

**DATED**

**December 2020**

**VOLUNTEERS POLICY**

**Wycombe Islamic Mission and Mosque Trust Limited (WIMMT)**



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## **1. Purpose**

- 1.1 WIMMT relies heavily on the good will and support of our volunteers. Volunteers assist with fundraising, managing events and administrative tasks which keep the organisation running. WIMMT values the time and dedication of volunteers and will ensure that they understand their role and feel recognised and equally valued.
- 1.2 Through voluntary activities, whether through participation in WIMMT's services or through involvement in the organisation's day-to-day activities, WIMMT hopes to bring the following outcomes for its volunteers:
  - 1.2.1 Development of skills and knowledge
  - 1.2.2 Enhanced career opportunities
  - 1.2.3 Improved knowledge and understanding of international development and global poverty issues, key actors and opportunities for involvement
  - 1.2.4 Increased self-confidence and motivation
  - 1.2.5 Improved ability to work with people from different backgrounds including faiths, cultures and nationalities

## **2. Definition**

- 2.1 A volunteer is anyone who, in return for non-financial consideration, performs duties at the direction of and on behalf of WIMMT. Volunteers enhance the working capacity of existing teams, and do not substitute them.
- 2.2 This policy covers all types of volunteers.

## **3. Screening**

- 3.1 Any volunteer who is offered a role with WIMMT will be subject to some level of screening to ensure that they do not pose a risk to the organisation.
- 3.2 Background checks will be conducted and any concerns about the volunteer should be recorded.

## **4. Induction & Training**

- 4.1 All volunteers will be inducted into the organisation by a WIMMT staff member. The induction will include:
  - 4.1.1 A general introduction to the work of WIMMT and its staff
  - 4.1.2 The commitment and role of WIMMT in relation to its volunteers
  - 4.1.3 The role and responsibilities of the volunteer

- 4.1.4 Organisational policies and procedures including this Volunteer Policy, Health & Safety, Equal Opportunities & Diversity.
- 4.2 All volunteers will receive appropriate training to enable them to undertake their role and further develop their skills. In some cases, this may be through formal training, in others it may be through support and coaching of others.
- 4.3 All volunteers will be assigned a specific staff member who will provide appropriate support & supervision. Volunteers will be encouraged to approach their supervisor at any time to discuss concerns or any other issue.

## **5. Expenses**

- 5.1 WIMMT will reimburse relevant out-of-pocket expenses incurred as a result of the voluntary work such as travel.
- 5.2 In order to claim expenses, volunteers must complete an expense form together with a receipt or other relevant proof of expenditure and submit it to their supervisor.

## **6. Insurance**

- 6.1 Volunteers are covered by Public Liability insurance.

## **7. General responsibilities of volunteers**

### **7.1 Confidentiality & copyright**

7.1.1 All volunteers are expected to respect and treat in confidence any information they may be party to as part of their volunteer involvement. This includes written, oral and electronic communication.

7.1.2 In addition, the copyright of any documents or work created by individuals who are volunteering with WIMMT will be deemed to belong to WIMMT.

### **7.2 Health & Safety**

7.2.1 During induction, volunteers will receive a copy of WIMMT's *Health & Safety Policy*. It is the responsibility of the volunteers to familiarise themselves with this policy and adhere to it.

### **7.3 Representation**

7.3.1 Where volunteers are representing WIMMT externally, they are expected to behave in a manner that will not endanger the organisation's reputation.

7.3.2 In addition, volunteers are requested to not speak to the media about WIMMT's work without the prior permission of their supervisor.

#### **7.4 Time-keeping & absence**

7.4.1 Volunteers are expected to keep to the time commitment that they make including arriving on time. If volunteers will be late or absent, we kindly ask them to notify their supervisor at the earliest opportunity.

### **8. Complaint's procedure**

8.1 Any complaints and/or issues that arise should be raised by the volunteer with their supervisor who will ensure they treat the concern seriously and in confidence.

8.2 Supervisors should, as far as possible, try to deal with the issue directly with the volunteer.

8.3 If this does not resolve the concern or if the grievance is with the supervisor themselves, the volunteer has the right to a formal meeting with the Chair.

8.4 If after this, the volunteer's dissatisfaction remains unresolved, the volunteer may decide to end his/her involvement with WIMMT.

### **9. Termination**

9.1 On occasions, it may be necessary for WIMMT to end a volunteer's involvement. This may be because the role undertaken is no longer needed or the volunteer is no longer able to satisfactorily carry out a particular role. When this happens, WIMMT will give due notice (minimum of one week) to the volunteer and treat the volunteer fairly and with dignity and respect.

9.2 Likewise, if a volunteer wishes to end their involvement with WIMMT, we ask that they give due notice to their supervisor to allow the organisation to find a suitable replacement if necessary.

### **Policy Review**

Last review date: December 2020

Next scheduled review date: December 2021

**JOHNS & SAGGAR LLP**