

WEAR IT PURPLE VOLUNTEER POLICY

Wear it Purple relies on the time and commitment of passionate volunteers to accomplish its vision, mission and objectives.

Volunteers with Wear it Purple can expect:

- To be involved with an organization dedicated to empowering young rainbow people to improve their environments and making change in their world
- A supportive, safe and positive environment
- To be treated with respect and courtesy
- To be treated fairly regardless of age, gender, sexual orientation, parental or marital status, ability, religion, colour, race, ethnic or national origins, or socio/economic background
- Recognition and thanks
- Respect to your right to privacy and that of your contacts
- Development where necessary through support, mentoring, feedback and open communication

In return, Wear it Purple expects that volunteers:

- Support our aims and objectives
- Remember that they represent of Wear It Purple
- Are open and honest in their dealings with Wear it Purple
- Treat fellow volunteers with courtesy and respect
- Give feedback to Wear it Purple
- Read, agree to and respect Wear It Purple policies, which are in place to protect both Wear it Purple and all volunteers.

Volunteers Agreement

It is important that those volunteering with Wear It Purple are aware of their rights, duties and responsibilities when assisting Wear it Purple or working on Wear it Purple projects. The below information relates to any person volunteering with Wear it Purple in general. There may be specific requirements where a volunteer takes on a particular role, and for these requirements it may be necessary to refer to other Wear It Purple Policies. If you are unsure, please ask a mentor or member of the board.

Recruitment

Wear It Purple will use appropriate means to recruit volunteers that take into account the principles of our diversity policy. Volunteers will need to register as a volunteer with Wear it Purple.

Each volunteer with Wear it Purple must:

- Inform Wear it Purple of their Name, Age and contact details
- Read and agree to act in line with WIP's Vision, Mission and Objectives
- Read and agree to act in line with WIP's Code of Conduct
- Read and agree to WIP's copyright and intellectual property policy
- Read and agree to conduct themselves in a safe manner
- Receive a copy of WIP's Complaints Handling Procedure
- Receive a copy of WIP's Child Safe Policy
- If over 18, complete a Working with Children Check and inform WIP of their Working with Children identification number.

Wear It Purple may ask that all volunteers re-commit or re-complete the above requirements as necessary. This may be at specific time periods (every 1-2 years) or due to changes to any of the above policies/requirements.

A copy of the above documents is to be available online or by contact with the Secretary of the organization at secretary@wearitpurple.org.

Induction and Training

Generally a briefing prior to an event and a debriefing following an event will be adequate training for Wear It Purple volunteers, in addition to the initial agreements and information provided when first becoming a Wear It Purple Volunteer. Any briefing will include important information about the event and the volunteer's role as well as important safety information.

For projects where further training is required (for example, schools presenters) initial and ongoing training will be held by an appropriate member/s of Wear it Purple and all those wishing to be involved are expected to attend.

Expenses

It is expected that volunteers will pay for their personal expenses, for example transport or food costs unless otherwise agreed with an authorised team member of Wear It Purple.

Wear It Purple will make every effort for any necessary payments on Wear it Purple's behalf to be pre-arranged so as not to incur out of pocket expenses on volunteers. If, however, the need for a volunteer to purchase an item on Wear It Purple's behalf does arise, Wear It Purple will make every effort to reimburse the volunteer as soon as possible. For further details please see Wear It Purple's reimbursement policy.

Support

Wear it Purple's mentoring structure is designed to assist the members of its teams to gain useful skills and experience, feel supported and to understand who they can seek assistance from when feeling unsupported. If any volunteer is feeling unsupported and makes this known, the Operations Officer, Youth Engagement Officer or Portfolio Holder working with this team member is to discuss and implement ways to address this issue. The Board and/or Board Approved Mentors can be called on for additional support.

Regarding events, appropriate team members will offer support to volunteers, which will usually be either the Youth Engagement Officer, Operations Officer, or Portfolio Holder.

There should be a briefing session at the beginning and a de-briefing session at the end of each Wear it Purple event. At this time all volunteers will be made aware of the expectations of volunteers for the particular event, who to contact in the event of an issue arising and safety procedures.

Insurance

Volunteers are covered for injury and accidents under Wear It Purple's insurance policy. It is expected that volunteers will take appropriate care when representing and working with Wear it Purple.

Confidentiality

All volunteers will be required to read, agree to and observe the Wear It Purple Confidentiality agreement and Intellectual Property Agreement, which will be made available to them. Wear it Purple and its volunteers respect the privacy of individuals volunteering with Wear it Purple.

Resolving Problems

All volunteers will receive a copy of and have access to Wear It Purple's Conflict Resolution Process. This process applies to anyone volunteering or working with Wear it Purple.

New Volunteers Policy

When a person shows interest in volunteering with Wear it Purple they will be directed to either the Operations Officer or the Youth Engagement Officer. Following this, the Officer will:

- Respond within a reasonable timeframe
- Appropriately record the interested person's contact details
- Aim to understand the area of interest of the prospective volunteer
- Match up the volunteer's interest with an appropriate area of the organisation
- Provide the appropriate volunteer information in accordance with Wear it Purple's volunteer policies and ensure the volunteer's agreement with such policies.

Non-Suitability

If, in the Operations Officer or the Youth Engagement Officer's opinion, a person is not suitable to volunteer with Wear it Purple (this may be due to a conflict with Wear it Purple's aims, goals and objectives, a concern for the welfare of other volunteers, or for another legal reason):

- In the event that the person has already begun volunteering, the Officer will address the issue according to the complaints handling process.
- In the event that the person has not yet begun volunteering, the Officer will contact a member of the Board for review of their application. Should the board member agree, the enquirer will be informed in writing as to why they are unable to volunteer with Wear it Purple.