

Welcoming Volunteers Back Safely Checklist

As restrictions ease, you will have the opportunity to welcome your volunteers back. It is important to recognise that everyone will feel differently about this. Volunteer-involving Organisations must support their volunteers to ensure they have a psychologically healthy and safe environment.

View our [Re-starting Your Volunteer Program](#) guide for more information.

	Have you reached out to each volunteer individually to understand their plans, how they are feeling and their intentions on whether they are returning?
	Have you developed a return to work plan for each volunteer based on their intentions, feelings and the risk assessments you have undertaken on the volunteering program?
	Have you communicated the return to work plan with each volunteer and gained their feedback?
	Are you regularly, openly and clearly communicating with all volunteers and staff about their return to work plans and expectations?
	Have you undertaken workforce planning now that you understand who will be returning? Will you have gaps in your service delivery if some volunteers decide not to return (see section Need More Volunteers for tips on recruiting volunteers)?
	Have you communicated with your volunteers and staff about the safety precautions you are putting in place to ensure that they and the clients you serve will be able to return to the workplace safely?
	Have you thought of all of the workplace psychological health considerations with volunteers and staff returning post pandemic (during the 2020 COVID-19 pandemic Worksafe VIC released steps to manage risks to psychological health for organisations to implement)?
	Is your management team leading the way in promoting a healthy work environment to ensure volunteers and staff feel supported and welcome (see article from Beyond Blue here). Do your volunteers have access to an EAP program? If not, can you expand your existing workplace program to cover volunteers?
	Do you have a communication plan in place to ensure that you are supporting and checking in with volunteers and staff in an ongoing capacity including: <ul style="list-style-type: none"> • Information on how their work is contributing to and assisting the community • How they are feeling • If there is any further support they may need
	Have you re-inducted and trained all of your volunteers into the volunteering program and communicated any changes that may have been made including all health and safety training they may need to undertake their role safely?