

JAMIAT ITTIHAD-UL-MUSLIMIN

Registered Scottish charity no. SC013142



**GLASGOW
CENTRAL
MOSQUE**

VOLUNTEER POLICY

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1. *Introduction*

1.1. Volunteering is the commitment of time and energy for the benefit of society and the community. It is undertaken freely and by choice without concern for financial gain.

1.2. Glasgow Central Mosque believes in the value of voluntary activity as an important expression of citizenship and an essential component of a free society. It supports and promotes volunteering in community organisations. Glasgow Central Mosque takes responsibility for ensuring that volunteers within its organisation are appropriately involved, valued for their contribution and respected as colleagues. Volunteers may be involved on a one-off, short term or on a longer term, regular basis.

1.3. For the avoidance of doubt, volunteers are not employees.

1.4. In issuing this volunteer policy Glasgow Central Mosque wishes to:

1.4.1. Formally acknowledge and support the role of volunteers in its work.

1.4.2. Set out the principles governing the involvement of volunteers and provide guidelines to ensure good practice in working with volunteers.

1.4.3. Encourage and enable the involvement of volunteers.

2. *Recruitment & Selection*

2.1. Glasgow Central Mosque is committed to ensuring that volunteers work complements the work of paid staff, and that it will not be used as a substitute for paid work.

2.2. Recruitment of volunteers will be from all sections of the community; appropriate targeting may be used. An application and interview may be required dependent on the role.

2.3. Depending on the nature of the voluntary work to be undertaken, written references may be required. If the volunteer is to carry out specialised work (e.g. IT support) at least one reference should relate directly to this.

2.4. If volunteers may be working with vulnerable groups, or in positions of trust they must be a member of the PVG Scheme. Volunteers are requested to meet any associated costs.

3. *Information & Training*

3.1. Volunteers will receive full information about their chosen area of work and will be given a clear idea of their responsibilities.

3.2. Volunteers will generally be given instruction in the specific tasks to be undertaken.

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4. Support & Supervision

4.1. Volunteers will be assigned a named contact person for supervision and support.

5. Problem-Solving

5.1. Glasgow Central Mosque recognises that problems do arise and we aim to identify and resolve these problems at the earliest stage. Volunteers who have a problem of any kind should discuss it in the first instance with their named contact person.

6. Confidentiality

6.1. Volunteers will be bound by a duty of confidentiality. All information relating to the volunteer's activities with Glasgow Central Mosque or originating from Glasgow Central Mosque is to be considered confidential and is not to be disclosed to any third party without advance permission, and Glasgow Central Mosque volunteers remain under a continuing obligation not to disclose or make use of any confidential information following the end of their service as a Volunteer.

7. Expenses

7.1. Volunteers are required to meet their own expenses.