

**Criteria for organisations wishing to become trusted partners**

**Organisations need to meet all of the following points in order to be considered as a trusted partner.**

The organisation

* A not-for-profit organisation (charity or social enterprise) rather than commercial outfit.
* A specialist organisation working in no more than two countries rather than brokering for multiple and diverse countries/projects.

The projects

* Projects are developed from a needs-led stance in partnership with the host community/organisation.
* Volunteers are not undertaking jobs that local people could easily be employed to do (e.g. painting, building etc.).
* The project takes into account the short-term nature of overseas volunteering and either provides an opportunity which is deliberately seasonal, or is sustainable in a way that a volunteer’s departure does not have an adverse effect.
* If working with children/vulnerable people, plans are in place to manage attachment issues.
* Volunteers work alongside local staff and/or volunteers.
* Clearly defined volunteering role descriptions are in place.
* Comprehensive pre-departure, in-country and on-return support is available.

Equal opportunities

* Thought has been given to Equality and Diversity / an equal opportunities policy is in place to ensure opportunities are open to a diverse mix of students and processes are in place to handle equality and diversity issues.
* Where realistically possible taking into account the potential limitations posed when travelling to some countries overseas - Reasonable adjustments can be made in line with equalities legislation in order to accommodate students with disabilities*.*

Health and safety

* The host country is one that the FCO approves travel to (including not travelling to areas of countries where there are advisory notices against travel).
* Clear risk assessments covering all the activities which the volunteers will be involved are in place and kept under regular review.
* The necessary health and safety policies are in place to ensure volunteers safety and security;
* Procedures are in place to deal with accidents and emergencies.
* Any accidents or serious illnesses involving students which are a result of the placement will be reported to The University of Manchester.
* Where DBS checks are required they are undertaken in line with UK legislation and best practice.
* Policies are in place around the safeguarding of both volunteers and beneficiaries.

*If brokering opportunities for other organisations, all of the above criteria must be met for each organisation and opportunity.*