

# KiBWE KiDS



## VOLUNTEER POLICY & GUIDELINES

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# 1.GENERAL

## **What is a volunteer?**

A volunteer is someone who assists an organization without remuneration (pay). Volunteers are accountable for and subject to the same policies and procedures that apply to salaried staff.

## **Qualities we look for in volunteers**

- Responsibility
- Reliability
- Honesty and trustworthiness
- Enthusiasm
- In good health
- Committed
- Strengths and skills applicable to the organization
- No criminal record
- Sober habits
- Willingness to serve without compensation

## **How to become a volunteer?**

Kibwekids distinguishes between volunteers that are directly involved with the orphans and vulnerable children in our care and those that are involved indirectly. Volunteers that are involved directly will engage in activities such as playing with the children, transporting them and helping them with educational activities. Volunteers that are involved indirectly would concentrate their energy on assisting the organization in supporting and providing for the children in our care. Such activities would include assisting with admin tasks, fundraising and public relations.

To become a volunteer you have to complete a volunteer application form indicating your area of interest. Your application will be screened by the management of the project. References will be contacted. If you chose to be directly involved with the children in our care you might be called for an interview. All volunteers must undergo the organization's orientation program before they become active as volunteers. Schedules will be provided before commencing volunteer work.

## **Note:**

Volunteers should be aware that Kibwe kids reserve the right to thoroughly investigate credentials and experience where volunteer work involves counseling or therapy which requires the volunteer to have unsupervised contact with the children in our care.

## **Activities in which you can become involved**

### **Directly:**

- Transport (to hospital, clinic, school, church, outings, etc.)
- Children support(visiting them, playing with them, outings, birthday gifts and parties)
- Staff support(assist staff with their duties which does not involve the children such as admin, shopping, cooking and even stand in for staff so that they can have time off)
- Counseling and support(spiritual counseling, bereavement counseling, prayer group for the project and the organization)
- Therapy(massage, physiotherapy, occupational therapy, etc)

### **Indirectly:**

- Fundraising(whether big or small, all efforts are appreciated)
- Public relations(managing our newsletter, media articles, photography, video, etc)
- Marketing(designing t-shirts and other items we can sell)
- Collecting(various needed items can be collected from family, friends and colleagues)
- Maintain vegetable garden
- Maintenance(home, garden, equipment, etc)

### **Note:**

Volunteers are not limited to the abovementioned activities. Proposals for volunteering in a different way are welcomed and will be discussed with the volunteer.

The needs of the children and the capacity of the project to manage volunteers will always be considered first. Volunteers should be assets to our organization and not a liability. For example: if we have too much volunteers resources will be taken away from caring for the children in our care and directed towards managing these volunteers. This goes against the values and norms of Kibwe kids.

Initially all volunteers will have supervised contact with the children. Unsupervised contact will only be considered after six months of voluntary work and after undergoing Kibwe kid's intensive screening process for unsupervised contact with the children in our care.

# VOLUNTEER'S CODE OF CONDUCT

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As a volunteer, I promise to follow the rules and guidelines in this Volunteer's Code of Conduct as a condition of my providing services to the children in the care of \_\_\_\_\_, a project by Kibwe kids.

As a volunteer, I will:

- Treat everyone I serve with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Use positive reinforcement rather than criticism, competition, or comparison.
- Maintain confidentiality in all matters pertaining to the children and the organization.
- Report any incidents or concerns pertaining to the child to the staff of the project on the same day before I go home.
- Dress appropriately and conduct myself in a proper manner.
- Keep my volunteer appointments. If it is not possible I will inform the staff of the project ahead of time.
- Consult the staff about taking the children out or giving them things (eg sweets or gifts).

As a volunteer, I will not:

- Touch or speak to a child or staff member in a sexually or other inappropriate manner.
- Strike, spank, shake or slap a child or staff member
- Humiliate, ridicule, threaten, or degrade a child or staff member
- Accept or give gifts to children without the knowledge of the housemother or project leader.
- Smoke or use tobacco products while engaging in volunteer activities with children.
- Use, possess or be under the influence of alcohol or illegal drugs at any time while volunteering.
- Use, possess or show pornographic material to children at any time while volunteering.
- Use profanity or swearing in the presence of children.
- Have contact with children if I have a contagious disease or illness.

