



Organisational Rights & Responsibilities

In order to enhance the volunteers' experience and comply with legislation and duty of care Bayley House recognizes that it has certain rights and responsibilities when offering a volunteer program.

1. ORGANISATION RIGHTS

Bayley House has the right to:

- Receive as much effort and service from a volunteer as a paid worker, even on a short-term basis
- To select the best volunteer for the job by interviewing and screening all applicants. This might include reference and police checks and, where appropriate, a prohibited employment declaration for roles that involve working directly with children
- Expect volunteers to adhere to their job descriptions/outlines and the organisation's code of practice
- Expect volunteers to undertake training provided for them and observe safety rules
- Make the decision regarding the best placement of a volunteer
- Express opinions about poor volunteer effort in a diplomatic way
- Expect loyalty to the organisation and only accept constructive criticism
- Expect clear and open communication from the volunteer
- Negotiate work assignments
- Release volunteers under certain circumstances

2. ORGANISATION RESPONSIBILITIES

Bayley House must:

- Have an identifiable and defined system for managing volunteers that conforms to the requirements of the National Standards and the social and legal responsibilities to the community
- Treat volunteers the same as they would employees ensuring providing job descriptions, training and abiding by relevant legislation, Equal Employment Opportunity, Occupational Health & Safety, anti-discrimination legislation and organisational grievance processes.
- Treat volunteers with respect and appropriately recognize the contribution they make
- Provide appropriate orientation and training
- Treat all volunteers with respect
- Offer volunteer positions that are worthwhile to the volunteers and are no more than 16 hours a week on a regular basis in one role
- Maintain clear and open communications with all volunteers