

Volunteers are the backbone of Girl Guiding. Thanks to the many volunteers in Girl Guiding in Australia girls and young women can experience all the Girl Guiding offers. With the introduction of the Girl Guides Australia Child Safe Child Friendly Framework screening and recruitment requirements for Volunteers has changed. A distinction has been made between Volunteers that help regularly and those that help not so frequently. Volunteers are now either a **Casual Volunteer** or an **Ongoing Volunteer**.

Casual Volunteers are those people who volunteer with Girl Guiding in Australia on less than five occasions *in total* at a Girl Guide activity where Youth Members are present, when those occasions do not include any overnight stays or assistance that is likely to result in unsupervised access to Youth Members.

Prior to commencing, unless their state's legislation prohibits it, all Casual Volunteers must have a valid, unrestricted working with children check appropriate to their state. They are also required to familiarise themselves with the GGA Code of Conduct and ask for clarification if there is anything that they do not understand.

Most Casual Volunteers will be volunteering in a Unit or a District so it will usually be the responsibility of the Unit Leader or District Manager to keep a record of who is volunteering and when they are volunteering.

Your State Girl Guide Organisation may have a special process to follow for recording Casual Volunteers. If they don't, the following simple process is suggested:

Process for Recording

1. Prior to the first time someone volunteers in the Unit or District:
 - let them know that they must have a current, unrestricted working with children check prior to their first occasion of volunteering (walk them through the process if necessary)
 - record their details (name, contact details, working with children check number)
 - let them know Girl Guiding in Australia is a Child Safe Child Friendly Community, has a Code of Conduct that we expect all our volunteers to follow (show them a copy)
 - let them know that if they volunteer more than four times with the Unit or District there are some additional screening steps that must be taken but there will be someone to walk them through that process
2. The Unit Leader or District Manager needs to record the date and details of each time the person helps at a Guiding activity.
3. Include the details of who has volunteered and when on Unit Reports to District Meetings.

4. When the Casual Volunteer has volunteered four times, the onboarding process for an Ongoing Volunteer should commence. This should be led by the District Manager or the designated person in the District responsible for the screening and recruitment of all new Ongoing Volunteers.

Some Useful Tips for sharing the GGA Code of Conduct

It is suggested, the GGA Code of Conduct is visible on the wall of all Girl Guide meeting places.

If the volunteering is at a fundraising event, e.g.; a fundraising barbecue, email the GGA Code of Conduct to all those helping prior to the event.

The GGA Code of Conduct could be included in the Welcome Pack to all new Guiding families.

If you have any questions please check in with your District Manager or Region Manager.