

# SPS Volunteers Policy

*Where would we be without them!*



## Introduction

Volunteering is the commitment of time and energy for the benefit of society and the community: the environment of individuals outside one's immediate family. It is undertaken freely and by choice without concern for financial gain.

### 1. Purpose and Scope of this policy

This Volunteers Policy outlines the principles, guidelines, and expectations for volunteers of Southgate Progressive Synagogue (hereafter referred to as SPS), a UK registered charity.

The policy is designed to ensure a positive, safe, and productive volunteer experience for all parties involved.

### 2. Definition of Volunteer

Our volunteers are individuals who offer their time, skill, and expertise without the expectation of financial compensation, for the purpose of supporting the mission and activities of SPS within the framework of our governing document - our Constitution

As a Synagogue we rely not only on our paid members of staff (e.g. the Rabbinic team, Office Manager, Caretaker and Religion school staff) but also members of the community who give their time to ensure that all parts of the organisation run smoothly. This includes our management team (Executive and Council) and everyone that sits on one for the numerous synagogue committees. As important are those members who volunteer their time outside of a committee, whether in a significant role or a small role. Every volunteer is important and valuable to us in equal measure.

### 3. Equal Opportunities

Please see the SPS Anti-discrimination and Equal Opportunities Policy which applies equally to volunteers, as well as employed staff and community members.

### 4. Volunteer Roles and Responsibilities

SPS volunteers undertake a wide range and variety of tasks and responsibilities that align with the overall mission and goals of SPS.

Specific roles and expectations will be outlined in volunteer position descriptions, which will be provided to volunteers on their engagement.

Please see the volunteer section of our website for more detailed descriptions and further information: <https://sps.uk.com/community/volunteering/>

## **5. Recruitment and Selection**

We recognise that often our need for volunteers is greater than the number of people willing to volunteer for specific roles. Nevertheless, we also recognise that the process of recruiting volunteers must be conducted through fair and transparent procedures. SPS strives to match volunteers' skills and interests with appropriate remits.

The responsibility for the recruitment of volunteers will depend on the role but will either be by one of the Executive officers, Council Members, Vice-Presidents, Chairs of Committees, the Senior Rabbi, or Religion School headteacher. This may or may not include interviews, application forms, and reference checks at the discretion of the recruiting person.

Any question as to the appropriateness of the recruitment process should be referred to the SPS Chair.

Depending on the role, some volunteers will be required to have a DBS check, if appropriate to their particular remit.

## **6. Training and Development**

SPS will provide any necessary training and support to volunteers to help them perform their roles effectively. Training may include orientation to the practices and organisational set up of SPS and ensuring that volunteers have read all relevant synagogue policies as well as the Synagogue Constitution. Further skill training, by way of courses, may be provided for certain volunteer remits, with the agreement of the Synagogue Treasurer.

## **7. Confidentiality**

Some volunteers may have access to confidential SPS information, and our members' data. Volunteers are required to maintain the confidentiality of such information and not disclose it to unauthorised parties. (Please see the SPS Data Protection and Privacy Policy).

## **8. Health and Safety**

The safety and well-being of volunteers are of paramount importance. SPS will provide a safe working environment and conduct risk assessments where necessary.

Volunteers are expected to comply with health and safety guidelines and report any concerns promptly. (Please see SPS Health & Safety and Risk Policies).

## **9. Insurance**

SPS maintains the appropriate insurance coverage that includes liability insurance to cover volunteers while performing their duties for the organisation.

## **10. Expenses**

Volunteers may be reimbursed for reasonable expenses incurred while performing their volunteer duties, subject to the prior approval of the SPS Treasurer. Expenses will only be paid by the completion of the appropriate Expenses form issued by the Treasurer.

## **11. Grievance Procedure**

If a volunteer has concerns or grievances related to their volunteering experience, they should follow our established grievance procedure. This may involve discussing the issue with their designated supervisor or a member of the SPS Executive or Council. (Please see SPS Complaints Policy).

## **12. Termination of Volunteer Engagement**

Either the volunteer themselves or SPS has the right to terminate the volunteer engagement at any time, with or without cause and without notice. Volunteers are encouraged to provide reasonable notice to enable smooth transition.

## **13. Code of Conduct**

Volunteers are expected to adhere to a code of conduct that reflects the values and ethics of SPS. This includes respectful behaviour towards fellow volunteers, staff, community members, and contractors. (Please see SPS Code of Conduct and Ethos).

## **14. Acknowledgment and Agreement**

By volunteering with SPS, volunteers acknowledge that they have read, understood, and agree to abide by this Volunteer Policy and the other relevant policies or guidelines which we may issue from time to time.

## 15. Review and Updates

This policy will be reviewed periodically to ensure its relevance and effectiveness. Updates will be communicated to all volunteers, as necessary.

By agreeing to volunteer with SPS, volunteers agree to comply with the guidelines and expectations outlined in this policy.

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**Date:** 4<sup>th</sup> October 2023

**Review Date:** October 2026

**Signature:** *Mark Howard Shaw*

**Printed Name:** Mark H Shaw

SPS Chair on behalf of SPS Executive and Council