



**BUCKS
STUDENTS'
UNION**

Making life better
for students at Bucks

VOLUNTEERING PARTNERSHIP AGREEMENT

Agreement Overview

This document outlines the expectations and responsibilities we are committing to as partners.

1. Becoming a provider:

For any organisation or charity interested in advertising their voluntary positions with us, you will first be asked to complete our registration form and opportunity profile. This gives you the opportunity to tell us about the work your organisation does and explain to students the benefits of volunteering with you.

Registration form: subject to approval, this will register your organisation, charity or volunteering group as a provider for Bucks Students' Union. This form will only need to be completed once, unless any details change and will be subject to review after five years. It must be returned along with the policies stated on the form. We require these policies in order to display your opportunities on our website.

Opportunity profile: This is to be completed for each opportunity you wish for Bucks Students' Union to advertise. Please include as much detail as possible as this is the information the students will see.

If one of our members expresses an interest, you will receive a notification from our portal. You will only receive the student's name at that stage owing to our data protection policy. The student's details will then be passed on from the Activities Coordinator (Volunteering & Charity Fundraising) if the student is happy to go ahead.

2. Goals and Objectives of the agreement

Student volunteering is an integral part of Bucks Students' Union. We strive to create personal development opportunities by strengthening Community Partner relationships. By acting in accordance with this agreement, we aim to:

- To support community partners and help meet the need to recruit volunteers for their organisation which in turn supports the local community.
- To ensure the Bucks Students' Union Activities Coordinator (Volunteering & Charity Fundraising) follows procedure to recruit student volunteers for opportunities.
- To ensure student volunteers are prepared and understand the expectations of the organisation in which they have applied and understand the commitment required for the duration of the project.
- To ensure all Bucks student volunteers receive a high quality experience whilst volunteering, helping them develop as a person, prepare for life after university and better their overall student experience.

3. Bucks Students' Union's Responsibilities

- Provide a free and professional brokerage service to advertise your volunteering opportunities.
- Publicise opportunities to the entire breadth of our student body.
- Link opportunities with relevant student groups when a position requires a specific skill-set.
- Subject to student demand, we will do our best to recruit volunteers for your organisation's opportunities using the following methods; online brokerage service (bucksstudentsunion.org/volunteeringportal/opportunities/browse); flyers, posters and social media; networking events and presentations in class.
- Notify you via email when a student has applied for your volunteer opportunities, once the student has agreed for their details to be passed on.
- Supplement the induction and training sessions that the Community Partner might run in order to ensure volunteers are familiar with Bucks Students' Union policies and procedures, and expected standards of behaviour.
- Provide on-going support to student volunteers, giving them the opportunity for feedback and assistance in solving any issues.
- Keep in regular contact with you throughout the year.
- Gather feedback from our volunteers and share any information that may be of use to your organisation.
- Supply you with any impact reporting we produce that may be useful to your organisation, whether that is in the form of studies, internal and external print media, University radio show audio clips or video content.
- Reward and recognise the achievements of volunteers.
- Gather feedback from the partner to enhance the service.

4. Community Partner Responsibilities

- Provide volunteering opportunities which are appropriate for students, where the expected level of volunteer output is realistic and achievable and where the voluntary activity will not replace the work of paid members of staff.
- Maintain open and on-going communication with the Bucks Students' Union Activities Coordinator (Volunteering & Charity Fundraising), regarding volunteer recruitment and applications. Keep the Bucks Students' Union Activities Coordinator (Volunteering & Charity Fundraising) up-to-date with any changes to the role as it is advertised on our website, as well as notifying us when positions have been filled or have expired.
- Provide us with your relevant up to date insurance and thorough risk assessments of all volunteering activities, premises and locations.
- Provide an induction covering a tour of the premises, introduction to colleagues, health and safety, explanations and necessary training of tasks and role responsibilities.
- Hold responsibility for undertaking DBS checks, where appropriate, or seek references on volunteers if this is a requirement for the volunteer role.
- In addition to following your own policies and procedures, inform the Bucks Students' Union Activities Coordinator (Volunteering & Charity Fundraising) as soon as possible if an allegation is made about or by a Bucks Students' Union volunteer placed with you.
- Ensure that all staff supporting student volunteers are made aware of this partnership agreement.
- Provide the Bucks Students' Union Activities Coordinator (Volunteering & Charity Fundraising) a short update of feedback for each volunteer's progress on a monthly basis.

5. Student Volunteer expectations

- Act as an ambassador of Buckinghamshire New University when volunteering, and act accordingly.
- Maintain high levels of time-keeping. If you are going to be late or cannot make your scheduled time, contact the provider as early as possible so they are aware.
- Maintain an excellent level of communication with the voluntary organisation and in particular to the individual supervising your voluntary work.
- Attend the Community Partner's induction.
- Adhere to the Community Partner's policies and procedures.
- Report any issues whilst volunteering. The Community Partner will have a policy for complaints and issues to follow. Issues can also be raised with the Activities Coordinator (Volunteering & Charity Fundraising).
- Ask the volunteer lead any questions you might have (it is better to ask a question than make a mistake).
- Log volunteering hours through the Bucks Students' Union volunteering portal. Bucks Students' Union takes pride in the volunteering hours our members accumulate over their time studying at Bucks and want to record an accurate figure. For more information on how to log your hours, please contact the Activities Coordinator (Volunteering & Charity Fundraising).

Any volunteer/organisation/representative found to be breaching this agreement may be prevented from working with Bucks Students' Union in the future.

6. Documentation requirements

There are mandatory documents that the Students Union require copies of before advertising any opportunities. Please tick to confirm that you have provided the following:

☐ Public Liability Insurance

☐ Risk Assessment for role

While we do not require you to submit copies of the following documents and policies, please tick those that your organisation has in place and that will apply to our student volunteers.

☐ Health and Safety Procedure

☐ Complaints Procedure

☐ Confidentiality Policy

☐ Travel Expenses Compensation

☐ Positions suitable for volunteers with physical disabilities

☐ Wheelchair Access

☐ Harassment Policy

Under certain circumstances and in particular if we consider the opportunity to be high risk, we may ask you to provide copies of some of these documents or further documentation.

The Provider:

Signed..... Date.....

Bucks Students' Union:

Signed..... Date.....

For office use only:

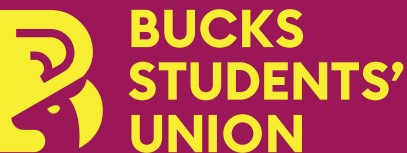
Documentation received ☐

Date.....

Checks completed by.....

Notes:

Making life better
for students at Bucks



Bucks Students' Union

High Wycombe Campus
North Wing,
Queen Alexandra Road,
High Wycombe,
Buckinghamshire HP11 2JZ

Tel: **01494 601 600**

Uxbridge Campus
First floor,
106 Oxford Road,
Uxbridge,
Middlesex UB8 1NA

Tel: **01494 605 180**

Email: **union@bnu.ac.uk** Website: **bucksstudentsunion.org**
Bucks Students' Union is a registered charity – no. 1144820