

# Annexure A

Volunteer Engagement Checklist

Following the below steps will assist you when engaging volunteers:

* Provide prospective volunteer with a Volunteer Application Form
* Conduct any necessary pre-volunteering screening (such as Working with Children Checks; National Police Check; Statutory Declaration; Reference Checks)
* Make sure volunteers are qualified to perform the work they are offering to do (for example do they need to have completed a first aid course or have responsible service of alcohol accreditation?)
* Confirm the volunteer arrangement in writing by providing the volunteer with the Volunteer Appointment Letter
* Volunteer has been provided with a copy of the Diocesan Code of Conduct
* Ensure volunteer has been shown where to access Diocesan policies and procedures
* Make sure you give your volunteers appropriate training (i.e. Child Protection and Safeguarding training and WHS training) and induction so that they understand the work that they are being asked to perform and how to perform it safely
* Confirm volunteer has been given a WHS induction
* Nominate someone as a contact person so that the volunteer knows who to approach if they have questions or concerns
* Ensure volunteers do not receive a wage/salary for the work that they perform
* Be mindful of not providing volunteers with entitlements that are equivalent to those provided to employees
* If you agree to compensate a volunteer for out-of-pocket expenses, ensure that proof of purchase is provided before reimbursing and that the agreement is in place prior to the volunteer incurring any out-of-pocket expenses