5.1 Volunteer Induction and Orientation Policy

**Purpose**

This policy demonstrates <Insert Organisation Name>’s commitment to ensuring a comprehensive induction and orientation to <Insert Organisation Name> for all new volunteers.

**Background**

<Insert Organisation Name> is committed to having sound policies and procedures in relation to all areas of human resource management. Induction provides volunteers with a good understanding of <Insert Organisation Name>’s work, the knowledge, resources and expectations required to commence in their new position and how the volunteer role contributes to the organisation’s goals and objectives.

**Policy**

All new volunteers with <Insert Organisation Name> will be provided with a full induction to the organisation upon commencement, including an information package. The <Insert Position> will ensure the induction process is planned, comprehensive, inclusive and documented and may designate responsibilities to supervising or relevant staff. Volunteer participation in induction will be recorded in accordance with the Volunteer and Staff Confidentiality and Privacy and Documentation and Records Policies and Procedures.

Volunteer inductions will be conducted by the <Insert Position> or supervising staff and will introduce volunteers to the work environment provided by <Insert Organisation Name> and the requisite resources to perform their role. Topics may include, but are not limited to, the following:

* an overview of <Insert Organisation Name>’s strategic direction and operations;
* work health and safety;
* project and role specifics;
* roles and responsibilities;
* volunteer amenities, work conditions and entitlements.

The induction may include setting of performance indicators and the development of a work plan for the position and / or project. Where volunteers are located in one site, an introduction to the other sites and staff will occur as soon as is reasonably practicable.

Volunteers currently in other volunteering roles within, or known to, <Insert Organisation Name>, may participate in an adapted induction at the discretion of the <Insert Position>.

Feedback is to be sought from volunteers regarding the organisation’s induction and orientation for volunteers, to assist with quality assurance and continuous improvement processes.

**Responsibility**

This policy affects all volunteers; its application lies with the <Insert Position> and supervising staff.

**Standards**

1.1-1.4, 2.1-2.3, 3.1, 3.3, 5.1, 5.3, 5.4, 6.1, 6.2, 7.2, 8.1, 8.2

**Related Policies and Procedures**

* Volunteer Induction and Orientation Procedure
* Documentation and Records Policy and Procedures
* Work Health and Safety Policy and Procedures
* Volunteer Confidentiality and Privacy Policy and Procedure
* <Insert Organisation Name> Staff Confidentiality and Privacy Policy and Procedure
* <Insert Organisation Name> Work Health and Safety Policy and Procedure
* <Insert Organisation Name> Staff Records Management Policy and Procedure
* <Insert Organisation Name> Staff Data Security Policy and Procedure

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| Approved | CEO, | Signature |  |
| Review | Annual | Next Review Date |  |