# Access and Inclusion Plan for Remote 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. To fully engage with a remote assignment, volunteers may identify a need for support around communication, technology or any other related supports. 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, volunteers who have mental health needs that create a significant barrier to volunteering, and 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 (link here). 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 comprehensively addressed, we will include you in relevant planning discussions and provide timely updates. We may also consult with local DPO’s (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.

**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- Remote Volunteers | |
| 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-Commencement Activities**  **To be completed by the Volunteer** | *Please let us know any supports or adjustments you will require to fully participate in all our pre-commencement activities. Pre-commencement activities include online learning modules, Prepare to Volunteer briefing (PTV), In-Country Orientation briefing (ICO), and various meetings with your In-Country Team.* |
| **Remote-Assignment** | |
| **Stage 1b:**  **Accessibility and inclusion requirements.**  *You do not need to answer all the questions, only what is relevant to you.* | **Volunteer: Is there anything important for us to know to best support you?**  *For example, do you have a preferred communication mode (email, phone call etc), would you like us to know how to respond to any specific challenges (such as anxiety during meetings), are there any interest areas you are wanting to engage with while on assignment, do you have specific interpreters you like to work with?* |
| ***Local DPO may assist in-country team where additional information is needed*** | *In-country response:* |
| **Volunteer: What are your accessibility requirements for working online?** *For example, compatibility requirements for any accessibility technology, software requirements (such as access to transcribing software), specific communication needs/style etc.* |
| *In-country response:* |
| **Volunteer: Do you have any other requirements in relation to accessibility and inclusion?** |
| *In-country response:* |