

# VOLUNTEERING POLICY

MADRASSA FAIZUL ISLAM WITTON MASJID

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The Noble Rasool said,

*“The best person is the one who benefits the people.”*

(Kanz-ul-Ummal, vol. 8, pp. 53, Hadees 44147)

## Introduction

Volunteering is a beneficial and productive form of *sadaqa*, or helping give to those in need. Not only are you benefitting others, you are earning reward, and – a fact that is often overlooked – learning how to become more productive in your everyday life. Here are 5 ways that volunteering encourages those who are involved to become more productive Muslims.

### 1. Causes you to be organised

*“The Prophet ﷺ, walked briskly, literally leaning forward as if going downhill”* [Abu Dawud].

Like the Prophet ﷺ, the serious volunteer is someone who has little time to waste. They want to be able to fit in as much time as possible doing work for the sake of Allah, whether it be raising money for the orphans and needy children or helping at their local mosque. They realise that the more organised and efficient they are, the more time they can spend raising money. They can't afford to leave things to the last minute. They need to have things planned, schedules in place, deadlines met so that they can maximize the number of those precious hours for the sake of Allah.

### 2. Encourages self-assessment

*“Verily, by Allah, we think that every believer blames himself. He says (questioning himself), ‘What did I intend by my statement? What did I intend by my eating? What did I intend in what I said to myself?’ However, the sinner proceeds ahead and he does not blame himself”* [Hassan Al-Basri in reference to the interpretation of Surah Al-Qiyamah, verse 2].

It is only when you open the doors to constructive criticism, that you are able to make changes that allow you to be the best volunteer you can possibly be and make changes that benefit others.

Keeping detailed accounts – for any organization – is not just a commitment to transparency that encourage us, but a realisation that true self-improvement can only take place after self-assessment.

We aim to be our own harshest critic and strongest competitor.

### 3. Promotes competition in the good

When the Prophet ﷺ, was asked whether the verse in the Quran,

*“And those who give whatever they (have to) give while their hearts are trembling”* referred to people who committed sins, he replied: *“No. They are those who fast, pray, and give charity whilst fearing that (these deeds) may not be accepted (by Allah). They are those who compete with one another in good deeds”*[Bukhari].

There's nothing like friendly competition to encourage people. The Prophet ﷺ, knew this and utilised it himself to great effect in the battle of Hunain and during other occasions throughout his

life. We should encourage Muslims to compete with each other in a way that encourages excellence whilst still fostering brotherhood. Each institution and each person must be motivated to do better, work harder, and sleep less so that they can be at the forefront of helping others.

#### **4. Is the best motivation**

*“The Prophet ﷺ said: “I and an orphan’s guardian, whether he is a relative or a non-relative, will be like these two in the Garden,’ and then the transmitter indicated the index and middle fingers”[Sahih Muslim].*

Even the best of us can find our desire to gain more productive habits is hard to maintain 24/7. This is because, although we understand the benefits that accrue from being productive, they are essentially centred around ourselves. If the motivation was centred around other people then suddenly the effort intensifies. Volunteer work shifts the focus from us as individuals to us as an Ummah. Each second of being unproductive means that someone out there is suffering when we could have helped.

#### **5. Provides a vision**

*“Ali said: “Judge as you used to judge, for I hate differences (and I do my best) till the people unite as one group, or I die as my companions have died”[Bukhari].*

Productivity is pointless unless it is pointed in the right direction and there is a vision to your actions. Whilst being productive and organised is important, the ultimate importance is given to the vision, or end goal. At Madrassa Faizul Islam Witton Masjid (MFIWM), the vision is to serve Islam and be there for our community; and strengthening the ummah is noble goal for any organisation. Your own vision should be pushed relentlessly at every level, every meeting, and every minute. We must continually remind ourselves that we have a goal, and that goal is achievable and a necessity if the Ummah is going to become united once more. It is the vision that keeps us awake when others sleep, that keeps us going when others stop and that keeps us together when others fall apart. To be truly productive, we must make our every movement, decision and step in accordance with achieving the vision. And when we get this right, the barakah of Allah pours forth like the heavy rain on a barren plain. In conclusion, the best way to become a truly productive Muslim is to work continually for the creation of a productive (and united) Muslim Ummah. May Allah grant us this and His pleasure. Ameen.

