

## Volunteer Policy

# Volunteer Policy

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Next review date:

# Volunteer Policy

## 1. About Us

ISB has been established for over thirty years and in addition to be An organisation working on the spiritual and leadership development of young Muslim people, it is also continually active in its locally communities across the United Kingdom engaged in social action for the betterment of society. Currently more than fifty volunteers support the ISB's activities on an ad-hoc basis, and they are the backbone of the community work that we do.

## 2. Purpose of Our Volunteer Policy

Our volunteer policy has been created to show our volunteers and potential volunteers that we have spent time and care in planning how volunteers will be welcomed at ISB. It also outlines that all volunteers will be treated in a fair and consistent way. It should also help our volunteers understand what support is available to them and what they can expect from us.

## 3. Our Vision and Mission for Volunteering

Volunteering is a great way to share your enthusiasm, skills and ideas whilst having fun and meeting like-minded people. By volunteering for ISB, you will be making a positive contribution to community development in your area – you will be working towards bringing communities together, empowering young people, and supporting local people. Volunteers are vital to our work.

## 4. Attracting Volunteers and Volunteer Agreement

We have a range of opportunities for volunteers to get involved in. There are frequent requests through our social media channels for volunteers to get involved in our work, if you would like to ensure you do not miss any opportunities please subscribe online for our updates. Alternatively, you can come along in person and enquire about becoming a volunteer. All you then need to do is to complete our Online Volunteer Registration Form on our website [www.isb.org.uk](http://www.isb.org.uk)

Once we receive a copy of your completed registration form, a member of our management team will get in touch with more information on specific opportunities and we can decide together which option best matches your interests and time availability and also our needs. Your help will be greatly appreciated and really will make a difference.

## 5. DBS Checks

Those volunteers working with children or vulnerable adults will require a DBS check to inform ISB of any criminal convictions that a person wishing to volunteer may have.

## 6. Induction and Training

It does not matter how much you already know, as there will be opportunities to learn, and we have roles to suit every level of expertise.

Where required there will be an induction prepared and delivered by one of our staff. This will include:

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- Some information about ISB mission and our plans.
- The role of the volunteer.
- Introduction to some volunteers.
- Tour around our facilities and see some of our initiatives.
- Copy of all the relevant policies including expenses policies.
- Information about training and ongoing learning opportunities

There will be a trial period of four weeks to give ISB and you time to discover if you are suited to each other. A review will be made towards the end of this period. This is not an assessment; it is just so that we can be sure that you benefit the most from the volunteering experience and maximise the time you are giving freely.

### 7. Volunteer activities/roles

Whether you are volunteering on a local project, shopping, cooking, or supporting an online programme/ e-circle, a risk assessment will be undertaken to ensure you can perform your duties safely. All volunteers must familiarise with ISB Safeguarding policies which are available on its website. Wherever a volunteer is performing a role externally or in a public space, they must display a ISB Identity badge (Speak to Project Lead for a template)

### 8. Support

The local Branch Coordinator or Project Lead will offer support to you. They will remain your key contacts throughout your volunteering with us. You will also be invited to join a sub-committee and the Project Lead overseeing this department will monitor how you are getting on, discuss any training needs and deal with issues arising. This will also ensure that ISB are doing all that we can to make your volunteering experience an enjoyable and meaningful one.

### 9. Recognition and Reward

We could not do the work we do without our volunteers. To acknowledge this, we will always say thank you and show appreciation for a job well done. There will always be a listening ear or shoulder to lean on.

We hold social events to celebrate the work of our volunteers - during such events you will have an opportunity to meet other volunteers and supporters of our work and share in our plans.

We will take opportunities in our website, monthly newsletter, and Facebook page to praise the achievements of our volunteers.

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### 10. Expenses

We value our volunteers and want to ensure that there are no barriers to volunteer involvement. All reasonable out of pocket expenses, if required, will be reimbursed. You must first get the ISB Administrator or Project Lead permission before incurring the expense. To claim expenses, an Expenses Form must be completed, a valid receipt provided, and this should be emailed to the ISB Administrator.

### 11. Insurance, Health, And Safety, Accidents and Risk Assessment

ISB has a valid insurance policy so that volunteers are covered by public liability insurance, which you are advised to read. It covers the volunteering activities you will be doing. We will keep reminding you of our Health and Safety Policy and give simple instructions on how to perform each task safely. We have clear procedures for accidents and emergencies and will always have a first aider on field sites.

### 12. Resolving Problems

We hope that you will have a very enjoyable experience volunteering with us. However, if your role as a volunteer does not meet with your expectations or with the commitments, we have made to you, we want you to feel comfortable about letting us know. First, talk to the individual who leads the team where you volunteer and he or she should be able to sort it out with you before it becomes a problem. If you do not feel this will resolve things you can speak to the Administrator who can contact the Trustees if necessary.

### 13. Confidentiality

We expect all volunteers to adhere to confidentiality guidelines which will be explained to you before you begin volunteering with us and this also includes use of social media and contact with any press.

### 14. Equality, Diversity, and Inclusion

ISB is committed to embracing diversity and promoting equality and inclusion. When representing ISB as a volunteer we expect you to support our commitment to promoting equality.

### 15. Volunteering whilst on Benefits

You can still volunteer with us if you are receiving benefits if we follow the legal guidelines. We have information from the Jobs and Benefits Department which we can talk through with you regarding the hours you can do and what you can claim for expenses incurred through volunteering.

### Confirmation

*Signed on behalf of the ISB Shura:*

Signature: Dr Khalid Anis (Chair)

Name:

Date: 22<sup>nd</sup> September 2021