**Partnership Agreement**

**ARU Students’ Union Volunteer Centre wishes to ensure that the students who volunteer with external partners are supported both by Volunteer Centre and the external partner.**

**Purpose**

This document outlines the Partnership Agreement for the placement of a Student Group volunteering in your organisation.

**The School/Organisation agrees:**

* To store securely the volunteer’s personal details and disclosure information in accordance with data protection guidelines.
* To appropriately store any information that you receive on the volunteers and their Disclosure and Barring Service certificate (if required).
* To provide at least one member of staff to remain with the volunteer(s) at all times ensuring that the volunteers are not left alone with pupils/service users.
* To conduct a risk assessment on the agreed activity/activities and on the environment in which the activity /are taking place.
* Inform the Volunteer Centre if there is an emergency or a safeguarding issue.
* To nominate a member of staff who will be the lead contact for the volunteering activity.
* To discuss with the Volunteer Centre any changes that need to be made to the activity or the agreement.
* To meet with members of staff from The Volunteer Centre when requested.
* To recruit students as volunteers into your organisation through your normal recruitment process.

**The Volunteer Centre agrees:**

* To provide appropriate training to the committee of the student group and support in training, managing and recruiting their volunteers.
* To maintain contact with the named staff lead of the organisation and to provide information and advice in how to work with the student group when requested.
* Sign off a risk assessment for the activity, created by the student group before volunteering commences within the organisation.
* Work with the lead member of staff within the organisations to resolve any issues that may occur during the volunteering activity.
* To promote the project to the student population of Anglia Ruskin University.

**Partnership Agreement Details**

|  |  |
| --- | --- |
| **Agreement between:** | **School/Organisation:** |
| **Address:**  **Post Code:** |
| **Tel. No:** |
| **E-mail Address:** |
| **and:** | **ARU Students’ Union Volunteer Centre** |
| ARU Students’ Union  Anglia Ruskin University  1st Floor Tindal Building  Bishop Hall Lane  Chelmsford  CM1 1SQ |
| 01245 258178  volunteering@angliastudent.com  www.angliastudent.com/volunteering/ |

|  |  |  |
| --- | --- | --- |
| **For the placement of:** | **Name of Volunteer Project:** |  |
| **Project Leader:** |  |
| **Email Address:** |  |

**Activity Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Period of time:** |  | **Frequency:** |  |
| **Day of week:** |  | **Age and no. of children/ young people (if appropriate)** |  |
| **Placement Start Date:** |  | **Placement End Date:** |  |

**Contact Details**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **School/Organisation Contact:** | | |
|  | **Position:** | | |
|  | **Email Address:** |  | **Tel No:** |
|  | **Name of the person to whom the Volunteer will be responsible on site at the activity:** | | |
|  | **Position:** | | |
|  | **Email Address:** |  | **Tel No:** |
|  | **Safeguarding Officer of organisation** | | |
|  | **Email Address:** |  | **Tel No:** |

**Signatories**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed on behalf of the School/Organisation** | | | |
| **Name:** |  | **Position:** |  |
| **Signature:** |  | **Date:** |  |
| **Signed on behalf of Volunteer Centre** | | | |
| **Name:** |  | **Position:** |  |
| **Signature:** |  | **Date:** |  |

**This Agreement will be retained by ARU Students’ Union Volunteer Centre.**

**A copy of this Agreement will be provided to the School/Organisation.**