

Partnership Policy – Example

This partnership policy provides guidelines for [your project name] Staff on how partnerships should be set up. It is different to the partnership contracts that are given to the potential partners. All points below must be fulfilled before a partnership and contract are set up.

- The potential partner must provide [your project name] with their child protection policy.
- The potential partner must provide [your project name] with a short financial report with breakdown of where their funds go to
- At least two [your project name] staff must hold a meeting with the director of the organization before setting up a partnership.
- The potential partner must have a suitable space for skateboarding lessons at their organization.
- The potential partner must provide a reliable contact person for organizing students as well as sessions.
- The potential partner must sign a contract before the skateboarding sessions begin.
- The potential partner must sign or organize for a skateboarding waiver form to be signed for all of their participants.
- The potential partner organization should be researched before agreeing to any partnership. [your project name] is interested in working with organizations that have best practices. The quality not the quantity is important.
- The organization must agree to a non-voluntourism policy at their organization.

The following questions should be asked at the meeting with the director of the organization.

- 1) Does the organization have a child protection policy?
- 2) Are visitors allowed to just drop in and have direct access to children without supervision?
- 3) Does your organization have screening protocols that assess an employee/volunteer's history at the time of hiring to determine his/her suitability to work with children?
- 4) Are staff/volunteers supervised and how are breaches of child protection policy dealt with?
- 5) When donations are given to the organization how are they kept track of?

In case of an orphanage:

- 6) Does the orphanage have an active family reunification program?