

SECTION 5.3.9: VOLUNTEER POLICY

The Australian Ballet School

RESPONSIBLE: Executive Director

THIS VERSION APPROVED BY THE BOARD: May 2023

REVIEW DATE: May 2026

DATA ACCESS LOCATION: Staff Portal and The Australian Ballet School website

1. PURPOSE

The purpose of this policy is to provide guidelines for the engagement and management of **Volunteers** by The Australian Ballet School (School).

2. WHO DOES THIS POLICY APPLY TO

The policy applies to all Volunteers engaged by the School.

Related Policies: Code of Conduct (1.2) and Intellectual Property and Copyright Policy (4.2), Safety, Health, Wellbeing – Occupational Health and Safety Policy (5.2) and Child Safe Policy (6.4).

3. DEFINITIONS

Executive Team: means The Director of the School (Director), the Executive Director or the Director of Development as relevant to the reporting relationship of the Volunteer position.

Induction: the formal process of familiarising individuals undertaking either paid or unpaid roles at the School with their responsibilities and applicable workplace and organisational policies, resources and support services.

Manager: means line manager, the Director, Executive Director or the Director of Development (as the case may be).

4. POLICY

This policy guides the selection and management of Volunteers.

The overall management of Volunteers is overseen by the Executive Director.

A Volunteer position is identified internally on an 'as needed basis' and, depending on the operational department of the School, will be approved by either the Director, Executive Director or Director of Development.

All Volunteers must abide by the School's Child Safe Policy and Code of Conduct, and any other policy or process of the School applicable to their role.

Volunteers must comply with any reasonable direction of a member of the Executive Team or their delegate. If a Volunteer does not follow a reasonable direction from a member of the Executive Team or their delegate, the Volunteer arrangement may be terminated with immediate effect and the Volunteer required to leave the **School Premises**.

5. PROCEDURES

A Position Description outlining the specific requirements of the Volunteer position, including the skills and qualifications needed for the role, will guide the recruitment process.

Recruitment and Induction:

The recruitment process is undertaken by a nominated Manager.

Prior to confirming the engagement of a Volunteer, the nominated Manager must:

- Ensure a Working with Children Check and any associated declarations signed by the Volunteer candidate are current;
- If applicable, verify by documentary evidence that there are no visa restrictions which may preclude the Volunteer from undertaking the role;
- Obtain a minimum of two reference/suitability checks;
- Ensure validation of transcripts, qualifications or other certified documentation.

The School will enter into a written agreement with the Volunteer in respect of the Volunteer position.

The nominated Manager will ensure the Volunteer undertakes Induction appropriate to their role on commencement of their engagement with the School. The School's Induction Checklist ensures all relevant policies and resources are explained during the Induction.

Occupational Health and Safety Management (OHS):

Ergonomically sound and an appropriately equipped work environment will be available. Volunteers are encouraged to advise their Manager if they have individualized requirements.

When assigning work tasks to Volunteers, the nominated Manager or their delegate must manage OHS risks associated with tasks carried out by Volunteers and ensure that they are provided with relevant OHS induction, training, information and supervision.

Volunteers also have a duty on themselves to ensure their own safety.

The nominated Manager must ensure any electrical equipment brought onto the School Premises by a Volunteer has been tested and tagged prior to use.

Insurance:

Volunteers are covered by the School's Voluntary Workers Group Personal Accident Insurance.

It is the responsibility of the Finance Manager to advise the School's Insurer of any particular information in relation to the insurance coverage of Volunteers at the School.

Intellectual Property (IP):

It is the responsibility of Volunteers to understand how IP applies to their work for the School and to follow appropriate procedures in order to uphold the IP rights of the School and third parties and to protect the School from the consequences of IP infringement.

The School will own all IP created or contributed to by a Volunteer as part of their services to the School. Copyright in all works produced by Volunteers must be assigned to the School by written agreement prior to the commencement of any voluntary work.