

## External Organisation Registration Form Volunteering Opportunities

Organisation Name and Address	
Name of Organisation:	
Address Line 1:	
Address Line 2:	
Town:	
County:	
Postcode:	
Main Telephone Number:	
Fax:	
Email:	
Website address:	

Organisation Contact Details	
<b>Primary Contact for Volunteers</b>	
Title:	
First Name:	
Surname:	
Salutation:	
Job Title:	
Telephone:	
Email:	
<b>Secondary Contact (if appropriate)</b>	
Title:	
First Name:	
Surname:	
Salutation:	
Job Title:	
Telephone:	
Email:	

### Transport Directions

#### Directions to the project from the University Campus or City Centre

*(Please provide road names, train route, bus numbers, where to get on and off, landmarks to look out for, length of journey)*

By Car:

By Public Transport:

### Organisation Overview

Please provide your organisations mission statement or give a brief description of your organisations aim and objectives:

## Organisation Good Practice

		<i>Details (Where helpful)</i>	Staff Use
<b>Support and Recognition</b>			
Do your volunteers get an Induction	YES / NO		
What training do you require volunteers to attend?			
Are you able to attach a written description of their role and responsibilities	YES / NO		
Do volunteers receive copies of relevant policies and procedures?	YES / NO		
Do volunteers get a tour of their working area?	YES / NO		
What support and supervision is offered to volunteers?			
Volunteer Expenses (please give details)	YES / NO		
Do you offer recognition for their commitment or achievements? If so, what?	YES / NO		
Are you able to write references for students when they finish their volunteer placement?	YES / NO		
<b>Equal Opportunities</b>			
How does your organisation support volunteers who have a physical or learning disability?			
<b>CRB Checks</b>			
Are volunteers required to undergo an enhanced CRB check?	YES / NO		
- If <b>YES</b> does the CRB check need to be completed before they can start?	YES / NO		
- If <b>YES</b> does your organisation have the facility to carry out CRB checks for your volunteers?	YES / NO		
Do you accept CRB checks from other registered bodies?	YES / NO		
How often do you ask volunteers to renew their CRB check?			

## Organisation Policies and Procedures

Health and Safety		Comments	Staff Use
Do you have an up to date Health and Safety Policy?	YES / NO		
Do you risk assess activities and events volunteers will be involved in?	YES / NO		
Do you have a JORRA (Job Role Risk Assessment) for your volunteer role(s)?	YES / NO		
Equal Opportunities			
Do you have an up to date Equal Opportunities Policy?	YES / NO		
Insurance			
Does your organisation have Public and/or Employers Liability insurance in place that fully covers volunteers in all their activities?	<b>Public</b> YES / NO		
	<b>Employers</b> YES / NO		
Child Protection (If volunteers work with children)			
Do you have an up to date Child Protection Policy?	YES / NO		
Who is the contact for reporting any issues of child protection?			
Protection for Vulnerable Adults (If volunteers work with vulnerable adults)			
Do you have an up to date POVA policy?	YES / NO		
Home Visit Policy (if volunteers do home visits)			
Do you have an up to date Home Visits Policy?	YES / NO		
Screening/Recruitment			
Does your organisation have a Volunteer Screening or Recruitment Policy or Criteria?	YES / NO		
Grievance and Disciplinary Procedures			
Does your organisation have a grievance & disciplinary procedure applicable to volunteers?	YES / NO		
Other Policies and Procedures			
Please list any additional policies or procedures your organisation has which are relevant to volunteers:			
Review Dates			
How often do you review and update your policies and procedures?			



# Service Level Agreement

## Introduction

This document is a signed agreement between the external organisation providing the volunteering opportunities and the University of Birmingham Guild of Students.

The purpose of the agreement is to ensure all volunteering opportunities advertised through the Guild of Students provide volunteers with an adequate level of training and support and have the appropriate health and safety standards and volunteer related policies and procedures in place.

In return the Guild agrees to provide a set level of service to the placement.

## Terms of the Agreement

### The Guild of Students will ensure:

- All volunteers are treated in line with the Guild of Students External Volunteer Policy – a copy of this is available on request.
- If satisfied with the details on the registration form the external organisation's opportunities will be advertised to students at the University of Birmingham.
- All volunteers will receive a basic induction to volunteering through the Guild.
- Names of any students who are interested in the external organisation's volunteering opportunities will be passed on to the contact at the organisation.

### The External Organisation will ensure:

- All details included in this form are accurate to the best of your knowledge.
- Volunteer's are subject to an acceptable level of safety at all times during their involvement.
- All volunteers are provided with an adequate level of training and guidance needed to fully carry out their role.
- Volunteers are provided with adequate support and supervision and made aware of who to contact should they require further support.
- The organisation has at a minimum a Health and Safety Policy, an Equal Opportunities Policy and an Insurance policy that covers volunteers and events and activities involving volunteers are risk assessed.
- The Guild of Students is informed of any relevant changes as soon as practically possible including changes to the organisation's contact details and the volunteering opportunities.
- The Guild of Students is informed if volunteers are no longer required or opportunities no longer need to be advertised.
- The Guild of Students will be provided on request with details of the organisation's volunteering numbers such as the number of volunteers recruited through the Guild and how many are actively volunteering.
- Once the Guild passes on the details of a potential volunteer the student will be contacted by the organisation within 10 working days.

I hereby sign on behalf of my organisation to the above agreement.

**Organisation Name:** \_\_\_\_\_  
Name: \_\_\_\_\_  
Job role: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**The Guild of Students**  
Name: \_\_\_\_\_  
Job role: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_