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?