

## **Society Instructor Information, Expectations and Service Level Agreement (SLA)**

**This form must be signed annually by all society instructors.**

When completing registration, the following forms should all be submitted together:

- » Society Instructor Registration Form (with accompanying documents)
- » Society Instructor Information, Expectations and Service Level Agreement
- » Society Instructor Agreement

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## Introduction

### About us

Students' Union UCL is an organization that exists to make more happen. UCL students have the potential to do anything, and the Union leads an essential role in helping to them achieve things they may never had thought possible. We are the representative body for University College London's (UCL) 48,000 students, one of the most diverse student communities in the world. As a charity employing over 90 full-time staff, we deliver a wide range of services and representative functions for students.

### Union Affiliated Societies

The Union has over 380 clubs and societies covering a huge range of activities. All our societies are student-led – this means the elected student positions of president and treasurer are ultimately responsible for all the activities conducted by the society, and for ensuring they are conducted in a safe and inclusive way. They receive training on Union policies and procedures and are responsible for ensuring they are followed.

### Professional Support

Many societies decide to contract professional support for one or more of their activities to ensure they are delivering high quality activity. The Union welcomes professional coaches, conductors or trainers as a key way of ensuring our student members are getting the best possible opportunities through our student-led societies.

The below Service Level Agreement sets out the terms, conditions and expectations of all instructors carrying out work for Students' Union UCL (the Union). This document must be signed on an annual basis with all relevant information updated.

## Responsibilities

### Society instructors will be responsible for:

- » Providing the relevant insurance, including Public Liability, to cover themselves for their instructor role. The Union are not responsible for any actions or incidents that occur as a result of the instructor's actions.
- » Having a relevant and up to date first aid qualification in place for your instructor duties at Student's Union UCL (if applicable).
- » Providing the Union with the most up to date copies of any instructor qualifications (if applicable).
- » Providing high quality planning and delivery of all sessions to maximise the experience, and skill development of students involved in the activity for which you are responsible.
- » Provide training/agreed service at the appropriate level for the participants.
- » Conducting work under the instruction of and in line with the wishes of the elected society committee.
- » Striving to create an inclusive, safe and welcoming environment.
- » Ensuring all participants partake in activity a safe manner.

## Problem Management

- » Any accidents or incidents that occur during sessions that require first aid to be administered should be:
  - » reported immediately to local staff (e.g., venue manager)
  - » logged on [UCL riskNET](#) by the society president/treasurer
  - » notified to [su.activities@ucl.ac.uk](mailto:su.activities@ucl.ac.uk) within 24 hours
- » Any issues around society development, individuals or facilities (etc.) should be reported immediately to the Student Activities Department by emailing [su.activities@ucl.ac.uk](mailto:su.activities@ucl.ac.uk).
- » The Union reserves the right to confidentially survey our members about the performance of instructors as well as to observe sessions without notice.

## Remuneration

- » Instructors will be paid at the agreed rate on the Instructor Registration Form.
- » If the society requires an instructor to conduct any additional work outside of the agreed payment schedule this should be agreed in writing and forwarded to [su.activities@ucl.ac.uk](mailto:su.activities@ucl.ac.uk).
- » Instructors must submit a completed invoice for all work completed to the society president and treasurer by the final day of each month. The president/treasurer must then submit this to the Union through the Purchase Request Form. Once processed by the Union, instructors will receive payment within 2-4 weeks via a BACS transfer. Failure to meet the deadline will result in the payment carried forward to the following month's payment run.
- » Payment will not be made on invoices submitted exceeding 2 months after the work was completed.
- » The Union will only process invoices that include the following statement: 'I am self-employed and I am responsible for any tax or National Insurance liability'.
- » All submitted invoices must include a dated, hourly break-down of all chargeable hours for that period. The Union has the right to withhold payment if this is not completed.
- » The Union will not accept invoices on a termly basis nor will we pay for instructor fees in advance of sessions.
- » It is the instructor's responsibility to file their tax in line with UK law rules and regulations.

## Expectations

### **All instructors are expected to:**

- » Respect the democratic nature of Union societies and the wishes of the elected society committee (president and treasurer).
- » Ensure all activity is agreed by the society president who has ultimate responsibility for all activity.
- » If in doubt about any proposed activity on health and safety or procedural grounds, raise this directly with the society president before conducting the activity.
- » Any events happening both on or off campus must be led and approved by both the society president and ultimately Students' Union UCL Activities Department.

## Behaviors

We expect individuals contracted to work with our societies to act in a consistently professional way in line with UCL's Human Resources Policy: <https://www.ucl.ac.uk/human-resources/equality-diversity-inclusion/dignity-work/dignity-work-statement>.

All instructors are expected to ensure they help create a safe environment for society activity which is:

- » free from bullying, intimidation, harassment or victimisation
- » where all participants are treated with dignity, respect and courtesy
- » ensuring no form of unlawful discrimination takes place
- » all involved are valued for their skills and abilities

### **Contractors must:**

- » Conduct themselves in a professional manner during all society and interactions with society members.
- » Act in line with the values and expectations set by the Society committee at all times and respond positively to any reasonable requests.
- » Must Act in line with our Zero Tolerance policy at all times:
- » <http://studentsunionucl.org/sexualharassment>
- » Follow the Society Presidents lead in ensuring appropriate safeguarding is in place for Under 18's.

### **Contractors must not:**

- » Use working with UCL societies as a platform to seek personal gain financial or otherwise above and beyond the remuneration set out in the Society Instructor Agreement.
- » Abuse their position of power/authority in any way.
- » Act against the wishes of the society committee or without the society committee's knowledge.

## Termination of Agreement

This agreement is in effect for the current academic year. Either party may terminate this agreement in writing at any time with immediate affect should the other party breach their obligations under the terms of this agreement, or if society session attendance does not warrant its continuance.

## Declaration

I hereby agree to meet the above terms and conditions outlined in this SLA. I understand that failure to meet and adhere to the set criteria may result in a termination of my work with Students' Union UCL.

Instructor name (printed):

Instructor signature:

Date: