

Jafaria Islamic Society Ltd

Policy & Procedure

Volunteer Management Policy

Version	Status	Adopted	Next review	Owner
1.0	Board-adopted policy (Directors; Trustee oversight)	[date]	[+12 months]	Secretary

1. Purpose

To recruit, screen, support and recognise volunteers safely and fairly — the backbone of the Society's work — and to keep everyone safe.

2. Scope

All volunteers in any JIS activity: madressa, events, cemetery, funeral support, welfare, working bees and committees.

3. Definitions

Term	Meaning
Volunteer	A person who does work for the Society without payment (out-of-pocket costs may be reimbursed).
Child-related role	A role involving contact with children or vulnerable people.

4. Policy principles

- Volunteers are valued, supported and treated as workers for safety purposes.
- Volunteers in child-related or vulnerable-people roles are screened and trained before starting.
- Roles, expectations and boundaries are clear.

5. Requirements and procedures

Recruit and screen

- Register volunteers and record roles and contact details.
- For child-related roles, obtain a Working With Children Check (DHS Screening) before commencement and monitor validity.
- Provide induction including the Code of Conduct and Safeguarding Policy.

Support and recognise

- Supervise and support volunteers; provide a safe environment and clear tasks.
- Reimburse only pre-approved out-of-pocket expenses (per the Delegation/Finance policy).
- Recognise contribution; handle volunteer concerns under the Complaints & Grievance Policy.



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- Prefer contracted services for recurring heavy/cleaning tasks rather than ad-hoc reliance on directors/volunteers.

6. Roles and responsibilities

Who	Responsibility
Secretary / Volunteer coordinator	Register, screen, induct and support volunteers.
Activity leads	Supervise volunteers; apply safety and safeguarding controls.
Board	Resource screening, training and recognition.

7. Records and review

Records made under this policy are kept in the Society's central system and retained per the Records Management & Retention Policy. This policy is reviewed at least every 12 months by the Board of Directors (changes require Trustee approval), and sooner if law, risk or operations change.

8. Related documents

Safeguarding Policy · WHS Policy · Code of Conduct · Complaints & Grievance Policy

9. Adoption

Adopted by resolution of the Board of Directors of Jafaria Islamic Society Ltd, with the oversight of the Board of Trustees.

Resolution / meeting date	Chairperson — sign & name	Secretary — sign & name
[date]		