

Finchley Progressive Synagogue

Volunteer Policy

A crucial part of our community



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 Volunteer Policy outlines the principles, guidelines, and expectations for volunteers of Finchley Progressive Synagogue (FPS), 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 FPS 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 Rabbi, Office Manager, Community 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 joins a working group for activities and events. As important, are those members who volunteer their time outside of a group, 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 FPS Anti-discrimination and Equal Opportunities Policy which applies equally to volunteers, as well as employed staff and community members.

4. Volunteer Roles and Responsibilities

FPS volunteers undertake a wide range and variety of tasks and responsibilities that align with the overall mission and goals of FPS. Specific roles and expectations will be outlined in volunteer position descriptions, which will be explained to volunteers on their engagement.

5. Recruitment and Selection

We recognize that often our need for volunteers is greater than the number of people willing to volunteer for specific roles. Nevertheless, we also recognize that the process of recruiting volunteers must be conducted through fair and transparent procedures. FPS 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 the Rabbi, Chair, one of the Council members, Vice-Presidents or Group leaders. 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 FPS 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

FPS 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 FPS 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 FPS 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 FPS Data Protection and Privacy Policy).

8. Health and Safety

The safety and well-being of volunteers are of paramount importance. FPS 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 the FPS Health & Safety and Risk Policies).

9. Insurance

FPS 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 FPS Treasurer. Expenses will only be paid by the completion of the appropriate expenses form issued by the Treasurer or administrator.

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 FPS Executive or Council. (Please see FPS Complaints Policy).

12. Termination of Volunteer Engagement

Either the volunteer themselves or FPS 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 FPS. This includes respectful behaviour towards fellow volunteers, staff, community members, and contractors. (Please see FPS Code of Conduct policy).

14. Acknowledgment and Agreement

By volunteering with FPS, 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 FPS, volunteers agree to comply with the guidelines and expectations outlined in this policy.

Beverley Kafka
Chair

Ratified May 2026

Review date: May 2027