I understand that as a volunteer working with children, I am subject to thorough background check including criminal history.

My signature confirms that I have read this Code of Conduct and that as a volunteer ministering to children I agree to follow these standards. I

understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer working with children.

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Volunteer's printed name

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Volunteer's signature

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Date

**Note :**

Volunteers who have criminal records and wishes to volunteer should be willing to have an interview with the project leader and other staff. Based on this interview the person will be allowed to volunteer or not.

**Unfortunately we cannot except anyone with a criminal record of sexual offences as a volunteer.** We do not discriminate against people falling into this category but have to act in the best interest of our children and protect them from any possible risk of harm!

# VOLUNTEER APPLICATION FORM

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**Name of project:** \_\_\_\_\_

1. Name :

\_\_\_\_\_

2. ID number :

\_\_\_\_\_

3. Address :

\_\_\_\_\_

4. Contact numbers :

\_\_\_\_\_

5. Language :

\_\_\_\_\_

6. Occupation :

\_\_\_\_\_

7. Health :

\_\_\_\_\_

8. Interests and hobbies :

\_\_\_\_\_

9. What makes you a good candidate for being a volunteer?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. Why do you want to volunteer?

\_\_\_\_\_

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11. Have you volunteered before? Please give a short discussion.

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12. Please indicate your availability to volunteer.

12.1 Day/s of the week : \_\_\_\_\_

12.2 Morning/afternoon/evening : \_\_\_\_\_

12.3 Time available : from \_\_\_\_\_ to \_\_\_\_\_

13. Please indicate the area in which you would like to volunteer. Indicate by marking appropriate block with an x. Activities not mentioned which you are interested in may be added to the list below.

<b>ACTIVITY</b>	
Transport	
Support to children	
Support to staff	
Counseling and therapy	
Fundraising	
Public relations	
Media	
Collections	
Vegetable garden	
Maintenance	
Admin	
Volunteer coordinator	
Events coordinator	

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

# VOLUNTEER INDEMNITY FORM

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I (full name) (Parent / Guardian if applicant is under 21yrs.)

\_\_\_\_\_

Of  
address \_\_\_\_\_

Contact tel. no. \_\_\_\_\_ Mobile phone \_\_\_\_\_

Declare/consent to my  
daughter/son \_\_\_\_\_

That by participating in the volunteer program on \_\_\_\_\_,  
from \_\_\_\_\_ to \_\_\_\_\_.

with Kibwe Kids and the partner companies I understand that the activities are undertaken at my/his/her own risk and hereby indemnify All Kibwe Kids Volunteers and Staff and its partner companies against any claims whatsoever, that may arise in connection with any, injury, loss or damage to the my/the person or property of me/my daughter/son during the activities undertaken in the knowledge that the program leaders will take all reasonable precautions for the safety and welfare of the volunteers.

I understand that costs in respect of any accident or illness, which requires medical attention, are my liability.

\_\_\_\_\_

Signature of APPLICANT

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Legal Guardian (under21)

\_\_\_\_\_

Date

## **VOLUNTEER ORIENTATION AND TRAINING**

- No voluntary work may commence before Kibwe Kids have received signed Code of conducts, Application Forms and Indemnity Forms.
- After the necessary documentation has been received and filed the prospective volunteers must undergo an orientation session before commencing their voluntary work.
- Volunteers should give an indication during the orientation of the areas with regard to their service which requires further training.
- Volunteers should reach an agreement with the project leaders on feedback sessions. Monthly feedback is advised but may be adjusted to the needs of the project leader and the volunteers.
- Orientation should address the following aspects :
  1. Kibwe Kids Vision and Mission
  2. Kibwe Kids the organization
  3. Kibwe Kids view of caring for children
  4. Kibwe Kids Code of conduct
  5. Kibwe Kids view of volunteers
  6. Questions of the volunteers
  7. Go through all the documentation with the volunteers.
- A volunteer duty roster should be visible and present at all the projects. Any changes should be indicated on the roster(eg if a volunteer had to cancel a visit due to illness)