Project Leader Agreement

Student-Led Volunteering Programme

This agreement is for UCL student groups seeking support from the Volunteering Service. It outlines what you can expect from us and what we expect from you.

**You will act with professional integrity which means you will:**

* Demonstrate personal accountability by accepting responsibility for planning and managing your project and honouring any commitments made.
* Abide by all Volunteering Service policies and procedures as well as those of your Partner Organisations.
* Be polite and treat Volunteering staff with respect and courtesy.
* Act as an ambassador for UCL, Students’ Union UCL and the Volunteering Service, ensuring that you always behave and communicate in a professional manner.
* Support a culture of inclusiveness, respect and understanding of the communities you work with. You will strive to promote understanding, acceptance and inclusion.
* Challenge unacceptable or inappropriate behaviour and language (e.g. bullying, ridiculing, including ‘cyber bullying’).
* Ensure that you do not give your personal contact details to service users/participants, including your social networking details.
* Never take photographs or videos of service users/participants unless authorised to do so by the Partner Organisation.
* Report any concerns, suspicions or allegations regarding the welfare of a vulnerable person immediately to the appropriate person within the Partner Organisation.

**You will also:**

* Attend our Project Leader Training.
* Complete a project plan.
* Complete a risk assessment for your project, before any activity takes place, and ensure all volunteers are familiar with it.
* Ensure that you adhere to current operating guidelines implemented in response to Covid-19 or any other infectious diseases.
* Familiarise yourself with the Volunteering Service Health & Safety Manual.
* Ensure that Volunteering Service health and safety procedures are followed.
* Ensure that all your volunteers are UCL students.
* Ensure all of your volunteers are registered with the Volunteering Service.
* Ensure that, if required, volunteers are made aware of the need to get DBS checks and obtain references as soon as possible.
* Ensure that no volunteer who has not obtained a DBS disclosure takes part in activities for which this is a requirement.
* Ensure that any of your volunteers working with children complete our Volunteering with Children course.
* Respect confidentiality.
* Complete monthly activity reports.
* Meet regularly with your Project Supervisor.
* Report any concerns or complaints to your supervisor within your Partner Organisations and to the Volunteering Service.
* Complete an evaluation of your project.
* Comply with our policy on faith and campaigning organisations.

**The Volunteering Service will:**

* Allocate you a Project Supervisor who can meet with you regularly to offer advice and guidance.
* Provide you with access to Project Leader Training.
* Provide you and your volunteers access to our ‘Volunteering with Children’ course, for all projects working with children and young people.
* Provide you and your volunteers with certificates for completing our training courses
* Provide you with information and advice about applying for funding from the Volunteering Service.
* Provide you with relevant contacts for community organisations and schools within the community.
* Administer Disclosure & Barring Service (DBS) checks and references for your volunteers, if required.
* Provide advice about volunteer recruitment, selection, and management.
* Provide you with administrative support.
* Assist with booking rooms within UCL and Students’ Union UCL.
* Help with publicising your project, including putting information about it on the Union’s website.
* Offer a certificate for you and all of your volunteers registered with your project.
* Inform you about events run by the Volunteering Service.

|  |  |
| --- | --- |
| Project Name: | |
| Student(s) Full Name: | Student(s) signature: |
| Project Supervisor Name: | Project Supervisor Signature: |
| Date: | |

**Data Protection:** We will use the information you provide in this form only for administration purposes relating to our Student-Led Volunteering Programme. The leaders on the project will be able to view your name, email addresses, and phone number, but not other details you submit. We will also inform the leaders once you have met safeguarding requirements such as DBS checks, training attendance and reference checking. Your details may also be passed to external partner organisations where you will be volunteering, such as a school, hospital or community organisation, as they might need to know who is coming onto their premises and whether they have met safeguarding requirements. We won’t share your information with anyone else unless you’ve given explicit consent for us to do so. We’ll retain your details until you graduate from UCL. We take good care of your data – you can see full details at <https://studentsunionucl.org/data-protection-and-privacy-policy>