

VOLUNTEERING SERVICE STUDENT LED PROJECTS - SCHOOLS PROJECTS

If you want to set up a Student-Led Volunteering Project that involves directly working with schools, then this is what you need to do to get started.

All forms referred to in this document are available at studentsunionucl.org/volunteers/project-leader-resources

GETTING STARTED

- Complete the **NEW STUDENT LED PROJECT WEBFORM** at studentsunionucl.org/forms/new-student-led-volunteering-projects-webform to tell us about your idea.
- A member of the Volunteering Service's staff team will be in touch to arrange a meeting to discuss your project.
- We'll ask you to complete the **PROJECT LEADER AGREEMENT**.
- Read our **TIPS FOR WORKING IN SCHOOLS**.
- We require all projects to have two leaders. If you don't have two, you'll need to recruit. We can help you with this.
- You should also book onto our Project Leader Training - we run this every two weeks during term time.
- You may need to recruit more volunteers - you can do this through the Volunteering Service newsletter, volunteer fairs, and website or by posters. Word of mouth is also an effective way.
- Once you've recruited volunteers, you'll need to get them to register with the Volunteering Service. You will also need to ensure they apply for a DBS disclosure.
- You should ensure that all volunteers attend our 'Volunteering with Children' Training. We run these on average once a week during terms 1 & 2, and is a vital part of our Safeguarding procedures.
- You and your volunteers may also attend our optional Classroom Management training.
- You must liaise with the Volunteering Service in order to find schools. We have a list of schools with whom we have developed good working relationships, and it is best if initial contact comes through us. Even if you already have links with some schools, please let us know who they are.

- You will also need to complete a **PARTNERSHIP AGREEMENT** with the schools you are working with. You must also create a **LESSON PLAN** for all of your sessions.
- If your project requires funding, you will need to submit a budget along with your **PROJECT PLAN**.
- You will need to complete a **RISK ASSESSMENT** and submit it to the Volunteering Service at least two weeks before your first activity.
- Be clear about your time commitment and be aware of UCL and school term dates.

RUNNING THE PROJECT

As Project Leader, there are a number of tasks you'll need to do:

- Make sure there are at least 5 volunteers per class of 25-30 (this allows for 1 volunteer per table if you are working in groups).
- Manage volunteers - You should ensure that your volunteers have a proper induction and are trained. You should then keep in regular contact, even during periods where there are no activities planned.
- In particular, you should make sure that volunteers are familiar with our **ACCIDENT & EMERGENCY PROCEDURES**
- Liaise with the school - again, you should keep in regular contact with the schools you are working with.
- Keep a record of what you've been doing using the **MONTHLY ACTIVITY REPORTS**
- Ensure all activities run safely, and that **VOLUNTEERING SERVICE HEALTH & SAFETY PROCEDURES** are followed.
- If there is an accident, that **ACCIDENT & EMERGENCY** procedures are followed.