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Brunel Volunteers

Partnership Agreement

Thank you for registering with Brunel Volunteers. We ask that our partners review and agree to the following principles of good practice:

**Rights and Principles**

* Recognise the respective roles, rights and responsibilities of volunteers.
* Ensure the ongoing quality of both the volunteering opportunities on offer and the work carried out by our volunteers.
* Highlight and acknowledge the value of the contribution made by volunteers.
* Ensure values, standards and strategies of the organisation is reflected in its approach to involving volunteers

1. **Expectations**

* All tasks to be performed by volunteers will be clearly defined, so that everyone is sure of their respective roles and responsibilities.
* Organisations comply with the Data Protection Act with data held on all volunteers.
* Volunteering opportunities complement rather than replace the work of paid staff.
* Volunteers will be provided with regular opportunities to share ideas/concerns with a named contact as a Line Manager
* All existing and future policies, including insurance, will be checked as to how they affect volunteers.
* Activities that involve health and safety concerns will require a risk assessment.

1. **Procedures**

* First determine a student’s ‘Right to Work’ status before engaging them in any volunteering activities. (Please contact us if you require guidance regarding this.)
* Please respond to volunteer applicants we send you within 4/5 working days.
* Please keep a record of Brunel volunteers’ hours within your charity.
* Verify monthly timesheets for each Brunel volunteer.
* DBS check: please contact us as Brunel University London can support this.
* Advise us as soon as a volunteer begins volunteering with you.
* Please let us know when the volunteer ceases volunteering with you.



**Support**

Brunel Professional Development Centre will offer student volunteers links to assist in their applications preparations, CVs and interview techniques.

Brunel Volunteer Centre will promote the opportunity to staff as well as students via our Website and weekly newsletter.

Once placed, BV expect volunteers to comply with your organisation’s existing policies and procedures. Where a concern is highlighted – either by a volunteer or about a volunteer, this will first be dealt with and discussed with Brunel Volunteers Centre.

**Expenses**

Volunteers will be able to claim travel/meal expenses for their volunteering in line with the organisation’s expenses Policy. Volunteers should discuss any planned expenditure prior to incurring expenses to ensure that it will be covered by the organisation.

**Opportunity Form**

We ask that you complete a separate opportunity form that provides a clear overview of the activities expected to be carried out by volunteers alongside paid staff. Please let us know if the expectation of volunteering’ activities change significantly at any time.

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**Charity Name:**

**Your Name:**

**Title:**

**Date:**

I have read and I agree with the above commitments required of as a partner organisation with Brunel Volunteers Centre.

**Signature:**

Thank you for taking the time to complete this form. We look forward to working with Please email your completed form to [Brunel.Volunteers@brunel.ac.uk](mailto:Brunel.Volunteers@brunel.ac.uk).