



LUCF VOLUNTEER POLICY

Reviewed
2018



Introduction

Let Us Create Futures (LUCF) values professional individuals who are able donate their time and skills to the organization.

Volunteer placements provide the organization, staff and community with the opportunity to benefit from external skills and knowledge.

LUCF offers the opportunity for skilled volunteer placements to assist in the capacity development of the organization. Volunteers can undertake supportive placements either remotely or directly on the ground with the organization.

1. Application & Screening

- 1.1 Volunteer candidates will be issued with a copy of the organizations child protection policy. Candidates are expected to read and become familiar with the strict policy.
- 1.2 When submitting a volunteer application with LUCF, candidates are required to provide the following:
 - Cover letter
 - Current CV
 - References (two personal and two professional)
 - Submit certification of police screening applicable to the potential candidates home country standards.
- 1.3 LUCF reserves the right to not accept an application and to also terminate any



volunteers under contract with the organization if information reveals the person is not suitable to work with children or might put children at risk.

2.Implementation

- 2.1 The strict standards and guidelines outlined in this policy are applicable to all LUCF volunteer placements.
- 2.2 Volunteer placements are designed to provide support and capacity development opportunities to the LUCF organization. This style of placement adopts a sustainable long-term approach to community development. Placements generally provide support to the LUCF staff team; volunteers do not work directly with children.

3.Code of Conduct

- 3.1 Volunteers are representatives of LUCF. Volunteers are expected to respect local culture, customs and people appropriately during their placement with the organization.
- 3.2 Volunteers are required to maintain a professional demeanor at all times when working scheduled hours.
- 3.3 Volunteers must wear the uniforms provided while on shift and when working within the community. Volunteers are expected to abide by the LUCF dress code and keep knees and shoulders covered at all times when working at the center or within the community.



- 3.4 Volunteers are required to honor scheduled shifts, meetings and deadlines.
- 3.5 If a volunteer is sick or running late they are required to notify their allocated supervisor.
- 3.6 Volunteers are expected to maintain appropriate boundaries with the children at the center and within the community. All volunteers must abide by the LUCF child safe protection policy and regulations at all times.
- 3.7 Volunteers must not encourage any form of intimacy with the children. This includes cuddling/hugging, kissing, letting a child sit in their lap and holding a child in their arms.
- 3.8 Volunteers are not permitted to take photos at the center without prior permission from the Director and the subject (child).
- 3.9 Volunteers are not permitted to publish any photos, blogs, or any other form of record of the children and organization in a public forum without prior approval from the Director.
- 3.10 Volunteers are not permitted to work if hung over or under the influence of drugs or alcohol.
- 3.11 Volunteers are not permitted to smoke or consume alcohol during shift or when in uniform.
- 3.12 It is against LUCF policies for volunteers to give money or gifts to LUCF staff or beneficiaries.



3.13 Failure to abide by the code of conduct guidelines listed above or any behavior deemed to negatively impact the organization would be subject to disciplinary action and potential termination of voluntary placement at the discretion of LUCF's Director.

4. Documentation Criteria

- 4.1 All volunteers will be required to provide the following:
- Written placement proposal.
 - Develop a timeline with clear objectives for the placement.
 - Attend weekly progress meetings.
 - Provide weekly, monthly and end of project reports