

# London South Bank University

## Partnership Agreement

This document is an agreement between LSBU Employability Volunteering Programme and Volunteer-Involving Organisations (VIOs) who accept student volunteers from LSBU. It sets out mutual expectations and obligations and is designed to make the process of recruiting LSBU student volunteers transparent and effective.

As a registered partner VIO of LSBU Employability Volunteering Programme, you will receive the following services:

1. Free promotion of your volunteering opportunities to our registered student volunteers via email, social media and other appropriate channels
2. A named contact on the Volunteering Programme who will support you to engage fully with the programme and be able to address any concerns or questions you might have
3. Advice and support to design volunteering opportunities suitable for students should this be required
4. Access to, and the opportunity to contribute to, our monthly e-newsletters sent to partners
5. Invitations to attend volunteering fairs and other volunteering promotion events taking place at LSBU
6. The opportunity to feed back on the quality of your experience with LSBU student volunteers and the LSBU Employability Volunteering Programme

As a registered partner VIO of the LSBU Employability Volunteering Programme, we ask you to:

1. Provide volunteering opportunities which are appropriate for students
2. Where possible, to provide feedback on all LSBU students who have volunteered with you, including how many hours they have volunteered
3. Devise an appropriate process for selecting LSBU student volunteers for your volunteering opportunities and follow any legal guidelines around DBS-checking and other safeguarding procedures
4. Have in place appropriate insurance, Equal Opportunities and Health & Safety policies and risk assess all volunteering opportunities (copies of these need to be available for us to see if requested).
5. Offer induction and ongoing supervision and training which is appropriate to the role provided by a named person
6. Keep your contact details with us up to date and let us know if anything changes in your volunteering requirements
7. Recognise the importance for volunteers to be reimbursed for out of pocket expenses (reimbursement of travel and meal allowances) incurred while undertaking a volunteer placement.

On behalf of this VIO, I agree to the responsibilities and to support student volunteers in this way.

**Name:**

**Position:**

**Organisation:**

**Signed on behalf of the Volunteering Programme**

**Name:**

**Position:**

We are able to accept this form by email. In order to email this form rather than send it by post simply print names and dates where appropriate.

Please email the completed Partnership Agreement Form to [volunteering@lsbu.ac.uk](mailto:volunteering@lsbu.ac.uk)