



Voluntary Action North Lincolnshire

41 Frances Street, Scunthorpe, North Lincolnshire, DN15 6NS

Telephone: 01724 845155 Fax: 01724 281599

Website: www.vanl.org

Volunteer Centre



Partner Organisation Agreement

The purpose of this agreement is to promote good practice and positive relationships between the Volunteer Centre and Partner Organisations.

_____ on behalf of _____

agrees to the following conditions:

The following are the responsibility of the Partner Organisation:

- To provide monitoring information on a monthly basis (volunteer timesheets).
- To inform VANL Volunteer Centre of acceptance of a volunteer linked with the organisation and when a volunteer leaves, or if any problems arise in relation to volunteers linked by the Volunteer Centre.
- To treat volunteers fairly and with respect.
- To recognise that volunteers are the responsibility of the Partner Organisation once they are linked and therefore that the Partner Organisation must ensure that all relevant insurances are in place and that relevant (to the type of volunteering) policies and procedures are in place to minimise any risk to the health and safety of the volunteer through their volunteering.
- To undertake necessary checks or vetting procedures relating to the volunteer role.
- To maintain the confidentiality of the person being linked to the organisation (unless such circumstances arise that overrides this e.g. Safeguarding) at all times.
- To contact the Volunteer Centre should any problems arise in relation to the volunteer placement

VANL Volunteer Centre agrees to the following practice requirements:

- To support and develop local and regional networking
- To encourage partnerships and sharing good practice to create a vibrant volunteering community.
- To ensure that people from diverse backgrounds have the opportunity and are actively encouraged to volunteer.
- To work with new and existing organisations to develop new volunteering opportunities.
- Endeavour to link only appropriate volunteers with Partner Organisations (according to the information provided).
- Provide sufficient details of the prospective volunteer (with their written consent) to support successful volunteer recruitment
- To undertake awareness raising activities and volunteer-led project development
- To offer training and capacity building for volunteers and those working with volunteers.
- To promote and champion key tools to enable volunteers and organisations to access and deliver high quality opportunities, including:
 - Recognition of volunteer's achievements
 - Quality assurance
 - Evaluation

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| Agreed by | |
| On behalf of | |
| Signature | |
| Date | |

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| Agreed by | |
| On behalf of | <i>Voluntary Action North Lincolnshire</i> |
| Signature | |
| Date | |

| Office use only | |
|-----------------------------------|--|
| Date Agreement received | |
| Date original returned to partner | |