Volunteers play a crucial role in MFIWM in helping achieve its objectives of serving Islam and the local community and this could not be achieved without the hard work of our Volunteers. The Trustees are incredibly grateful for their support and want to make sure all our volunteers have a safe, rewarding and enjoyable experience.

The Volunteer Policy recognises the significant and valuable role volunteers play in supporting MFIWM achieve its objectives as an Islamic Charity. This policy reflects our commitment to volunteering and sets out a framework of procedures and best practice, which we will endeavour to follow when recruiting and working with our volunteers, to ensure that both volunteers' and MFIWM's expectations are met.

The policy is for volunteers recruited by the Charity and colleagues working with those volunteers. It will be provided to all volunteers at the time of their induction and the responsibility for this policy rests with MFIWM Trustees.

## Volunteer – Definition

A MFIWM volunteer is someone who, unpaid and of their own free will, chooses to give their time, energy, skills and expertise to support the in achieving its aims. The arrangement is voluntary on both sides. The charity's relationship with volunteers is based on trust and is not intended to have the obligations associated with employment. No payment, other than the reimbursement of agreed out-of-pocket expenses, is made by the Charity to people who give their time as volunteers.

MFIWM volunteers support the charity in a number of ways, including:

- › Championing the Charity by helping to spread the word and connecting us with communities and partners.
- › Supporting MFIWM on Friday and Eid prayers by guiding and supporting worshippers.
- › Partnering with colleagues, for example by providing administrative support in our offices, helping to deliver strategic projects or coaching our colleagues.
- › Raising funds, for example by helping to run events, promoting the ways to give money and connecting us with their networks.
- › Building the community, for example by helping to recruit, train or support other volunteers.

We expect that both our volunteers and paid staff always aim to live the values of the Trust by being:

- › Approachable – open minded and value diversity
- › Non-judgemental – focus on the potential not the past

- › Inspiring – lead by example
- › Empowering – enable positive change
- › Passionate about The Madrassa Faizul Islam’s goals and delivering excellence

## Our Vision For Volunteering

We believe that by harnessing the passion and skills of our volunteers, we can achieve more for our wider Community and are committed to engaging volunteers in this mission wherever possible. We aim to deliver a sector leading volunteering experience so that our volunteers enjoy supporting us and feel well equipped to support the work of MFIWM.

We are committed to making MFIWM the best organisation to volunteer with. To ensure that volunteers are at the forefront of everything we do, we aim to:

- › Ensure that our volunteers understand what we expect from them, and what they can expect from us in return.
- › Attract volunteers with the right skills to support our Charity.
- › Deliver a sector leading volunteering experience, through processes and ways of working, which makes it enjoyable and easy to support us.

## Equality and Diversity

MFIWM is committed to building a diverse organisation that is responsive to the needs of young people and our stakeholders. The Charity is also committed to equal opportunities at all stages of recruitment, selection and volunteering.

## Safeguarding

MFIWM believes that all children and young people have the right to protection from harm, abuse and exploitation. The Safeguarding Policy will be shared with all new volunteers to Charity as part of the onboarding process. MFIWM has clear guidance and expectation on the behaviour expected of all staff, volunteers and other representatives in all activities with children and young people, whether they are delivered face to face or online.

Where the Charity feels it is necessary, failure to meet the obligations of the Safeguarding Policy and Behaviour, may lead to a volunteer being asked to step back from volunteering temporarily or permanently, or other appropriate action. Volunteers taking on roles that are eligible for a Disclosure and Barring Service (DBS) check, or equivalent, will be required to undertake a relevant

check. If required, this will be made clear on the volunteer role description and during the application process.

We welcome volunteers from a range of different backgrounds and having a criminal record will not necessarily bar someone from volunteering with us. This will depend on the nature of the position and the circumstances and background of their offence.

## Recruitment

MFIWM will collect information on all prospective volunteers during the recruitment and selection process. Additionally, volunteers might be required to attend an informal interview to provide relevant information and explore their aspirations and the experience they can bring to the Charity. It is important for all involved to appreciate that the interview is not a competitive process, and the sole selection criteria is suitability for the role. A personal reference might be required and taken up to help confirm suitability for volunteering and for specific roles.

