



**BAREFOOT
INITIATIVE**

003 VOLUNTEER POLICY

Policy number: 003	Version: 1.0
Drafted by: Kerry Taylor	Board approval date: 22/02/20
Responsible person: Co-Managing Directors	Scheduled review date: February 2022
Nature of changes for this version:	Policy first developed: 03/06/20

OUTLINE

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1. PURPOSE

The purpose of this policy is to help board members of Barefoot Initiative to effectively engage and support volunteers to protect the integrity of Barefoot Initiative and manage risk. The Barefoot Initiative Board (called the 'board' in this policy) aims to ensure that board members are aware of their obligation to support and provide a duty of care to volunteers, and to comply with this policy to ensure they effectively manage volunteer relationships as representatives of Barefoot Initiative.

2. SCOPE

This policy applies to the board members, co-managing directors and all volunteers of Barefoot Initiative.

3. DEFINITIONS

Barefoot Initiative is a volunteer-based organisation in that no individual is currently paid a wage. All board members and ordinary members are volunteers and Barefoot Initiative greatly appreciates and respects its volunteer base. For the purposes of this policy, a volunteer will be defined as an individual, other than board members, who provides practical support to BI that supports our activities.

Volunteers may be defined also as persons who freely chose or elect to volunteer within the organisation by way of support for our mission and objectives through administration, fundraising, education, training, awareness raising, marketing or promotion.

Members and volunteers: A member might be authorised to volunteer at the discretion of the Board, but membership does not automatically convey the authority to volunteer for the organisation.

The Board will determine when volunteering occurs. This will ensure that the organisation's volunteering activities are properly managed and protected by insurance cover.

4. POLICY STATEMENT

This policy has been developed to address supporting and managing volunteers associated with Barefoot Initiative to ensure accountability and safeguarding to the volunteers, the communities with whom we work and to the core values and mission laid out by Barefoot Initiative.

5. POLICY IN PRACTICE

6.1 Responsibilities of the Co-Managing Directors

The Co-Managing Directors will:

- a. ensure that adequate insurance is held to protect volunteers engaged by the organisation, and to protect against the acts of volunteers authorised by the organisation.
- b. ensure that volunteers are inducted into relevant organisational policies including:
 - i. Child Protection Policy
 - ii. Risk Management Policy
 - iii. Media Policy
 - iv. Complaints and Feedback Mechanism Policy
 - v. Financial Policy
- c. provide volunteers with clarity about their roles and be clear about expectations and policies that impact on their roles.
- d. expect volunteers to respect the roles of everyone in the organisation.
- e. recognise and celebrate the contribution of volunteers
- f. provide all our people with the opportunity to resolve disputes with respect and dignity.

6.2 Recruitment & Selection

The Co-Managing Directors will ensure that each volunteer position is supported by a role description, which describes the scope of responsibilities, reporting arrangements, performance measurement and selection criteria for the position.

6.3 Equal Opportunity

The Co-Managing Directors will ensure that a person's race, colour, religion, gender identity, sexual orientation, age, disability or nationality will not unfairly influence recruitment, promotion or reimbursement of a volunteer. Additionally, reasonable accommodations for suitable applicants with disabilities will be considered so long as the accommodation does not cause undue financial hardship or pose safety issues.

6.4 Selection Criteria

Anyone offering to volunteer with Barefoot Initiative will do so on the understanding that the following criteria must be met:

- a. Agreement to abide by Barefoot Initiative's principles of practice as outlined*
- b. Provide a statement of intent that aligns with the vision and mission of Barefoot Initiative

6.5 Volunteer selection for international activities

In addition to the above general volunteer criteria, it has to be noted that volunteer activity in Barefoot Initiative's international context holds additional risks for both individuals and the organisation, as most activities take place in under-developed regions, with inherent safety concerns. Selection criteria for international volunteering activities include the following:

- a. Working with children
- b. Police Clearance
- c. Immunisations (protection of vulnerable populations)
- d. Passport
- e. Emergency Contact details
- f. Rationale for participation
- g. Own comprehensive travel insurance
- h. Willingness to accept directions of Barefoot Initiative's escorts while in the field
- i. Commitment to provide feedback on visit
- j. Commitment to provide materials for newsletters, marketing
- k. Undertake induction with Barefoot Initiative

6.6 Compliance with this policy

If the board has a reason to believe that a person subject to the policy has failed to comply with it, it will investigate the circumstances. If it is found that this person has failed to adhere to the policy, the board may take action against them. This may include seeking to terminate their relationship with the charity.

6. MONITORING & REVIEW OF POLICY

The Co-Managing Directors are responsible to ensure this policy is implemented, and that all volunteers are orientated prior to this policy prior to their engagement. The Co-Managing Directors are also responsible to update this policy every two years and present these updates to the Board of Directors for validation.

7. RELATED POLICIES & PROCEDURES

- Child Protection Policy
- Risk Management Policy
- Complaints and Response feedback mechanism policy
- Media Policy

- Welcome to Ethiopia document



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ANNEX 1:

INDEMNITY CONTRACT

**Barefoot Initiative
5 Stephenson Street
Mount Barker 5251
South Australia**

I, [name] of [address] indemnify the organisation known as Barefoot Initiative and its members, against any liability whilst participating in a voluntary field trip to the Afar region, Ethiopia, commencing [date] to [date].

I acknowledge that I am in good health and able to participate in overseas travel. I further confirm:

- That I am over 18 years old Possess a current Australian or other acceptable passport
- I have been advised of the need to obtain all necessary vaccinations for travel to relevant destinations
- I have provided proof of my vaccination status
- If for any reason, advised vaccinations cannot be obtained prior to travel, I undertake to take all reasonable steps not to introduce or contract communicable diseases by use of universal precautions
- I have taken out comprehensive travel insurance for myself
- I will register with Smart Traveller.
- I have considered all relevant travel advisories.
- While in the field I will adhere to advice from Barefoot Initiative team members regarding cultural protocols around alcohol use, dress code and other social norms, as well as principles of community engagement that may impact on the established reputation and relationships of Barefoot Initiative.
- I understand I will be travelling into remote locations, with limited resources available, such as healthcare and law enforcement.
- I will not take or use photographs without appropriate permissions and acknowledgement of Barefoot Initiative that pertain to the field trip.

I am aware that travelling to the Afar region of Ethiopia is not without risks and that injury, accidents, illness or terror-related events are possible risks of my participation in this field trip.

I hereby waive all rights to sue Barefoot Initiative and its members that are involved in this voluntary event.

Name

Signature

Date