

Atwea Volunteer Policy

Scope

This policy applies to all employees conducting services in conjunction with or managing volunteers engaged across all Atwea College programs, sites and services.

Purpose

The policy defines the role and function of volunteers in Atwea and the mandatory checks and training required to support them in the delivery of services.

Definitions

Volunteer:	a person who offers their time, skills or experience without financial reward
Mandatory Checks:	Working With Children Check and NSW Police Record Check
Mandatory Training:	training courses (on-line and face to face) that includes but is not limited to dealing with child safety, reportable conduct, workplace health and safety and Atwea induction

Policy

Atwea will manage volunteers within a framework of respect, safety, inclusion and ethical engagement.

All volunteers must complete all mandatory checks and training prior to the commencement of duties.

Related documents, forms, and legislation

Atwea Volunteer Charter

Review

This policy review period is two (2) years

Policy Owner	Volunteer Coordinator		
Approval Authority	Chief Executive Officer		
Date of Endorsement	2/4/2026	Next Review Date	2/4/2028