All our regular volunteers must read and agree to our Charity Policies. In commencing their role, the volunteer commits to the aims, values and key policies of Charity. They also commit to delivering the key tasks outlined in the relevant role description. There is no employment of contract between the Volunteers and MFIWM.

When appointed, an appropriate named person will lead on the relationship management of the volunteer. This may be a Trustee or a volunteer. The named contact is responsible for guiding and supporting the volunteer in their role and should be available to discuss any aspect of the volunteer's role. A volunteer will be informed in writing (letter or email) if their Charity contact changes.

## Training and Support

Volunteers will have a valuable set of skills, knowledge and attitudes gained from their education, work, previous volunteering, and life experiences. To help ensure that volunteers are appropriately equipped for their role, each volunteer must undergo the appropriate induction and training process prior to commencing their role, alongside continuous training, where appropriate. Each volunteer will be provided with relevant management and support. This might include regular, appropriate and mutually agreed contact.

## Health and Safety

Volunteers must take reasonable care of themselves and others while volunteering for MFIWM, and follow any health and safety advice and instruction given for their role. Volunteers should cooperate with the Charity on health and safety matters, and immediately report accidents/incidents (including near misses – accidents/incidents that may have led to injury). Volunteers should not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

MFIWM will ensure that all volunteers are provided with the appropriate information, supervision and training required to enable them to complete voluntary work safely. This includes providing suitable systems and procedures and guidance as outlined in The Health and Safety Policy.

## Expenses

We know our volunteers work for this Charity to serve Islam and the community for the pleasure of Allah s.w.t. MFIWM can reimburse expenses, where requested, if previously agreed and approved by the Charity Secretary, who will assess the request and availability of budget and Treasurer approval.

## Insurance

MFIWM does provide Employers Liability and Public Liability cover in general, however volunteer cover is not something the Charity has previously done but this is something that will be up for review on the next renewal.

## Data Protection and Confidentiality

MFIWM will protect volunteer information in accordance with the relevant data protection legislation including the General Data Protection Regulation (GDPR). Data will be held securely and confidentially and will only be accessed by authorised individuals. We expect all volunteers to comply with Data Protection legislation. When volunteering with MFIWM, volunteers are likely to become aware of confidential information about the Charity, its staff, young people and third parties. All volunteers are required to maintain confidentiality and should not disclose the organisation's information during their volunteering services and any time afterwards.

## Intellectual Property

When signing up to be a Volunteer for MFIWM, a volunteer assigns, by way of future assignment to the Charity, all Intellectual Property created by them as part of their role as a Charity volunteer or credited to them during the term of their volunteering, provided that the assignment shall not

include intellectual property which is not connected in any way whatsoever whether directly or indirectly with their volunteering.

### Feedback and Complaints

Although MFIWM makes every effort to ensure that any experience of volunteering with us is positive and rewarding, we recognise that volunteers at times may experience difficulty within their role or they may want to share feedback or raise an issue with a member of staff or another volunteer. In the first instance, volunteers should talk to their named contact or the Charity Secretary to try to resolve the issue, get advice or share feedback. We will make every reasonable effort to resolve difficulties at an early stage and we always review feedback and learn from it. However, where the areas of concern cannot be resolved by these means, please refer to our organisational Feedback and Complaints Policy.

### Leaving the Charity

Volunteers are free to cease volunteering with MFIWM at any time by speaking or writing to their named contact. When deciding to finish volunteering with us, we ask that volunteers give us as much notice as possible to help us organise alternative arrangements. Upon leaving a volunteer role, we may offer an exit interview to reflect on their experiences and improve our volunteer opportunities.

MFIWM can ask a volunteer to cease volunteering. This may be because the role no longer supports the needs of the organisation and its current work, or because the volunteer is no longer able to satisfactorily carry out a particular role. When this happens, we will endeavour to give as much notice as possible to the volunteer and try to find an acceptable alternative role. In all cases, the volunteer will be treated fairly, with dignity and respect.

### Charity Policies

Other Charity policies which may be relevant to this policy are available in the Charity Office.

### Trustee Acceptance Form

As a Trustee of Faizul Islam Witton Masjid, I have read and approve the Volunteering Policy, Version 1 as published on 10<sup>th</sup> January 2021.

Trustee Name	Signature	Date

### Document Control

Version	Date	Notes
Version 1.0	10th January 21	
Version 1.1	17 <sup>th</sup> June 21	