

Volunteering and Internships Policy

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Introduction

ChildFund Australia (ChildFund) recognises and appreciates the contributions that volunteers make to our organisation and the communities we support. The Volunteering and Internship Policy has been developed to provide guidelines for engaging volunteers and interns within the organisation.

Policy Statement

ChildFund will engage and involve volunteers and interns to support the organisation’s mission. Volunteering and internships will also aim to benefit the individual volunteer or intern by providing learning and development opportunities. Volunteers and interns will be provided with a safe working environment and work according to defined guidelines and procedures as outlined in this policy and other ChildFund Australia documentation.

Scope

ChildFund Australia Offices.

Exclusions

Nil.

Objectives

In addition to ChildFund and the communities we support gaining benefit from the engagement of volunteers and interns, ChildFund also seeks to provide meaningful and authentic development experiences for people wanting to volunteer or contribute.

Definitions

A vocational placement, work experience or internship

There are different kinds of work experience arrangements, including those that are a mandatory requirement of an education or training course (also known as vocational or student placements), optional work placements and internships.

Legitimate work-based learning programs and placements give students an opportunity to get experience in the workplace. These placements are usually linked to formal training through universities or other training institutions and are a valuable part of students' studies.

A vocational placement or internship is a working arrangement where:

- the worker is not paid a wage
- it is a requirement of an education institution or training course.

In addition, unpaid work experience placements and internships should also meet the following criteria:

- they are mainly for the benefit of the person undertaking the placement;
- the periods of the placements are relatively short, generally less than three months;
- the person is not required or expected to do productive work; and
- there is no significant commercial gain or value for the business derived out of the work.

A **volunteer** works for the main purpose of benefitting someone else, such as a charity or community organisation. Volunteers are not employees and are not paid. As with work experience and internship arrangements, all relevant factors must be considered to determine whether a person is a genuine volunteer or whether, in fact, an employment relationship exists even though the person is called a 'volunteer'. Key characteristics of a genuine volunteering arrangement include:

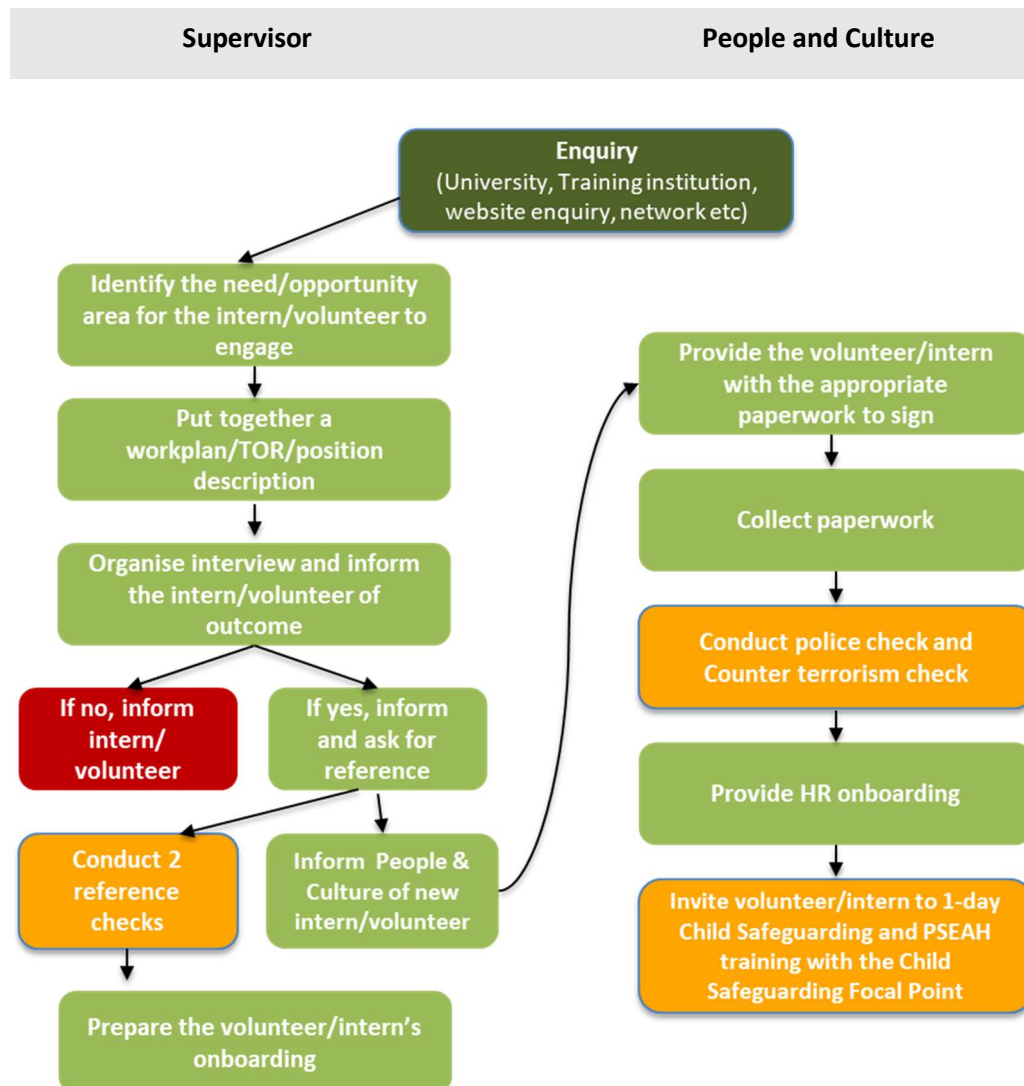
- the parties did not intend to create a legally binding employment relationship
- the volunteer is under no obligation to attend the workplace or perform work
- the volunteer does not expect to be paid for their work.

