



EFFECTIVE DATE	1 July 2020
REVIEW DATE	1 July 2023
POLICY OWNER	Chancery
APPLIES TO	This Policy applies to clergy, employees, board members, contractors (as defined and in relation to WHS and Children's Guardian legislation and a one member corporation), volunteers, work experience students and trainees (Workers) of the Diocese.
EXCLUSIONS	Where an agency or entity of the Diocese has its own policy, the relevant agency or entity policy will apply to Workers engaged by those agencies or entities. In the event of conflict between the policies of agencies or entities and the Diocesan policy, the Diocesan policy prevails.
RELATED POLICIES, GUIDELINES & PROCEDURES	Working With Children Check Policy National Policy History Check Policy Child Protection Policy Privacy Policy Code of Conduct
REFERENCE	<i>Child Protection (Working with Children) Act 2012 (NSW)</i> <i>Child Protection (Working with Children) Regulation 2013</i> <i>Children's Guardian Act 2019</i> <i>Privacy Act 1988 (Cth)</i>
RELATED FORMS	Volunteer Checklist Volunteer Engagement Letter
HEADINGS	Objective Definitions Policy <ol style="list-style-type: none"> 1. What is a Volunteer? 2. Volunteers Entitlements 3. Meals and Breaks 4. Ending the Volunteer Arrangement 5. Engaging an Employee as a Volunteer 6. WHS for Volunteers <ol style="list-style-type: none"> 6.1 Volunteer WHS Obligations 6.2 Volunteers and Workers Compensation 7. Volunteers Working with Children 8. Volunteers exempt from compulsory WWCC

	<p>9. Volunteers and Police Checks</p> <p>10. Volunteers and the Code of Conduct</p> <p>Breaches of this Policy</p> <p>Revision/ Modification History</p> <p>Approval Date/ Revision History</p>
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OBJECTIVE

This policy ensures Workers of the Trustees of the Roman Catholic Church for the Diocese of Lismore know how to engage volunteers.

DEFINITIONS

Contractor means contractor as referred to in WHS legislation and/or a company when one main person through the personal skills or efforts as an individual of that person is contracted to the Diocese and/or a one shareholder/member company;

Diocese means the Roman Catholic Diocese of Lismore and includes without limitation any Diocesan agencies, corporations, entities, parishes, parish corporations and parish entities where the Worker is employed or otherwise engaged;

Worker means clergy, employees, board members, religious, volunteers, contractors, work experience students and trainees of the Diocese.

POLICY

1. What is a Volunteer

A Volunteer is a person who freely and with no coercion contributes their time and services to an organisation without remuneration (for no financial payment). Volunteering is not 'unpaid work experience', an 'unpaid internship' or an 'unpaid trial period'.

A volunteer may mean a person working in a regulated industry and/or a position of authority or responsibility and/or a person who volunteers their time recreationally.

Volunteers are not employees. There is no employment relationship between an organisation and a volunteer. For a voluntary arrangement to be genuine there must be no intention between the parties to create an employment relationship. To ensure any volunteer you engage is fully aware of the nature of the volunteer relationship, volunteers should be provided with a Volunteer Appointment Letter. Volunteers who offer their time and services for one off events and/or recreationally may be exempt from being provided with a Volunteer Appointment Letter, at the discretion of the relevant parish, agency or entity.

Volunteers are not guaranteed any work and there is no obligation to provide work for a volunteer.

2. Volunteers Entitlements

Volunteers are not employees and are therefore not covered by awards, enterprise agreements, industrial instruments or the Fair Work Act. Volunteers are therefore not entitled to wages, paid leave, superannuation or any of the other entitlements generally provided to employees.

3. Meals and Breaks

Volunteers are not entitled to meals or set breaks, however it is good workplace health and safety practice to ensure that volunteers do not work excessive hours and have an opportunity to have a break.

4. Ending the Volunteer Arrangement

Either party can end the volunteer arrangement at any time with a reasonable period of notice required.

5. Engaging an Employee as a Volunteer

Employees can be engaged as volunteers providing the work that is performed is separate and distinct from the paid role the employee performs. Volunteer work must not be performed during the employee's normal working hours and the employee must be provided with and sign a volunteer appointment letter.

6. WHS for Volunteers

Diocesan volunteers are defined as workers under Work, Health & Safety (**WHS**) legislation and the Diocese has a duty to consult with volunteers on some WHS issues and to provide information, training and instruction to volunteers about WHS matters. Volunteers must receive WHS training including WHS induction, training in any applicable safe work method statements (for example if they will be manual handling or using any equipment or chemicals that are potentially harmful) and emergency/first aid procedures. Volunteers should also be aware of how to identify and report hazards.

6.1. Volunteer WHS Obligations

Diocesan volunteers are obliged to:

- Take reasonable care for their own health and safety;
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- Carry out their tasks in a safe way;
- Comply with any reasonable instruction that is given by the person conducting a business or undertaking to allow the person to comply with their WHS obligations; and
- Co-operate with any reasonable policy or procedure of the person conducting a business or undertaking relating to health or safety at the workplace that has been notified to workers.

6.2. Volunteers and Workers Compensation

Volunteers are not entitled to receive worker's compensation if injured during the course of voluntary work. However, the Diocese holds other types of insurance which may provide some cover to a volunteer who is injured.

7. Volunteers Working with Children

Diocesan volunteers are required to undergo a Working with Children Check (**WWCC**) if they are involved in child related work. This means supervisors must ensure, before engaging a volunteer in child related work, that the individual has a valid and verified WWCC. Volunteers can obtain a WWCC, free of charge, through the Office of the Children's Guardian. The WWCC must be verified by the Diocese before the person is allowed to commence any child related work. The Reportable Conduct Scheme covers all employees including volunteers who are required to hold a WWCC.

8. Volunteers exempt from compulsory WWCC

Some volunteers are exempt from obtaining a WWCC under the Child Protection (Working with Children) Regulation 2013. These include but are not limited to:

- Parents or close relatives of a child who volunteer in activities of the child's school, early education service or other educational Institution or with a team, program or other activity in which their child usually participates or is a team member; and
- A volunteer under the age of 18.

9. Volunteers and Police Checks

Some volunteers are required to undertake National Police History Checks in accordance with the Diocesan National Police History Check Policy and/ or legislation. It is recommended volunteers (excluding recreational

volunteers and at the discretion of the relevant parish, agency or entity) provide a National Police History Check prior to engagement with the Diocese, as part of the Diocesan pre-employment screening process.

10. Volunteers and the Code of Conduct

Volunteers are required to comply with the Diocesan Code of Conduct. Volunteers must be provided with access to the Diocesan Privacy Policy prior to engagement or during induction.

BREACHES OF THIS POLICY

Breaching this Policy may result in disciplinary action, which may include the termination of employment or engagement and, notification to external agencies including without limitation professional standards associations, regulatory agencies and police.

REVISION/ MODIFICATION HISTORY

Date	Version	Current Title	Summary of Changes	Approval Date	Commencement Date
1 May 2020	1	Volunteer Engagement Policy	Initial Policy	29 June 2020	1 July 2020

APPROVAL DATE/ REVISION HISTORY

Approved by: Bishop Gregory Homeming

Date: 29 June 2020

To be revised: 1 July 2023