North Wales Children's University
Membership Agreement
2022/23

Date document created:

School/Virtual School Name: (insert)

Parties involved
The Service Level Agreement exists between North Wales Children's University and (insert school / virtual school name). North Wales Children's University is managed by Glyndwr University.

Purpose
The aim of this Service Level Agreement is to outline the agreed expectations and commitment between North Wales Children's University and the above named School / Virtual School during the membership period running from (dates).

Context
The Children's University encourages and rewards young people to take part in volunteering and extracurricular activity, in their schools, community, at home and online. Young people join the Children's University through member schools and / community groups also known as Virtual Schools. Each young person receives a physical Passport to Learning (if purchased) and an online account to CU Online.
Young people are rewarded at intervals of 30, 65 and 100 hours, up to 1000 hours and receive certificates and annual invitations to a Graduation ceremony.

Period of agreement
This agreement shall commence on the date that a signed copy of this document is received by the CU Project Team and payment of the appropriate fees have been received by the WGU Accounts Receivable department, at the address below.

Roles and responsibilities

The CU will provide the following to the School/Virtual School:

Development support
- Guidance and support to implement the Children's University in your setting.
- Information leaflets, letters and template consent forms for your setting to amend and use to send to young people and their parents/carers.
- Support with registering pupils on CU Online
- National CU Trust updates and information.

CU Online
- CU Online Training
- Individual log ins for all staff involved.
- Assistance with validating learning/volunteering activities at your setting (e.g. lunch and after-school clubs)

Launch
- Provision of launch assembly and/or parents evening session prior to the start of the CU being rolled out in your setting.
- Surveys for young people to complete to allow the CU Team to collate potential Learning Destinations and desired activities.

Resources
- Free delivery of Passports to Learning to your setting.
- Free membership resource pack to store Passport to Learning including 6 stamp code activities and instructions on CU Online.
- School holiday newsletters sent throughout the academic year, to the CU Coordinator for dissemination to young people, prior to school holidays.

Celebrations
- Provision of up to 30 Children's University Trust certificates per young person during their CU lifespan.
- Support and loan of resources to organise school assembly/event for Bronze and Silver certificates.
- Invite to the annual Graduation event organised by the W&F CU Team for 2 staff members and all young people who have reached a Gold level.
- Free loan of graduation caps and gowns to young people attending the Graduation event.
- Opportunities for school group performance at the Graduation event if available (e.g. choirs, speakers, dancing).

Marketing and publicity
- Use of CU logos.
- Display board materials.
- Official CU posters.
- Bilingual resources created by the CU
- Loan of a bilingual banner
- Recognition and promotion of school involvement on CU website and social media
- Priority access to outreach activities organised by the CU Project Team and Glyndwr University (where appropriate).

Learning Destinations
- Identification and recruitment of local Learning Destinations surrounding your setting to support your young children.
- Signposting to local Learning Destinations to develop partnerships and activity provision in school.
- Signposting to national Learning Destinations and training opportunities from partnerships developed by the CU Trust for example, free Open Learn Champions Training.

<u>The Partner, School or Virtual School, agrees to:</u>
Core values

- support the Core aims and objectives of the Children's University as set out in Appendix 1;
- fulfil all legal requirements and comply with all relevant regulations with regard to covid-safety, child protection and safeguarding;
- ensure third party activity provision is safe for your young people to access. We recommend that you ask any Learning Destination that you visit or that provide activities on school premises, for evidence of DBS checks, safeguarding and health and safety policies.
- use the Children's University name, Logos, branding and other intellectual property rights (including the Trademarks) in line with this Agreement;
- not do anything which has, or might reasonably be expected to have, an adverse effect on the Children's University Models, Children's University Trust's reputation, North Wales Children's University reputation or Wrexham Glyndwr University reputation, which brings, or might reasonably be expected to bring, any of the above parties into disrepute
- not make any modifications to the Children's University Model without Children's University Trust's prior written consent;
- introduce any improvements or modifications into the Children's University Model when requested by Children's University Trust or the CU Partner; and
- Give one month's written notice to withdraw from the scheme.

