

1.7.21	VOLUNTEER ATTENDANCE RECORDS PROCEDURE
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Applies to: Board Members, All Staff and Volunteers
Specific responsibility: CEO

Version: 1
Date approved:
Next review date:

Policy context: This policy relates to	
Standards or other external requirements	Home Care Standards, Tasmanian Quality and Safety Standards, National Standards for Volunteer Involvement.
Legislation or other requirements	
Contractual obligations	

PROCEDURE

This procedure applies directly to the Work Health and Safety Policy; it also relates to the Volunteer Recognition Policy and Procedure.

All volunteer shall note attendance whether on premises or in the course of duties sanctioned by Meals on Wheels, in accordance with the Volunteer Work Health and Safety Policy and Procedure and Staff Occupational Health and Safety Policy and Procedure, so that Meals on Wheels has an accurate record of hours worked for statistical collection purposes and for emergency evaluation procedures.

Attendance at Meals on Wheels' office must be noted either in an attendance register or the sign-in board. Attendance may also be noted on a timesheet. Attendance procedures will be covered with all volunteers during induction.

Records of attendance may inform volunteer management system audits and review processes, risk management, service delivery and volunteer recognition. Attendance procedures will be covered with all volunteers during induction.

The record of hours will be tallied by the supervisor every 6 months and placed in the volunteers' personnel file; this will form part of the annual review cycle.

DOCUMENTATION

Documents related to this policy	
Related policies	Volunteer Recognition Policy
Forms, record keeping or other organisational documents	

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	CEO	Board

Policy review and version tracking			
Review	Date Approved	Signed	Next Review Due
1			
2			
3			