

SCARF

Policies and Procedures for Volunteers

In all SCARF documents “community members” refers to refugee entrants accessing SCARF services.

1. Sign In Sheet
2. Home Visits
3. Community Outings
4. Community Transport
5. Incident Report
6. Record of Vehicle Insurance

All forms available as downloads from our web site: www.scarf1.org.au

Sign In Sheet

- All volunteers must complete the sign in sheet, when they attend any tutoring session, either at a home, or at a study centre.
- If you are visiting a home regularly, please return the sheet to Sharyn or Graham at the end of every term

Home Visits

- If you are conducting home visits please read our *Home Visits Policy*
- In the event of attending a home visit and finding children (under 12 years old) unsupervised by a parent or guardian over 16 years of age, the volunteer must NOT enter the home and should leave a note explaining "unable to continue the session without an adult in attendance". The Volunteer Co-ordinator to be advised.
- Let the community members know all about the home visit before going so they know what to expect. Information should include:
 - Date and time
 - Activities to be undertaken
 - What to have prepared, such as any stationery or books
 - Expected behaviours, such as presence of parent or guardian over the age of 16, if visit is for tuition of a child younger than 16.
 - What to do in the event of an emergency

SCARF

Community Outings

- If you are organising or participating in an outing please read our *Community Outings Policy*
- On SCARF excursions for children younger than 16, such as attendance at cultural events (theatre, concerts, museums etc) or social events involving out-of-area activities (attending sporting fixture, car rally, overnight conference etc), and where supervision is provided by SCARF volunteers, the ratio of adult carer/child should not exceed 1:5. On these excursions a parent must sign a permission note.

Community Transport

- If you are transporting community members by public or private transport please read: *Community Transport Policy*
- If transport is by private vehicle please complete *Record of Vehicle Insurance* for each vehicle
- Ensure community members are fitted with seat belts, if fitted, or have a place to sit or hold before the vehicle moves. Young children must be restrained in an appropriate child restraint (SCARF have some available for loan). Sitting on an adult's lap is against the law.

Incident Report

- Any accident, illness or emergency experienced by the volunteer during the course of their work for SCARF, however minor, must be reported as soon as possible to the Volunteer Co-ordinator. An *Incident Report Form* must be completed.
- If injured, the volunteer must keep all records of expenses incurred and medical certificates for insurance claim purposes.

Record Of Vehicle Insurance

- Volunteers using private vehicle to transport SCARF clients on SCARF related activities must complete and lodge the Record of Vehicle Insurance form.