

# POLICY / PROCEDURE



## VOLUNTEER INDUCTION

Version 1

### Welcome to RDA Carine

This checklist is to assist with the introduction of all new RDA volunteers.

Volunteers wishing to actively participate in RDA lessons must also complete Stage 3 – Basic Program Training.

### Volunteer Information

- RDA is an Equal Opportunity organisation and will consider all people offering to perform volunteer work for the organisation solely on the basis of their skill, aptitude and relevant qualifications. Volunteers between the ages of 14 years and 80 years must demonstrate that they are physically capable of performing the required duties they are allocated. Children under the age of 18 years must have parental permission to volunteer.
- Volunteers over the age of 18 years are required under Western Australian legislation to undergo criminal history screening.
- Issue Membership Form and Volunteer National Police Certificate application (if necessary)
- Issue RDA Carine Volunteer Manual and discussed the following sections of the booklet:
  - Rights and Responsibilities of Volunteers
  - Position descriptions for volunteers in Leader and Side walker roles and other roles available in RDA
  - Guidelines on protection of infectious diseases
  - Basic principles of lifting and back care
  - RDA Carine Volunteer Code of Practice
- Outline the structure of RDA Australia, affiliated State Associations, and Centre Management Committees.

### Volunteer Management Policies

- Times of arrival and departure must be signed in the Volunteer Attendance Register
- Explain all COVID-19 centre practices and procedures
- Volunteers are insured for personal accident and when travelling for RDA business
- Volunteers may be reimbursed for out-of-pocket expenses (travel costs to and from the RDA centre on your normal day of volunteering are not eligible for reimbursement). Speak to your Centre Management Committee for details.
- RDA recommends that volunteers wear sun protective headwear, long sleeves, trousers and sunscreen whilst at RDA. Closed footwear is mandatory. Thongs, high heeled shoes, flowing scarves, loose jewellery or hats that blow off should not be worn.
- Discuss the grievance policy
- Please follow directions of the Coach who is responsible for the safety of volunteers and riders during RDA activities with horses and on training days
- Safety is everyone's responsibility – report any concerns to the Coach or a Committee Member
- RDA is committed to providing a safe environment for all members. Volunteers are obligated to participate in Program Training appropriate to their allocated tasks and attend ongoing training days when requested.
- Discuss training opportunities under the 2005 Coach Education system

### Centre Information

- Describe the Centre Emergency Evacuation Plan including assembly areas and responsible officers
- Explain First Aid procedures including first aid person(s), location of kits and Incident and Accident reporting
- Outline Centre procedure for advising of absences
- Outline Centre procedure for cancelling lessons due to extreme weather
- RDA is a Non-smoking and illegal substances organisation.
- No dogs allowed on RDA premises (except Guide or Assistance Therapy Dogs)
- Privacy and confidentiality of clients is paramount. Photos are not to be taken without parental permission
- Communication outside the work environment including socials / mobile phone with participants NOT permitted
- All gates to be kept closed
- Speed limit throughout the centre is not to exceed 10 km/hr
- PROVIDE A TOUR OF FACILITIES HIGHLIGHTING ANY OUT OF BOUNDS AREAS.

VOLUNTEER NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNED OFF BY: \_\_\_\_\_