

ENGAGING VOLUNTEERS IN RESEARCH PROJECTS POLICY AND PROCEDURE



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1 PURPOSE

- 1.1 This policy and procedure outlines the general rules that apply when engaging volunteers for research projects at CQUniversity.

2 SCOPE

- 2.1 This policy and procedure applies to all persons volunteering their time and/or services to CQUniversity as well as any employee involved in their supervision.

3 POLICY STATEMENT

- 3.1 The University undertakes research which engages with, and has impact for stakeholders, and which provides environmental, social, economic and cultural benefits for communities. The University is committed to providing citizen science opportunities, where appropriate, for community members to volunteer in the conduct of University research projects.
- 3.2 The University is required under Work Health and Safety laws and the [National Standards for Volunteer Involvement](#) to ensure the safety of all volunteers engaged in volunteering activities under the auspices of CQUniversity.
- 3.3 The University has a duty to facilitate a positive culture surrounding volunteering, and will ensure effective management systems are in place to support volunteers, ensuring:
- responsibility for managing volunteers is clearly articulated and supported
 - policy documents relating to volunteers are communicated, understood, and implemented by all relevant employees across the University
 - the University's risk management processes are applied to the University's volunteer involvement
 - volunteer involvement records are maintained, and

- processes are in place to manage relationships with partner agencies in collaborative volunteer activities.
- 3.4 Commitment to volunteer involvement will be set through vision, planning and resourcing, and will support the University's strategic direction.
- The University will publicly declare its intent, purpose and commitment to involving volunteers.
 - Volunteer involvement will be planned and designed to contribute directly to the University's purpose, goals and objectives.
 - Resources (including time, funds, equipment and technology) will be allocated for volunteer involvement.
- 3.5 Volunteers must not be used to replace paid workers.

4 PROCEDURE

Research Supervisor responsibilities

- 4.1 Research Supervisors must:
- provide the Volunteer Registration Form, available from [StaffNet](#), to the volunteer and ensure it is completed and returned
 - prepare a written Information Sheet which clearly sets out their role and activities, the training, resources and supervision to be provided for volunteers during the activity, and how volunteers can access grievance procedures
 - ensure that the Information Sheet is reviewed, and the engagement of volunteers for the activity approved, by the Deputy Dean Research before advertising any research volunteer opportunities or engaging volunteers
 - ensure that the Information Sheet is signed by the Deputy Dean Research to signify the approval to engage volunteers for the activity
 - submit the Volunteer Registration Form to the Safety and Wellbeing Unit for inclusion in the Volunteers Register
 - provide a signed copy of the Information Sheet (including Deputy Dean Research approval) to each volunteer, along with a signed copy of their signed Volunteer Registration Form, and
 - provide appropriate training, resources and supervision for volunteers.

Volunteer responsibilities

- 4.2 Volunteers must:
- comply with the legal obligations of the University as well as all relevant University policy documents
 - submit a completed Volunteer Registration Form to the Research Supervisor prior to commencing any volunteer activity, and
 - notify the Research Supervisor of any medical and/or any other condition that may affect their ability to safely conduct volunteer activities.

Insurance

- 4.3 Volunteers are not covered by the University's workers compensation insurance and the University does not provide any form of personal accident insurance to them.
- 4.4 The Research Supervisor must ensure all volunteers are fully aware of the Insurance provisions of this policy and procedure prior to commencing any volunteer activities with the University.

5 RESPONSIBILITIES

Compliance, monitoring and review

- 5.1 The Safety and Wellbeing Unit will maintain a permanent register of all volunteers and the research activities they have been engaged on.

Reporting

- 5.2 No additional reporting is required.

Records management

- 5.3 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 5.4 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).
- 5.5 Volunteer Registration Forms must be sent to the Safety and Wellbeing Unit for inclusion in the Volunteers Register.

6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

Volunteer: any person that, for the purposes of CQUniversity research projects (research higher degrees and non-research higher degrees), has received approval from the Deputy Dean Research to provide time and/or services to the University where no remuneration, either financial or otherwise is provided in compensation for their time/services.

Employees or students of CQUniversity may elect to volunteer to participate in CQUniversity research projects in their own time, as members of the community.

7 RELATED LEGISLATION AND DOCUMENTS

Australian Standard AS/NZS ISO 45001:2018 – Occupational Health and Safety Management Systems

[National Standards for Volunteer Involvement](#)

[Occupational Health and Safety Policy](#)

[Volunteer Registration Form](#)

[Work Health and Safety Act 2011](#) (Qld)

[Work Health and Safety Regulation 2011](#) (Qld)

8 FEEDBACK

- 8.1 Feedback about this document can be emailed to policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	N/A
Advisory Committee	University Management Committee
Required Consultation	Research Committee
Administrator	Director People and Culture
Next Review Date	14/06/2024

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Notes	

The University acknowledges the guidance provided by Volunteering Australia's [National Standards for Volunteer Involvement](#) in this policy and procedure.