



POLICY

Drafted by	J. Briscoe	Approved by Board on	May 2014
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Volunteer Induction

Purpose

Valley FM (VFM) Broadcasters Association Inc. operates the Tuggeranong Valley radio station known as 1VFM or Valley FM 89.5. It is a community radio station that relies on the efforts of volunteers to maintain operations and to broadcast local programs particularly for the residents of the Tuggeranong Valley. VFM has a Board approved policy regarding the rights and responsibilities of volunteers when attending station activities. Please refer to same as it is a companion policy to this specific policy and procedure for volunteer induction.

The Volunteer Induction policy and procedure applies specifically to volunteers who elect to be program broadcasters which requires physical attendance in the VFM broadcasting studios.

Principles of Best Risk Management Practice for Volunteer Induction

Current best risk management practice requires that new volunteers be inducted into an organisation and be provided with copies of key policy and other documents e.g. VFM Constitution. Each new broadcaster volunteer is required to access and read the official Station Handbook which contains the current station policies and procedures. The Handbook is located in the studio as well as on the studio's computer desktop.

New volunteers who choose to become VFM on-air broadcasters are provided with supported induction and training by the Board-appointed Training Director. The induction process continues until the Director considers the volunteer proficient to undertake solo broadcasting. The Training Director completes the VFM volunteer induction checklist to ensure that all items are addressed and retains a copy of the completed and signed checklist for each volunteer trained.

VFM Induction Checklist

Item	Completed (insert ✓ against each item)	Follow up required? By when?
Working with Vulnerable People Check if relevant		
Police and/or Google check		
Welcome with station / grounds tour completed		
Completed membership form received. Membership fee paid and receipted.		
Completed and signed remote and swipe card agreements received. Fees paid and receipted.		
Volunteer Agreement Signed (see below)		
Provided VFM history brochure		
Discussed role rights and responsibilities, behaviour expectations and reporting structure.		
Provided hard copy of VFM Station Handbook for read and return		
Handbook read, returned and signed by volunteer indicating knowledge and understanding of policies i.e. at least: <ul style="list-style-type: none"> • Privacy • Workplace health and safety • On-air behaviour standards and Codes of Conduct e.g. use of offensive language • Complaints • Programming 		

Item	Completed (insert ✓ against each item)	Follow up required? By when?
Studio premises, station facilities and broadcasting equipment accessed.		
Health and safety explanations e.g. emergency procedures, first aid, safety, security and reporting concerns.		
Informed of key contact person and best contact details for concerns, feedback or questions		
Insurance coverage as a volunteer explained		
Training conducted relative to broadcasting and equipment use, workplace behaviour and risk management		
Consent to publish photos / images/ footage on VFM promotional material and /or social media sites e.g. VFM Website, Facebook. See Appendix A		
Signature of Volunteer: Date:		
Signature of Training Director: Date:		

Valley FM Compliance Obligations

The Board is responsible for the development, implementation, operation and review of this policy. Policy compliance with the policy is also the responsibility of the Training Director and member presenter inductees.

Legislation Framework

Refer to VFM Volunteers Policy 2018.

References

Justice Connect Not-for-profit Law (2017) Checklist: Volunteer Induction available at: <https://www.nfplaw.org.au/volunteers>

APPENDIX A: VFM Volunteer Consent and Release Form

I (print name)

Of (print address)

And (print email address) am a paid volunteer member of Valley FM Broadcasters Association Inc (Valley FM) commencing on and from (insert date) / / .

I hereby agree to abide by all Valley FM's policies with specific reference to privacy, workplace health safety, Code of Conduct, complaints, workplace health and safety and programming.

I hereby agree to provide all images or video taken of me or by me during the course of my volunteer role to Valley FM Broadcasters Association Inc of requested by the Valley FM President or Station Manager.

I hereby agree that images or video taken of me or by me during the course of my volunteer role at Valley FM are the property of Valley FM Broadcasters Association Inc and I give permission for Valley FM to edit or alter said images or video.

I agree that Valley FM may use the images or video taken by me during the course of my volunteer role may be used locally or globally for Valley FM Broadcasters Association Inc marketing brochures, online or other promotional material.

Valley FM Broadcasters Association Inc agrees to:

- Not sell the said images or video or pay me for the images or video, and
- Provide me with a copy of the images or video upon my request.

Declaration and Acceptance

By signing this consent form, I acknowledge that I have read, understand and agree to the above terms and conditions.

Name:

Signature:

Date: / / .