work available for the Volunteer, the Volunteer Workplace Agreement will be made void.

**Volunteer Procedure**

1. The potential Volunteer must first contact Access Arts Inc. for an interview with the Volunteer Coordinator.
2. The interview will cover the Volunteer Workplace Agreement including:
	* The roles of the Volunteer and Access Arts Inc.
	* The start/finish dates, times and hours of the Volunteer.
3. The Volunteer must apply for a Disability Services Queensland Police Check within a week of volunteering.
4. The Volunteer must hold a Blue Card before commencing work with children.
5. The Volunteer Coordinator is to supervise the Volunteer or allocate another staff member to do so.
6. The Volunteer Coordinator will sign time sheets and other documentation related to each Volunteer if needed.
7. The Volunteer must be shown the timesheet located at the front desk on their first day of volunteering.
8. If a Volunteer fails to show up 3 times without providing a reason or telling Access Arts Inc. beforehand, a letter or phone call will follow asking the Volunteer to show due cause for their absence. If the Volunteer then fails to reply to the letter or is not able to be contacted within 14 days, their Volunteering Workplace Agreement will be made void.
9. Any issues concerning the Volunteer must be discussed with the Volunteer Coordinator as soon as possible. If the grievance is not resolved then the Volunteer and Access Arts Inc. must then refer to the procedure as outlined in the Access Arts Inc. Grievance Policy.

***Complies with Queensland Human Services Quality Standards (HSQS): 1, 6
Update Responsibility: Chief Executive Officer
Date of last update: 09/08/2013***