



Criteria for Registering with LEAP

Introduction to LEAP

LEAP is the City of London Corporation's employee volunteering programme. LEAP engages our employees in volunteering opportunities to benefit a social or environmental cause, within the Square Mile, London and beyond. Each full-time City of London Corporation employee is entitled to 14 hours of volunteering leave per calendar year. Through the programme we seek to provide meaningful benefits for organisations and their beneficiaries as well as personal and professional development for our employees.

Criteria

Organisations

- i. We prefer to promote opportunities with UK registered charities, constituted groups with charitable objects, Community Interest Companies, educational institutions and local authorities. If your organisation does not fall under one of these categories, but you wish to promote a volunteering opportunity to our employees please contact us first. The programme does not support opportunities with political or political campaigning groups. Appropriate volunteering opportunities are also offered by the City of London Corporation, including on its open spaces, through LEAP.
- ii. We require UK registered charities and Community Interest Companies to have a minimum of 3 trustees/directors who are not related to each other, and for all regulatory returns to be up to date.

Opportunities

- iii. All opportunities promoted through the programme must focus on a social or environmental cause. We do not advertise volunteering that promotes a specific religion.
- iv. All opportunities must have a volunteer role description with clearly defined tasks and activities to ensure our employees are aware of their respective roles and responsibilities i.e. what is expected of them in relation to their time, commitment, necessary skills, experience and specific duties required.
- v. We prefer to promote opportunities that can be fulfilled within 14 hours, in order to fit within the requirements of our Employee Volunteering Programme. This time can be broken down into a number of shorter sessions (for example 7 sessions of 2

hours each) or taken as two complete days. We understand that some volunteering opportunities require a longer term commitment, so if you would like us to promote a volunteering opportunity that cannot be fulfilled within 14 hours please contact us first.

vi. The majority of volunteering opportunities must take place during the working week, and within standard office hours. Volunteering leave can only be taken during our employee's normal working hours.

vii. Organisations must be open to involving volunteers from a wide range of backgrounds and abilities. We do not support volunteering opportunities with religiously restricted groups.

viii. If our employee is required to undertake a Disclosure and Barring Service check (DBS) in order to be able to take part in a volunteering opportunity, the application process and cost for this service should be undertaken by the organisation.

ix. All opportunities must be risk assessed by the organisation, including risks associated with COVID-19, where necessary. Organisations must also ensure the health and safety of our employees and provide them with relevant training as required to ensure their health and safety whilst undertaking the volunteering activities.

x. We expect our employees to be given an induction or briefing, to introduce them to the organisation and its practices relevant to the role or opportunity, when they commence their volunteering.

xi. We expect our employees to be appropriately supervised during their volunteering.

Policies and Insurance

xii. The City of London Corporation will check to ensure that organisations have a valid Public Liability Insurance cover in place. Our programme will routinely check that policies are renewed at the point at which they expire.

xiii. The City of London Corporation assumes no responsibility for or liability to our employees or to the organisation they are volunteering with for any injury, loss or damage caused as a result of volunteering activities.

xiv. Organisation should have a Health and Safety policy, preferably accessible on their website, which clearly sets out the organisation's approach to health and safety with regards to their staff, volunteers and service users.

xv. Organisations should have an Equal Opportunities policy, preferably accessible on their website, that demonstrates they are open to involving volunteers from a wide range of backgrounds and abilities.

xvi. Organisations should have a Complaints policy, accessible on their website, which clearly identifies who to contact if a complaint needs to be raised.

xvii. Organisations should have a safeguarding policy that covers everyone in the organisation, including all staff, volunteers and service users.

xviii. Organisations should have an appropriate Data Protection policy and a privacy notice, preferably accessible on their website, which clearly explains how the organisation protects the personal information of its staff, volunteers and service users in line with data protection legislation.

xix. Organisations should provide clear information to volunteers about what expenses they can claim, if any, and how to make a claim to enable volunteers to participate, including disabled volunteers. Preferably, this should be done through a volunteer expenses policy accessible on the organisation's website.

Further advice and information

Organisations and volunteering opportunities must meet the criteria outlined above in order for them to be part of the LEAP programme.

Please contact the City of London Corporation Volunteer Manager for further advice if you are unsure about whether your organisation or opportunity is eligible.

Email: corporatevolunteeringmanager@cityoflondon.gov.uk