



# KeeleSU Volunteering Terms & Conditions



This document is an agreement between KeeleSU Volunteering and the organisations wishing to recruit student volunteers through this service. It details the specific roles and responsibilities which will ensure an effective partnership between these two parties.

If you are interested in recruiting Keele University student volunteers, please note:

- We aim to offer a wide range of types of volunteering opportunities, gauged in terms of setting, type of organisations, level of responsibility, time commitment, and client group.
- We expect organisations to be transparent in their aims and objectives and to have good standards in volunteer management.
- We will not refer students to organisations involved in activities which breach any KeeleSU policies or which might bring disrepute to KeeleSU.
- We will only refer students to not-for-profit organisations with charitable purposes, or to volunteering projects run by statutory agencies (such as local authorities, schools or hospitals).
- All projects registering with KeeleSU are asked to agree to the terms and conditions which outline the policies and procedures that they will need to have in place, and the levels of service they can expect from KeeleSU Volunteering.

What you can expect from KeeleSU Volunteering:

1. To provide you with the opportunity to directly advertise volunteering opportunities through our website, once the completed organisation & opportunity forms have been completed and approved.
2. To maintain regular contact with your organisation and the volunteer throughout the duration of a **volunteer's involvement, offering on-going support, opportunity for feedback and assistance in resolving any issues.**
3. To mediate in any dispute between you and any Keele volunteer placed with you if requested by both you and the volunteer.
4. To keep in touch with your organisation throughout the year to keep you up to date with news & developments within KeeleSU Volunteering.
5. To invite you to the annual KeeleSU Volunteering Fair in October and advise you about the best way to promote your volunteering opportunities within Keele University.
6. Where organisations do not have the required policies and procedures, we are happy to offer guidance.

We ask of all organisations recruiting to:

1. Provide volunteering opportunities which are appropriate for students, where levels of expectation are realistic and achievable and where voluntary activity will not replace the work of paid members of staff.
2. Maintain open and on-going communication with KeeleSU Volunteering, regarding volunteer referrals and progress, and ensure that any issues and concerns are raised immediately
3. Have public liability **insurance to cover volunteers'**
4. Have a health and safety policy.
5. Have an equalities statement or policy.

6. Be responsible for deciding whether or not the referred student volunteers are suitable for the volunteering role
7. To provide an induction covering all necessary aspects of health and safety (including safe use of equipment, information about risks and how to minimise risks, and emergency procedures).
8. Provide the training necessary for volunteers to carry out their assigned tasks.
9. Reply to student applications within **5 working days**.
10. Keep your volunteering opportunities up to date on the KeeleSU Volunteering website; please notify KeeleSU Volunteering if any changes need making, which you are not able to do yourself.
11. Treat personal information about Keele volunteers confidentially.
12. To pay travel expenses where possible.
13. To be responsible for the payment of DBS (formerly CRB) checks or seek references on volunteers if this is a requirement of the volunteering role.
14. Follow your organisations policies for the protection of children and adults at risk, but to inform KeeleSU volunteering as soon as possible if an allegation is made against a Keele volunteer placed with them. To also inform KeeleSU Volunteering if an allegation is made by a KeeleSU Volunteer in order for the Students Union to support where required.

### Faith Organisations

KeeleSU welcomes the opportunity to work with volunteering projects that are based within or set up by faith organisations, as we value the contribution such projects make to the local community and the opportunities they provide for Keele students. However, we cannot be involved with any project that is used in any way to recruit members - from their clients or their volunteers - to any religious organisation, nor any project that is used to promote the tenets of a particular faith.