

UWL Volunteering and Civic Engagement Service standards

The Volunteering and Civic Engagement Team sits within Student Services at The University of West London. We are a team of volunteering professionals that work in partnership with community and not-for-profit organisations to source volunteering opportunities for UWL students.

We currently have partnerships with over 100 organisations and we are always looking for interesting new volunteering roles that'll be suitable for our students. If you are interested in advertising opportunities through us, please note:

- We will only register organisations where we think there is a realistic chance of us generating interest from our students. We assess this on a case by case basis, looking at whether we have other similar roles on offer, the required time commitment, the distance that students are likely to travel and whether UWL students are likely to have the required skills, knowledge and experience.
- We expect organisations to be transparent in their aims and objectives and to have good standards in volunteer management.
- We will only refer students to not-for-profit organisations, public bodies and social enterprises with charitable purposes. We do not work with for-profit organisations.
- We expect our partner organisations to lead on their own recruitment and selection of volunteers, provide appropriate induction, training and support to volunteers, and pay travel expenses within Transport for London Zones 1-6 if possible.

Faith Organisations

- The Volunteering Service welcomes the opportunity to work with volunteering projects that are based within or set up by faith organisations. 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.

International Volunteering

- We do not actively promote international volunteering, though we do maintain a list of organisations for students interested in volunteering abroad.

Paid roles

We cannot help you to recruit for any paid roles. If you are looking for employees from our student base, we would recommend contacting our Placements and Employment Service (pes@uwl.ac.uk).

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To advertise voluntary opportunities to students through the UWL student hub, your organisation and opportunities must meet the following criteria.

The organisation must:

- Be a not-for-profit organisation registered with the UK Charity Commission, a public body or a social enterprise.
- Accept liability for all volunteers recruited and be able to meet any liabilities through an adequate insurance policy or through other provision.
- Have a written health and safety policy
- Risk assess all volunteering activities and premises
- A written equal opportunities statement or policy
- Have an adequate child protection policy if working with children and/or young people
- Have an adequate vulnerable adults policy if working with vulnerable adults
- Provide an induction covering all necessary aspects of health and safety for the volunteer
- Provide all the training necessary for volunteers to carry out their assigned tasks
- Have a named person who is responsible for the supervision and support of volunteers
- Treat personal information about UWL students confidentially.

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