Partnership Agreement

Student-Led Volunteering Programme

This form should be completed by the Project Leaders and the main contact within the Partner Organisation (for example, the headteacher at a school). Both sides should retain a copy of this form and it should also be uploaded to the [Student-Led Project’s webpage](https://studentsunionucl.org/volunteering/organisations).

**SECTIONS 1-5 SHOULD BE COMPLETED BY THE UCL PROJECT LEADERS**

|  |  |
| --- | --- |
| **Project Name:**  |  |
| **Date:** |  |

1. **UCL Project Leader(s) Contact Details**

|  |  |  |
| --- | --- | --- |
| **Name** | **Email** | **Mobile** |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Partner Organisation Contact Details**

|  |  |
| --- | --- |
| **Name of Organisation** |  |
| **Address 1** |  |
| **Address 2** |  | **Postcode** |  |
| **Phone no.**  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Will the volunteering take place at this address?**  | **Yes** |  |  | **If no, where will the volunteering take place?** |  |
| **No** |  |  |

**2.1 Key Contact(s) at Partner Organisation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name**  | **Job Title / Role** | **Email** | **Phone number** |
|  |  |  |  |
|  |  |  |  |

1. **UCL Department Contact - leave blank if this project is not working with a UCL department**

|  |  |
| --- | --- |
| **Name**  |  |
| **Job Title** |  |
| **Email**  |  |
| **Phone no.**  |  |

1. **SLP Project Supervisor Contact Details**

|  |  |
| --- | --- |
| **Name**  |  |
| **Job Title** |  |
| **Email**  |  |
| **Phone no.**  |  |

|  |
| --- |
| 1. **Please use this space to outline the following details:**
* What activities will the UCL student volunteers be offering?
* Which clients will they be working with?
* How many clients will they be working with?
* How frequently will the sessions take place?
* Dates of sessions, start times and finish times (If unknown, provide an estimate)
* Are there any dates when the volunteers cannot deliver a session?
* Will staff from the Partner Organisation be present during the sessions?
* What online platform(s) will be used to deliver the sessions? (If not applicable, leave blank)

**For sessions delivered online volunteers MUST use their UCL email address to log into the platform** |

**THE SECTIONS BELOW MUST BE COMPLETED BY THE PARTNER ORGANISATION**

|  |
| --- |
| 1. **Recruitment & Screening of volunteers**

Which of the following checks must volunteers complete before volunteering? Tick all that apply. [ ]  Enhanced DBS checks with barred list check [ ]  Standard DBS check [ ]  Enhanced DBS checks without barred list check [ ]  Basic DBS check [ ]  References **(the Volunteering Service will check references)** |
| **If Enhanced DBS checks are required - which of the following apply?**The UCL students will be:[ ]  volunteering on more than 3 days in a 30-day period[ ]  volunteering without supervision by staff from the partner organisation[ ]  volunteering within a school[ ]  undertaking an activity with vulnerable adultsThe Volunteering Service will use this information to determine whether the role is eligible for a DBS check and at what level. We may be in touch for further information. You can also use the tool at [www.gov.uk/find-out-dbs-check](http://www.gov.uk/find-out-dbs-check) to determine whether the role is eligible. |
| It is our normal practice for the Volunteering Service to process students’ DBS applications, unless your organisation wishes to do so. Please tick one of the following: [ ]  Volunteering Service will process DBS applications. [ ]  Partner organisation will process DBS applications. |
| Please use this space to note any other important points about DBS checking |
| 1. **Online Safeguarding Policy**

Every organisation that works with children and young people should have an online safeguarding policy which sets out the organisation’s commitment to keeping children, young people and volunteers safe online.Does your organisation have an Online Safeguarding Policy? Yes [ ]  No [ ]  |
| 1. **Safeguarding (only include if working with children, young people under 18 or vulnerable adults)**

Please put the name of the people students should approach in your organisation if they have a safeguarding concern about a child, young person or vulnerable adult.

|  |  |
| --- | --- |
| **Name** |  |
| **Role** |  |
| **Phone Number** |  |
| **Email** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Role** |  |
| **Phone Number** |  |
| **Email** |  |

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| 1. **Health & Safety**

Use this space to outline the Fire Evacuation Procedures for the venue where the volunteering will take placeUse this space to note any particular health and safety issues (including Covid-19 safety measures) that the volunteers need to be aware of. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Emergency Contact Details & First Aid Procedure**

Please include the names of at least two people, from your organisation, that UCL students can contact in an emergency.

|  |  |
| --- | --- |
| **Name** |  |
| **Role** |  |
| **Phone Number** |  |
| **Email** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Role** |  |
| **Phone Number** |  |
| **Email** |  |

Please provide information about how the student volunteers can contact a first aider if they require first aid support during one of their sessions |
| 1. **Insurance**

The UCL student volunteers on this project will be covered by Students’ Union UCL public liability insurance.However, your organisation must also have a minimum of £5 million public liability insurance in place to cover instances where they might be found liable.

|  |
| --- |
|[ ]  Yes, I can confirm that **[INSERT CHARITY NAME]** has a minimum of £5 million public liability insurance in place. This public liability insurance is valid until: - …………………………………………………… |

If the public liability insurance runs out whilst the project is still going, the partner organisation **must** notify the Project Leaders and Volunteering Service of the renewed insurance coverage. If they do not, or the new insurance does not meet our requirements, the Volunteering Service will advise volunteers not to continue until this renewed public liability is put in place again. |
| 1. **Please use this space to note any other important details, such as policies or procedures UCL students must follow, important dates, contact information or other conditions.**
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| 1. **All contacts listed in Section 2 of this Partnership Agreement will be added to the Volunteering Service’s mailing list and will receive our monthly SLP Partners Newsletter containing information about other UCL Student-Led Volunteering Projects looking for partner organisations.**

**Please check the box if you do not wish to receive this newsletter** [ ]  |

**When completed, a copy of this document must be emailed to all Project Leaders, relevant contacts within UCL and the partner organisation (i.e. all people named in sections 1, 2 and 3). This form must also be uploaded to your** [**Student-Led Project Webpage**](https://studentsunionucl.org/volunteering/organisations)**.**

**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 requiremoents 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>