

# LEAP – Terms & Conditions

1. Organisations must only participate in the LEAP programme and use the Thrive CSR platform (“the platform”) for promoting a volunteering opportunity. Organisations must not use the platform to promote any paid opportunities.
2. Organisations must acknowledge applications from volunteers within 5 working days.
3. Organisations must remove an opportunity from the platform where they have admin access to the platform or by contacting the [corporatevolunteeringmanager@cityoflondon.gov.uk](mailto:corporatevolunteeringmanager@cityoflondon.gov.uk) if the opportunity is no longer available, or must otherwise keep the opportunity details up to date to reflect the number of volunteers required.
4. Organisations must ensure their organisation’s details are kept up to date where they have admin access to the platform or by contacting [corporatevolunteeringmanager@cityoflondon.gov.uk](mailto:corporatevolunteeringmanager@cityoflondon.gov.uk) at the City Corporation with any updates
5. Organisations must carry out all necessary background checks of volunteers and assess their suitability to the role. The City Corporation will not be responsible for vetting or assessing suitability of volunteers.
6. Organisations must keep a record of their experience with volunteers and their experience of participating in the LEAP programme and using the platform, and upon request, be willing to provide this feedback to the City Corporation.
7. Whilst participating in the LEAP programme, Organisations must notify us if they are subject to any adverse report or sanction by a regulatory body, unless that information remains confidential at the direction of the regulatory body