

## A guide to registering VOLUNTEERS

### SAFETY AND LEGISLATION

Girl Guides Victoria has always had strong processes to comply with the law and ensure that girls' safety comes first. As of January 2017, the Victorian Government introduced new legislation for managing staff and volunteers who come in contact with children; the process outlined below now strengthens our previous practice and complies with this legislation.

All of the information needed to complete these steps can also be found on the Girl Guides Victoria website <https://www.guidesvic.org.au/volunteer/> If you have questions, please email [volunteer@guidesvic.org.au](mailto:volunteer@guidesvic.org.au)

### WHO NEEDS TO FOLLOW THIS PROCESS?

People interested in volunteering with Guides have lots of different reasons for wanting to volunteer. Some want to become Youth Leaders and work with girls on an on-going basis, while others want to volunteer with specific skills or on short-term projects; others just want to help out occasionally. Irrespective of the reason or frequency, the legislation and Girl Guide's Victoria's processes **apply to ALL VOLUNTEERS who may come into contact with girls in Guides more than once a term**. This can include a parent helper, a member of a support group, a unit leader, assistant leader or junior leader over 18, or those doing regular fundraising.

### WHO DOESN'T NEED TO FOLLOW THIS PROCESS?

Incursions and Excursions, like going to Clip and Climb, or asking the local fire fighters to come and talk to Guides, are different. Individuals working for or volunteering with these organisations need to comply with their organisations processes, but do not need to be registered with GGV. Those organising incursions or excursions are however required to ensure that the organisations they engage with have processes in place to ensure the safety of Guides and comply with legislation. This can be done by simply asking how the organisation checks their staff and volunteers and using your judgement as to whether this is sufficient in light of our own processes and the nature of the activity.

### WHEN CAN VOLUNTEERS START?

Volunteers may begin regular (more than once per term) volunteering with Guides once they have met four criteria and are registered on our database as a member. These criteria include:

1. Providing a brief background and completing two satisfactory personal character reference checks
2. Providing an approved Police Check which is sent to, or completed through GGV (or a Victorian Institute of Teaching, VIT card)
3. Providing a valid Working with Children Check evidenced to GGV by the Dept. of Justice (or a VIT card)
4. Completing the member registration process online.

**All steps must be completed prior to any volunteer starting in their role.**

Please allow plenty of time BEFORE your volunteer needs to start her or his valuable work. The legislation is VERY clear that these checks are necessary before a volunteer can start work.

*Note:* When a Youth Member turns 18, she is considered by law to be an adult. Even if she is not finished school, attending Guides once 18 will require the same process to be followed. The Volunteer Officer will kick off this process; Unit leaders do not need to take any action.

### WHO DOES WHAT?

#### LEADERS/MANAGERS

Once a Leader/Manager has discussed with the potential volunteer what sort of role they are interested in, and are happy that the volunteer seems to be a good fit for the area, the GGV Volunteer Officer needs the potential volunteer's contact details.

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DETAILS SHOULD BE PROVIDED USING THE 'POTENTIAL VOLUNTEER FORM' FOUND ON THE GUIDES VICTORIA WEBSITE UNDER THE 'REPORTS AND FORMS TAB'

Action for Leader/Manager: Visit website <https://www.guidesvic.org.au/volunteer/> for instructions on how to register a potential volunteer

### VOLUNTEERS

Once the potential volunteer's details are with the Volunteer Officer, **they will manage the process** from then on. A potential volunteer has **four things** that they need to do:

#### PROVIDE A BRIEF BACKGROUND AND REFERENCES

As a basic measure of child safety, we need to know a little about the potential volunteer and his or her experience working with or around children. We use the software platform XRef to complete reference checks. The Volunteer Officer will send out a link to the Potential Volunteer who will follow the instructions provided. This is not necessarily an 'employment' reference check; this is a personal character reference check. The referees need only have known the potential volunteer in a personal context, and be prepared to answer questions about the potential volunteer's suitability to work with children, and character.

**All potential volunteers** are required to provide personal references.

Action for potential volunteer: Provide personal referee information

#### COMPLETE A POLICE CHECK (PC) (OR VIT)

GGV uses a company called fit2work to conduct all our Police Checks. All Checks are paid for by GGV and must be updated every five years. The Volunteer Officer will send out an online link to the Potential Volunteer to complete the Identification requirements for their Police Check. The Volunteer Officer will then manage this process once the volunteer has completed the application.

Volunteers often ask why a Police Check is necessary given the need for a Working With Children Check. Girl Guide volunteers often work on a local level with money – for fundraisers, collecting local unit fees, collecting funds to support excursions and camps. A Police Check will tell Girl Guides if a volunteer has had any previous legal outcomes that relate to handling money.

Action for potential volunteer: Complete fit2work form or forward your Police Check/VIT card

#### COMPLETE A WORKING WITH CHILDREN CHECK (WWCC) (OR VIT)

WWCC's are completed online by potential volunteers. Each potential volunteer must go to the Working with Children website and complete his or her own application. This is free for volunteer WWCCs and the applicant must specify that the check is for a volunteer check. If the potential volunteer already has a WWCC, then she or he must go to their Working with Children account and add GGV as an organisation, and then provide the Volunteer Coordinator with a copy of the WWCC. The Department of Justice will notify GGV that we have been added to the potential volunteer's profile.

Action for potential volunteer: Apply for (or add GGV to) a Working with Children Check (volunteer) at [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)

Send a copy of the WWCC card or VIT card to the Volunteer Officer

**Once all of the above steps are finished, the potential volunteer should:**

#### REGISTER AS A MEMBER OF GIRL GUIDES VICTORIA

**All** volunteers are required to be Members of GGV and need to complete an Adult/Associate Membership form. A link to the online Member registration form will be forwarded to the Potential Volunteer once all of the checks are complete.

Final action for potential volunteer: Fill out and submit an online Adult/Associate Membership form