

University of Plymouth Students' Union

Volunteer Placement Provider's Partnership Agreement

Introduction

The University of Plymouth Students' Union (UPSU) is a student-led organisation with over 30,000 members, all of whom are students at the University of Plymouth. UPSU is an educational charity, whose charitable objectives are the advancement of education of all students by being the recognised representative channel between students and the University, providing advice, representation and support, and providing social, cultural and recreational activities, and forums for the personal development of its members.

The mission statement of UPSU is 'transforming lives through experience' and part of that work through the providing of opportunities for all students and staff is to participate in their chosen community volunteering activities.

In line with this commitment to providing volunteering opportunities, UPSU seeks to involve students and staff in community volunteering activities in order to:

- Ensure that all the volunteering opportunities facilitated and provided by UPSU meet the needs of the community in which they work in.
- Provide new skills, personal development opportunities and practical experience.
- Forge, maintain and develop our links and partnerships within the local community.

Student volunteers bring great benefit to their local community, through the projects they create and deliver, and by engaging in community volunteering opportunities. By the very nature of volunteering the students are helping to break down barriers and assist with the student and community relationship.

Student Involvement – at the heart of what we do

UPSU is committed to providing opportunities for students to take on roles of responsibilities, providing the support in order to empower them to take on leadership roles and run activities, and to develop new skills and abilities that will help them in addition to their academic studies.

We encourage our student volunteers to take responsibility for their volunteering where appropriate. A student volunteering committee, 'Volunteering in Plymouth' (ViP), oversees student-led projects and events. For those student led projects, a Project Leader will be responsible for aspects such as arranging transport for volunteers, providing data for evaluation, and checking with the placement provider that the student volunteering is going smoothly and is appropriate to the organisations needs.

ViP also helps determine UPSU policy on volunteering and assists with acknowledging student volunteering through their input into the annual UPSU Volunteer Awards.

Volunteer Placement Provider's Partnership Agreement:

The Volunteer Placement Provider's Partnership Agreement acts as a reference guide for both UPSU and our community partners in order to highlight how volunteer's can be expected to be treated when working within the community, as well as stating our responsibilities towards volunteers, our community partners, and the expectations we have.

What you can expect from us:

To help you support student volunteers we will:

- Provide a member of staff as a regular point of contact.
- Recruit suitable student volunteers for your vacancies.
- Promote your placement opportunities to students.
- Meet with you to discuss your requirements, and keep in regular contact.
- Contact you on a termly basis in order to monitor volunteer's progress, matching and recruiting processes, volunteer hours, and to gain feedback on our service.
- Provide support and guidance for each volunteer we place with you.
- Hold annual celebration events for all volunteers and placement providers.
- Provide volunteer training opportunities to enhance skills and knowledge.
- Work with an appointed Project Leader (if appropriate) to make ongoing assessment of your needs and how student volunteers can continue to help your organisation.
- Provide realistic information about the limitations of working with student volunteers, (for example the constraints posed by term dates and exams).
- Investigate any complaints or problems which may arise in line with our complaints policy, in a timely and clear manner, keeping all involved parties informed.
- Evaluate our student volunteering every year, and feedback the results to you via UPSU's Annual Report.

What we require from our Placement Providers:

- Information and materials to assist us with the recruitment process.
- Offer student volunteers the opportunity to 'try out' volunteering activities and roles before committing to them.
- Details of role descriptions and tasks to be undertaken. To include details of skills, attitude and experience, and the responsibilities and boundaries for both volunteers and yourselves.
- Up to date contact details.
- Information on any changes/amendments to opportunities.
- Feedback, on a termly basis, with regards to contact details of those volunteers engaged in your project, the number of hours contributed, training and induction information, and general feedback on the volunteering work carried out.
- A full induction and a named supervisor responsible for volunteers. Induction to include details on expenses details as per arrangements with UPSU.

As a placement provider we would like to see the following:

- Volunteer Policy & Handbook (including induction & ongoing support).
- Relevant Insurance Documents.
- Health & Safety Policy.

- Safeguarding Policy and Criminal Records Bureau checking for volunteers where appropriate. *Please note: a student volunteer, in this instance is 'a person who performs any activity which involves spending time, unpaid (except for travelling and other out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives'. This definition is taken from the 1997 Police Act (Criminal Records) Regulations 2002 and is used by CRB to decide whether a check should be free or paid for. Organisations involving volunteers should be careful to ensure that the CRB checks they submit as "volunteer" fulfil this criteria or the CRB may charge the check. Student volunteers from the Students' Union who are NOT volunteering as part of their course qualify for a free CRB just like any other community volunteer.*
- Equal Opportunities and Diversity Policy.
- Complaints Policy & Procedure.
- Accident and First Aid Procedures.
- Risk Assessments covering volunteer activities.

If you haven't got all of these policies or procedures in place we will be happy to work with you to develop them.

Contact Us

We are always happy to discuss any aspect of student volunteering, and to receive feedback and comments, so please don't hesitate to contact us.

The University of Plymouth Students Union has a dedicated Volunteer Team to support students who volunteer.

Claire Massey - Volunteer Manager	claire.massey@su.plymouth.ac.uk	(01752) 588362
Mark Lockett - Volunteer Project Co-ordinator	mark.lockett@su.plymouth.ac.uk	588397
Andrew Robinson - Volunteer Project Co-ordinator	andrew.robinson@su.plymouth.ac.uk	588387
Jo Reed - RELAYS Schools Event Co-ordinator	joanna.reed@su.plymouth.ac.uk	588389
Email:	volunteer@su.plymouth.ac.uk	
Website:	www.upsu.com/volunteering	

Volunteer Placement Provider's Partnership Agreement

Accepted and Agreed by:

For _____

For University of Plymouth Students' Union

Signature _____

Signature _____

Name _____

Name Claire Massey

Position _____

Position Volunteer Manager

Date _____

Date _____