# Access and Inclusion Plan for In-Country Volunteers

* The Australian Volunteers Program understands the valuable contributions and strengths that people with disabilities can bring to a volunteer assignment, as well as the technical skills, insights, and knowledge that are essential for positive outcomes.
* At the Australian Volunteers Program, we aim to work in an inclusive way that promotes accessibility for all people.
* The Access and Inclusion Plan is a tool available for you to communicate your support needs to us.
* Volunteers can identify support needs throughout their volunteer journey, from the initial interview to becoming a returned volunteer.
* Support needs and adjustments can range from physical infrastructure such as wheelchair access to software needs such as transcribing programs.
* If you feel a support would increase your accessibility and remove barriers to complete your assignment, no matter how big or small we want to know.
* Access and Inclusion Plans are available for all volunteers who identify as a person with a disability, including volunteers who identify as neurodiverse.

## **What is the process?**

1. The first step for accessing supports and requesting adjustments is to complete the Access and Inclusion Form. While we encourage our volunteers to identify their own needs, we are also available to assist you to complete this form, and to discuss any of the supports you may need. If you would like any assistance, please email us at: [inclusion@australianvolunteers.com](mailto:inclusion@australianvolunteers.com)
2. After you identify your support and adjustment needs, the In-Country Team will be provided with a copy to ensure they are able to meet your needs. In collaboration with the Disability Inclusion Coordinator, the In-Country Team will look at ways to facilitate the identified supports.
3. To ensure your identified needs are addressed, we will include you in relevant planning discussions and provide timely updates. We may also consult with local DPOs (Disabled People's Organisations) if collaboration would enhance the quality of the supports requested.
4. Once finalised, your Access and Inclusion Plan will be reviewed by the Access and Inclusion Panel. Again, we will include you and the In-Country Team in any relevant discussions.
5. The approved plan will then be provided to yourself, the In-Country Team and (with consent from you) any relevant program staff.
6. After your plan has been approved, the Disability Inclusion Coordinator will contact you to organise a catch up, either in person or on-line to discuss the plan. Please note all accessibility needs will be set up for any meeting with the Disability Inclusion Coordinator.

## **Questions and submitting the plan**

Please don’t hesitate to connect with the Disability Inclusion Coordinator (via [**inclusion@australianvolunteers.com**](mailto:inclusion@australianvolunteers.com)) if you would like any assistance, or if you have any questions or comments. **To submit your plan, please email it to** [**inclusion@australianvolunteers.com**](mailto:inclusion@australianvolunteers.com)

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| ACCESS AND INCLUSION PLAN | |
| SECTION 1: Contact and assignment information  *To be completed by the Volunteer* | |
| Volunteer Name: |  |
| Assignment Title: |  |
| Country: |  |
| Assignment Start Date: |  |
| Assignment End Date: |  |
| Plan Submission Date: |  |

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| **SECTION 2: Plan Details** | |
| **Context** | **Accessibility and Inclusion requirements** |
| **Pre-departure Activities** | **Volunteer: *Please let us know any supports, adjustments or considerations that will help us support you throughout your assignment.*** *This may be in relation to your pre-departure activities, while you are on assignment or any other relevant activity.*  *It may include things that do not fit the below categories but are still important to be aware of, such as your preferred communication method, support accessing counselling services, or any relevant information that you feel is important to share.* |
| **On Assignment** | |
| **Stage 1b:**  **Accessibility and Inclusion Requirements.**  *You do not need to answer all the questions, only what is relevant to you.* | **Volunteer: What is important for you to know in relation to your disability and the assignment country**  *For example, do you have any questions regarding cultural attitudes and disability? Question about getting around and mobility? Localised language used in country to talk about cisability? Etc.* |

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| ***Local DPO may assist in-country team where additional information needed*** | *In-country response:* |
| **Volunteer: What are your accessibility requirements for the workplace?**  *For example, accessing an assistive device for the office, the building/office’s accessibility, etc.* |
| *In-country response:* |
| **Volunteer: What are your accessibility requirements for your accommodation?**  *For example, accessible accommodation needs, any specific items needed for the accommodation, etc.* |
| *In-country response:* |
| **Volunteer: What are your accessibility requirements in relation to getting around and transport?**  *For example, accessible transport options, costs and contact information, and information on the best accessible pathway from the accommodation to workplace if needed.* |
| *In-country response:* |
| **Volunteer: What are your accessibility requirements in relation to evacuating in the event of an emergency?**  *For example, would you be able to receive and understand early warning messages? Would you need specific support to evacuate? What accessibility requirements would you have at an evacuation centre?* |
| *In-country response:* |
| **Volunteer: Do you have any other requirements in relation to accessibility and inclusion?** |
| *In-country response:* |