



GILY'S
CHILDREN FOUNDATION
Building Dreams For The Future

Volunteer Policy

At Gily's Children's Foundation, we believe that volunteers are the heart of our mission.

Their time, skills, and compassion make it possible to reach more children, families, and communities with love, care, and opportunity.

This Volunteer Policy outlines our commitment to creating a safe, respectful, and rewarding experience for all volunteers, while ensuring that their contribution supports the Foundation's goals and values.

1. Purpose

The purpose of this policy is to:

Clear Guidelines

Provide clear guidelines for the recruitment, training, and management of volunteers.

Fair Treatment

Ensure that all volunteers are treated fairly, respectfully, and consistently.

Welfare Protection

Protect the welfare of both volunteers and the children or families they serve.

Strengthen Impact

Strengthen accountability, transparency, and effectiveness within our volunteer program.

2. Definition of a Volunteer

A volunteer is any individual who freely offers their time, skills, and effort to support the work of Gilys Children's Foundation without financial compensation.

Volunteers may participate in:

Community outreaches and feeding programs

Educational and mentorship activities

Fundraising and awareness campaigns

Administrative or technical support

Health and welfare initiatives

3. Equal Opportunities

Gilys Children's Foundation is committed to providing equal opportunities for all volunteers regardless of gender, age, race, religion, disability, or background.

We encourage applications from people of diverse cultures and experiences who share our vision and values.

4. Recruitment and Selection

1. Suitability Assessment

All volunteers are selected based on their suitability, skills, and commitment to the Foundation's mission.

2. Application Process

Every volunteer must complete a simple application and, where required, provide references.

3. Background Screening

Volunteers working directly with children or vulnerable individuals must undergo background screening or provide a valid character reference.

4. Management Discretion

Acceptance as a volunteer is at the discretion of the Foundation's management.

5. Orientation and Training

Before starting, every volunteer will:

Foundation Orientation

Receive an orientation about Gilys Children's Foundation's mission, values, and programs.



Safety Briefing

Be briefed on child protection, safety, and ethical conduct.

Supervision Assignment

Be assigned a supervisor or team leader for guidance and support.

Role Clarity

Be given clear instructions about their role, duties, and expectations.

Additional training may be provided depending on the nature of the volunteer's role.

6. Roles and Responsibilities

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Volunteers Agree To:

- ✓ Uphold the mission, values, and policies of Allan Children's Foundation
- ✓ Perform their assigned duties with commitment, respect, and integrity
- ✓ Maintain confidentiality about children, families, and organizational information
- ✓ Respect all staff, beneficiaries, and fellow volunteers
- ✓ Report any incidents, concerns, or misconduct immediately to management

The Foundation Agrees To:

- ✓ Provide a safe, inclusive, and supportive working environment
- ✓ Offer supervision, guidance, and feedback
- ✓ Recognize and appreciate the volunteer's contribution
- ✓ Ensure that volunteers are never asked to replace paid staff or perform unsafe tasks

7. Volunteer Conduct and Ethics

All volunteers must:

Act professionally and respectfully at all times

Avoid behavior that could harm children, families, or the Foundation's reputation

Comply with the Foundation's Child Protection Policy, Equal Opportunities Policy, and Privacy Policy

Abstain from drug or alcohol use while on duty

Never engage in any form of abuse, discrimination, or harassment

Violation of these standards may lead to immediate dismissal from the volunteer program.

8. Health, Safety, and Welfare

Gilys Children's Foundation is committed to maintaining a safe and healthy environment for all volunteers.

Volunteers must follow safety instructions and report any hazards or injuries immediately.

Volunteers participating in fieldwork or outreach activities are covered by safety briefings and, where applicable, insurance arrangements.

First aid and emergency contacts are available at all program sites.

9. Child Protection and Safeguarding

Since our work involves children and vulnerable individuals, all volunteers must:

Read and adhere strictly to the Foundation's Child Protection Policy

Always act in the best interest of children

Never be alone with a child in private or engage in inappropriate physical or verbal behavior

Report any suspicions of child abuse or neglect immediately to the designated protection officer

10. Confidentiality

Volunteers must treat all information about children, families, staff, and the Foundation as confidential.

Such information should never be shared publicly or on social media without written permission from management.

Breach of confidentiality may result in termination of volunteer service.

11. Supervision and Support

Each volunteer is assigned a supervisor or program coordinator to provide guidance, monitor progress, and offer support.

Regular feedback and communication help ensure that volunteers feel valued and effective in their roles.

12. Recognition and Appreciation

Gilys Children's Foundation values every volunteer's contribution.

We recognize volunteer efforts through:

Certificates of appreciation

Recommendation letters (upon request)

Volunteer celebrations and acknowledgment on our platforms

Inclusion in our annual volunteer recognition events

13. Ending a Volunteer Placement

Volunteer Initiated

Volunteers may end their service at any time with reasonable notice.

Foundation Initiated

The Foundation may also end a volunteer placement if:

The program needs change

The volunteer's performance or conduct is unsatisfactory

There is a violation of organizational policies or child protection standards

An exit meeting may be held to discuss the volunteer's experience and feedback.

14. Review of Policy

This policy is reviewed annually to ensure it remains current, effective, and aligned with the Foundation's goals and legal requirements.

15. Contact Information

For questions, volunteer applications, or more information, please contact:

Email: info@gilyschildrenfoundation.org