

The page features a decorative design with three large, overlapping blue circles in the top right and bottom right corners. A thin blue line runs diagonally from the top left towards the center. In the center, there is a circular emblem with a light blue background, containing stylized white and grey floral or leaf-like patterns. The text is positioned to the left of this emblem.

# **VOLUNTEERING POLICY**

**Reviewed and Adopted  
October 2017**



## Volunteering Policy

Al-Hasaniya welcomes applications from women who would like to volunteer at the Centre. The centre makes every effort to accommodate applications from prospective volunteers, however, limited resources in terms of office space, line manager's time, funding for volunteers' expenses means that we are not always able to accommodate every application. If we are not able to offer a volunteering position, we are able to put the person in touch with other relevant agencies who may be able to provide a volunteering placement.

- A volunteer, on first approach is invited to complete an application form, to include details of relevant experience and particulars of two referees. This is assessed in terms of the requirements of the volunteer and the Centre.
- On being accepted as a volunteer after an interview, a CRB Disclosure Application Form is completed with the consent of the prospective volunteer as per our policy and sent to the criminal records Bureau for appropriate checks.
- Once a clearance is obtained, the volunteer is invited to discuss and if agreed sign the work agreement with the manager on behalf of the Centre
- The work agreement includes details of *Al-Hasaniya's* commitment to an Equal Opportunity Policy. The right to volunteer is open to all women, irrespective of race, age, marital status, disability, religion or sexual orientation.
- The volunteer is introduced to the paid staff and their roles and is given background information on the Projects at the Centre.
- The volunteer is provided with an induction pack as in the case of paid workers that includes all centre Policies and Procedures.
- Training may be given “**on the job**” and also attendance at training deemed necessary and relevant to the volunteer's work.
- Each volunteer is allocated a support worker with whom she may discuss any problems which may arise, and also review her work
- A volunteer undertakes home visits only by appointment and through assessment by staff at *Al-Hasaniya*, and is never willingly put at risk.



- A daily time sheet/work record is kept for each volunteer
- Fares and expenses are payable, so no volunteer is out of pocket on account of her work. Please refer to volunteer expenses form for full details.



**Date of Management Committee Meeting when policy was reviewed:  
October 2017**

**Name of Management Committee Member:  
Fatima Mourad**