

# RETURNING VOLUNTEER MENTORS POLICY - MENTORING

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## PURPOSE

This policy will provide guidelines to:

- ensure that all volunteer mentors have met the requirements of Sparkways Child Safety policies and procedures
- ensure that returning volunteer mentors meet the recruitment and selection criteria and satisfactorily complete the required screening prior to rematching (refer Volunteer Mentor Screening policy)



## POLICY STATEMENT

## VALUES

Sparkways is committed to:

- the provision of quality services to vulnerable young people and children in a safe environment. Safety checks are an important part of our volunteer screening and assessment procedures
- encouraging mentors who have been previously matched to return and be re-matched to another young person
- complying with current legislation including the Privacy Act 1988(Cth) and Information Privacy Act 2000(Vic) to protect personal information in accordance with the Australian Privacy Principles (Commonwealth) ("APPs") and Information Privacy Principles (Victoria) ("IPPs")

## SCOPE

This policy applies to Sparkways Mentoring Staff and all Volunteer Mentors

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## REQUIREMENTS

Mentors who choose to be re-matched may have been:

- Involved in a 12-month mentoring relationship, that has since graduated
- Matched for a short period of time and the match was not successful
- Involved in a Community or School Group program and now would like to be involved in the One-to-One program, or vice versa.

Screening requirements to be completed by returning volunteer mentors are:

- New criminal history check (Police check) if previous one is more than 12 months old
- Confirm Working with Children Check is still valid and Sparkways is a registered volunteer organisation.
- current policies issued to volunteer mentor and have them re-sign Code of Conduct and Child Safety Policies, if necessary.

RESPONSIBILITIES	Sparkways Mentoring Staff	Volunteer Mentors
Reviewing each previously screened and assessed mentor, who has expressed an interest in rematching, for a new mentoring match on a case-by-case basis	X	
Advising prospective volunteer mentors, the procedure to undertake when they have previously held the role of volunteer mentor.	X	
Ensuring that all volunteer mentors satisfactorily complete the required screening steps, to be rematched	X	
Documenting and storing completed screening documentation for the lifetime of the volunteer mentor's file	X	
Ensuring that all policies of Sparkways Mentoring, including the <i>Privacy and Confidentiality Policy</i> , are adhered to at all times	X	X
Undertaking and satisfactorily completing the required screening steps, in a timely manner with open communication		X
Disclose any changes to personal circumstances since the volunteer mentor last completed screening.		X



## BACKGROUND AND LEGISLATION

### LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Privacy Act 1988(Cth)
- Information Privacy Act 2000(Vic)
- Public Records Act 1973 (Vic)
- Victorian Child Safe Standards
- Victorian Human Services Standards

**The most current amendments to listed legislation can be found at:**

Victorian Legislation – Victorian Law Today: [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au)  
Commonwealth Legislation – Federal Register of Legislation: [www.legislation.gov.au](http://www.legislation.gov.au)



## SOURCES AND RELATED POLICIES

### RELATED POLICIES

- Child Safety Policy
- Volunteer Mentor Screening Policy
- Privacy and Confidentiality Policy
- Volunteer Mentor Screening Policy



## EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, Sparkways will:

- seek feedback from people affected by the policy regarding its effectiveness
  - monitor the implementation, compliance, complaints and incidents in relation to this policy
  - keep the policy up to date with current legislation, research, policy and best practice
  - revise the policy and procedures as part of the service's policy review cycle, or as required
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## AUTHORISATION

This policy was confirmed by Sparkways on 01/03/2023

REVIEW DUE: March 2024

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