6.8 Volunteer Attendance Records Procedure

**Procedure**

This procedure applies directly to the Work Health and Safety Policy; it also relates to the Volunteer Recognition Policy and Procedure.

All volunteers shall note attendance whether on premises or in the course of duties sanctioned by <Insert Organisation Name>, in accordance with the Volunteer and Staff Work Health and Safety Policies and Procedures, so that <Insert Organisation Name> has an accurate record of hours worked for statistical collection purposes and for emergency evacuation procedures.

Attendance at <Insert Organisation Name>’s office must be noted either in an attendance register or the sign-in board. Attendance may also be noted on a timesheet. Attendance procedures will be covered with all volunteers during induction.

Records of attendance may inform volunteer involvement system audits and review processes, risk management, service delivery and volunteer recognition. Attendance records are also necessary information to establish personnel whereabouts in case of a fire and other emergency situations.

The record of hours will be tallied by the supervisor every 6 months and placed in the volunteer’s personnel file; this will form part of the annual review cycle.

**Application**

This procedure applies to all volunteers; its application lies with the <Insert Position> and supervising staff.

**Standards**

1.1-1.4, 2.1-2.3, 5.1-5.5, 6.1-6.3, 7.3, 8.1-8.3

**Related Policies and Procedures**

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

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