Principles

1. Volunteering and internships should provide a valuable experience for the individual, the organisation, partners, and participants.
2. ChildFund Australia values the diversity brought by volunteers and interns who come from all walks of life; the range of volunteering and internships opportunities is broad.
3. Volunteers and interns do not receive payments or benefits or accrue any entitlements for their contributions and are not employees or contractors of ChildFund. A small stipend may be paid to cover the cost of attending ChildFund's workplace.
4. Volunteers and interns will be provided with a safe working environment and work according to defined guidelines and procedures as outlined in this Policy, the Child Safeguarding Policy and Procedures, the Organisational Code of Conduct, Organisation Inclusion Policy, and ChildFund's Organisational Values.
5. ChildFund to ensure appropriate volunteer insurance in place.

Policy in Action

The flowchart below provides a best practise approach which must be followed when engaging with volunteers and interns. Specific duties will be given to volunteers and interns, and they are expected to act within the scope of those duties as well as comply with all reasonable directions given by their supervisor.



Orange boxes mark checks or policy training in line with DFAT compliance requirements.

In instances where interns or volunteers are recruited from overseas (e.g. through ChildFund Australia) to volunteer or undertake an internship in country offices, the legal and regulatory requirements of the host country office must be considered. The People and culture team in the host office is responsible for completing these procedures. For example, this may include applying for a work visa or an exemption from work permit requirements in accordance with local law.

SUPERVISOR'S RESPONSIBILITIES

- Identify the need/opportunity area for the intern/volunteer to engage
- Put together a workplan/terms of reference/position description
- Interview and inform the intern/volunteer of outcome
- If successful, conduct 2 reference checks
- Inform People and Culture of a new intern/volunteer commencing

- Prepare the volunteer/intern's onboarding:
 - workstation, email, and computer set up
 - invite to staff and team meetings
 - organise meetings with relevant staff/managers
 - provide relevant policies, procedures, and documentation
 - provide orientation around the assigned tasks.
- Provide guidance and answer any queries and concerns the intern/volunteer may have

PEOPLE & CULTURE RESPONSIBILITIES

- Provide the intern/volunteer with the appropriate paperwork to sign:
 - ChildFund Australia Volunteer/Intern Agreement
 - ChildFund Australia's Organisational Code of Conduct
 - Confidentiality Agreement for Volunteers and Interns
 - Ethical Practice and Conflict of Interest form
 - Significant Data Form for Volunteers and Interns
 - Police check form
- Conduct a counter terrorism check
- Conduct a police check (for all countries the person lived in for more than 12 months in the last 5 years and for all countries of citizenship. In case any of those are not available, the person must sign a Statutory Declaration)
- Provide HR onboarding covering: Work Health and Safety (WHS), Child Safeguarding, and Prevention of Sexual Exploitation, Harassment, and abuse (PSEAH)
- Invite the intern/volunteer to Child Safeguarding and PSEAH training with the Child Safeguarding Focal Point.

INTERN/VOLUNTEER RESPONSIBILITIES

- Act within the scope of the specific tasks/projects assigned
- Accept guidance and direction from any person or persons nominated by ChildFund to supervise all or part of your internship/volunteering
- Participate in any orientation and training programs as required
- Work as part of a team (when required)
- Work in a manner that is safe for yourself, volunteers, interns, ChildFund employees, and members of the public, including supporting a non-discriminatory and harassment-free work environment at ChildFund
- Respect any confidential information that they become aware of while at ChildFund

Related Policies and Procedures

- Organisational Code of Conduct
- Child Safeguarding Policy and Procedures
- Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) Policy and Procedures
- Organisational Inclusion Policy
- WHS Policy

Document Control

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File Path	BambooHR > Files > Sydney – Policies

Revision History

Version Number	Date	Policy Sponsor	Authorised By	Remarks
1.0	24 September 2025	Adrian Graham	Board	Policy for approval