



# Induction and Orientation Policy

## Introduction

The Brisbane Paralympic Football Program (BPFP) is committed to inducting and preparing all new volunteers into the organisation, to ensure that they have a smooth integration into their role and become operationally competent.

The induction and orientation process will enable new volunteers to learn about the BPFP, its culture and the requirements of their role.

<b>PURPOSE</b>	BPFP attracts motivated volunteers who align to the values of respect, honesty and integrity, best interests, teamwork, positivity and enthusiasm and privacy & confidentiality.  This policy ensures that newly recruited volunteers have a smooth transition into the organisation and their roles.	
<b>DEFINITIONS</b>	<b>Volunteer</b>	A person who offers to work for BPFP without financial gain.
	<b>Induction Coordinator</b>	The BPFP volunteers responsible for inducting new volunteers.
<b>THE POLICY</b>	The Induction Coordinator is responsible for conducting inductions and/ or orientation programs within the BPFP.  All volunteers will be inducted into the BPFP in a manner as described in the procedures which accompany this policy document.  All volunteers will participate in orientation in a manner as described in the procedures accompanying this policy document.  The BPFP will take all reasonable steps to ensure that volunteers have the ability and support to successfully discharge their duties and responsibilities in accordance with BPFP position requirements.	
<b>SCOPE</b>	This policy applies to all volunteers who are engaged by BPFP including students, researchers, professionals whether engaged on an ongoing or short-term basis.	

## Volunteer Induction Procedure

It is the responsibility of the Induction Coordinator to ensure that all newly recruited volunteers complete an induction program before their first day of work commences with the BPFP.

It is the responsibility of the Induction Coordinator to ensure that:

- A Volunteer Welcome Pack (electronic or hard copy) is developed, containing relevant documents, including information about BPFP policies and procedures.



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- The Volunteer Welcome Pack is kept up to date with relevant information.
- The quality of the induction process is maintained.

### Procedure

The Induction Coordinator must schedule any new volunteer(s) to attend an induction and orientation before they commence their first day of work at the BPFPP. The Induction Coordinator must nominate where the induction will be conducted (in person or online) and ensure that all necessary resources are made available. Such resources may include, print outs, chairs, video conferencing links, etc.

An appropriate amount of time should be used to ensure that all required information is communicated to the new volunteer clearly and comprehensively. The Induction Coordinator must ensure the checklist in this document is completed.

The Induction Coordinator should tailor the induction program in accordance with the specific needs of the volunteer(s) to ensure that all appropriate information is being provided. Opportunities will also be made to allow volunteers to ask questions and clarify information, as necessary.

### Volunteer Orientation Procedures

It is the responsibility of the new volunteers' direct supervisor or manager to ensure that an appropriate orientation process is conducted prior to the commencement of the volunteers' first day of work for the BPFPP.

Where the direct supervisor or manager is unable to conduct the orientation process, other suitably experienced or qualified BPFPP volunteers may assist in the process.

### Procedure

Volunteers conducting the orientation process are required to introduce newly recruited volunteers to key volunteers and persons who they will be working with at the BPFPP. The volunteer must also be given a tour of their workspace, including any emergency exits, assembly points, toilets and other facilities located onsite.

The BPFPP must ensure that all mandatory induction tasks have been completed or will be completed before the volunteer commences work.

Additionally, any administrative tasks which require action prior to the Volunteers first day of work for the BPFPP should be actioned during the orientation process, to ensure an easy transition into the position. Such tasks may include setting up a new email, access to relevant documents/ drives, updating the BPFPP volunteers personal records etc.

The orientation process should be tailored to the specific needs of the volunteer position. Where necessary current volunteers who are transitioning to a new volunteer position within the BPFPP may be provided with a modified orientation process per their existing knowledge and experience working within the BPFPP.

### Records

The Induction Coordinator must keep record of each volunteer's induction and orientation, by completing an induction and orientation checklist, identifying the information received and activities completed by the volunteer during the induction and orientation process. Induction and orientation will not be completed until all requirements mentioned above have been completed. Once completed and all



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requirements have been satisfied the checklist should be signed by both the volunteer and Induction Coordinator prior to it being appropriately stored within the BFPF records management system.

### Training

Where volunteers require coach training to expand their skills and knowledge to meet the requirements of their positions and to create future opportunities (e.g., volunteers in coaching positions will be provided coaching training through Football Queensland). Annual training to all continuing volunteers is mandatory to monitor risk management strategy and reporting system for disclosures or suspicions of harm.

### Monitoring

Depending on the length of the volunteer experience, volunteer's performance and behaviours the Induction Coordinator monitors the volunteer in the first three months of engagement to ensure cultural fit with the program and performance effectiveness. The culture is determined by the way BFPF director, volunteers, members and families behave, interact and work together. Performance is monitored against demonstration of the BFPF values of respect, honesty and integrity, best interests, teamwork, positivity and enthusiasm and privacy & confidentiality.



## Induction and Orientation Checklist

### During the induction process the volunteer has

- Been provided a Code of Conduct form for signing.
- Been provided a Confidentiality Agreement form for signing.
- Verified they hold the correct BlueCard. If the volunteer does not hold the required BlueCard an application must be completed by the volunteer before commencement.
- Verified they hold any additional qualifications and professional experience in accordance with the designated position description.
- Been provided a copy of the BFPF Volunteer Welcome pack which includes organisational information, BFPF values and a position description
- Been provided an electronic or hard copy of the BFPF youth risk management strategy provided to assist volunteers to meet the requirements of providing a safe and supportive environment for children and young people.
- Been provided an electronic copy of the BFPF Safe Environments Policy and Procedure.
- Been provided an electronic copy the BFPF Incident Management Policy.
- Been provided an electronic copy the BFPF Complaints and Feedback Policy and Procedure.
- Been provided with other information necessary to ensure the new volunteer is operationally competent in their position.

### During orientation the volunteer has

- Been introduced to key volunteers and persons who they will be working with.
- Been given a tour of the BFPF workspace.
- Been informed of the COVID Safe Plan and sign in requirements.
- Been informed of the expectation of notifying attendance.
- Been informed of BFPF's zero tolerance of drugs, alcohol, violence, disrespect, and discrimination.
- Completed any administrative tasks requiring action.

**Volunteer Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Authorised BFPF Officer**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_