Administration

- Appoint a dedicated CU Coordinator, with good IT and communication skills, who will be responsible for the in-house organisation of the scheme.
- Provide appropriate time for the CU Coordinator to complete CU Training and validation of in-house activities.
- Completion of appropriate paperwork by the given deadlines.
- Organise appropriate sessions for the CU Team to deliver the young person training session at the beginning of the membership period.
- Maintain regular communication with the CU Team.
- Data check a sample of young people's profiles to prevent fraud.
- Deal with fraudulent codes and the relevant CU member, if and when fraudulent activity is flagged up by the CU Team.
- Facilitate Videography and Photography sessions at the setting, with young people and staff who have given consent when mutually agreeable.

Data Collection

- Distribute appropriate consent and information documents to pupils and their families/carers for consent and assent.
- Collection of completed parental consent forms and delivery to the CU Project Team.
- Provide CU with pupil data in an agreed format, for inputting into the on-line platform.
- Facilitate any extra information required for the CU Team to organise and deliver a Graduation-style event.
- Nominate staff to attend the graduation ceremony.

Engagement

- Promote the scheme to young parents, parents/carers and staff.
- Encourage young people to give feedback, suggest additional Learning Destinations to be validated and actively contribute to the development of CU within their school/virtual school and beyond.
- Highlight involvement in CU through school/virtual school website, newsletters, assemblies etc.

- Validate in-house activities on CU Online for young people within 1 month of membership beginning.
- Display relevant posters/information

Costs
The roll out of the North Wales CU for the academic year 2023/24 will be provided at a reduced cost of £0 to cover the months from 4th September to 29th February 2024.

Schools and Virtual Schools will pay a membership fee that will cover administration, printing, postage and graduation costs.

Passports to Learning will be charged at £3.50 per item.

An invoice will be sent via the Accounts Receivable department at Wrexham Glyndwr University to the relevant person, nominated by the school/virtual school. Payment will be due 30 days after the invoice has been sent. Failure to pay the invoice, may incur an additional administration charge and a cancellation of CU membership services.

Quality Assurance
Any concerns regarding the quality of the service should be raised in the first instance with the CU Project Manager, either in writing or via email. This will then be investigated and a response provided within 5 working days. If the issue is still unresolved, it will be referred to the CU Programme Board.

Intellectual Property
The CU Pilot Member School acknowledges that:

- it does not have any right, title or interest in the Children's University Model, the Trademarks, the Materials, Children's University Online or any other of Children's University Trust's intellectual property rights and/or any updates, improvements, or other changes to these;
- it must adhere to the Branding Guidelines;
- it will immediately stop using the Materials or the Marketing Materials on receipt of a request by North Wales Children's University or Children's University Trust to do so or on termination or expiry of this Agreement;
- it shall not do anything that may adversely affect the Children's University Model, the Trademarks, the Materials, Children's University Online and/or any other of Children's University Trust's intellectual property rights or Children's University Trust's right or title to these.

Withdrawal
Should a School or Virtual School no longer wish to be part of North Wales CU Pilot, they must give written notice of 1 month. The CU Coordinator and all young people's CU Online accounts, will be closed down and outstanding certificates will be issued via post. The schools/virtual schools will not be able to use the logos or trademarks on any materials, promote or undertake any activity as a Children's University™ activity. No monies will be refunded.

Disclaimer

As part of the validation process on Children's University Online, all Learning Destinations acknowledge, that matters of Health and Safety, Public Liability, Data Protection and UKGDPR and Safeguarding remain their responsibility and that they are expected to operate to their statutory requirements in these areas. Covid-safety is part of this.
North Wales Children's University do not review Disclosure and Barring Service records, Health and Safety, Safeguarding or any other statutory policies. North Wales Children's University will not accept responsibility or liability for matters of Health and Safety, Public Liability, Data Protection/UKGDPR and Safeguarding, which remain the sole responsibility of the activity providers either the CU School/Virtual School or Learning Destinations. It is every Parent's or Carers responsibility to ensure activity provision, from Learning Destinations in the community, is safe for their children to access.

Agreement
I, on behalf of the below named School/Virtual School agree to the terms of this agreement with North Wales Children's University
Print name:
Position:
Signature:
Date:

Signed on behalf of North Wales Children's University
Natalie Edwards - Lead Project Manager Signature:
Signature:
Date:

Please complete and return a copy of this agreement to childrens.university@glyndwr.ac.uk

Office Use Only

Payment amount:

Date payment received from setting:

Renewal reminder set: