

Volunteers Policy

This Policy will operate on the following guidelines:

1. Volunteers shall have the support and approval of our organisation's management and administration. Opportunities will be provided for volunteers to represent their views at Senior Management level on all aspects of the organisation's work. This is done through the SDS Board Directors.
2. Management will regularly review the benefits and costs of volunteers to the organisation.
3. All paid staff will be fully informed of the rights and responsibilities of the volunteers.
4. SDS shall regularly review its policy concerning insurance, reimbursement for out of pocket expenses, working conditions and other benefits to volunteers.
5. Before commencing volunteering, SDS will require the submission of an application form, uptake of suitable references and for volunteers to be subject to a Disclosure.
6. As part of the recruitment process, volunteers will be provided with clear roles and responsibilities.
7. Roles and responsibilities will match the volunteer's skills, talents and interests.