

Partnership Agreement

Overview

Community Sponsorship depends upon effective partnership working between the community group supporting the family (**Community Sponsor**) and their partner charity (**Lead Sponsor**).

Every family is unique and brings their own experiences, challenges, hopes and ambitions. Our shared aim is for families to achieve settled independence in the UK, as soon as possible, and thus be able to realise their own goals and aspirations.

The Community Sponsor and Lead Sponsor each has a vital role to play in that process.

The Community Sponsor provides affordable housing, funding and regular ongoing resettlement support.

The Lead Sponsor prepares, trains and supports the Community Sponsor, arranges legal, financial and insurance cover, and signs a legal agreement with the Home Office.

This **Partnership Agreement** sets out the roles of each in more detail. This should help to clarify expectations and provide the basis for a successful partnership, as we 'walk together' on the journey.

Agreement

The Partnership Agreement establishes working arrangements between **[insert group name]** (the Community Sponsor), who acts as the delivery partner, and **[insert partner charity name]** (the Lead Sponsor), who assumes legal responsibility for the activities of **[name of group]**.

The Partnership Agreement is, in turn, subject to the Community Sponsorship Agreement (**the Agreement**) between the Secretary of State for the Home Department and **[name of Lead Sponsor]**.

The Partnership Agreement takes effect from commencement of the project until formal completion. The Agreement is effective for two years from the arrival date of the family.

Shared Values

Inspired by gospel values, we ask everyone to commit especially to:

- Respect the dignity and infinite worth of all family members
- Promote the family's well-being, empowerment and autonomy
- Maintain trust, cooperation and mutual respect between colleagues
- Build a strong, inclusive team in which every contribution is valued
- Establish clear boundaries between resettlement support and friendship
- Communicate openly and transparently with the group and **[name of Lead Sponsor]**

Lead Sponsor's Role

A. Legal and Financial

- Consents to the project application and a suitable family referral
- Acts as legal guarantor for all aspects of scheme delivery
- Financially underwrites the scheme
- Advises on fund disbursements
- Provides safeguarding policies, procedures, training, support and escalation
- Arranges public liability insurance cover for volunteers
- Provides families with an independent means of raising concerns
- In the event of project breakdown, ensures the family continues to be supported or facilitates a smooth transition to Local Authority support

B. Volunteer Support

- Offers guidance to help ensure a high-quality application to the Home Office
- Provides training and ongoing support to ensure volunteers are confident in their roles
- Provides policies and advice to protect the family's dignity, privacy and data security
- Schedules regular calls and meetings with the group and responds promptly to the group's requests for advice and support
- Regularly evaluates progress against the Resettlement Plan, identifying and resolving issues whilst allowing for adaptation as necessary
- Ensures volunteers are suitable to work with refugee families in accordance with safer recruitment best practice

C. Monitoring and evaluation

- Works closely with the group to monitor resettlement progress, promote good practice, identify learning and record outcomes
- Attends meetings between [name of group] and Reset, the Local Authority or the Home Office as necessary

Community Sponsor's Role

- Produces a high-quality resettlement plan ready for 'sign-off' by [name of Lead Sponsor]
- Provides suitable and affordable accommodation for at least two years
- Undergoes training as required by [name of Lead Sponsor] and the Home Office
- Provides the family with planned, regular resettlement support for up to two years
- Encourages the family to set their own goals and priorities
- Agrees a suitable Project Lead and Safeguarding Lead with [name of Lead Sponsor]
- Nominates suitable and experienced volunteers to fulfil all other key roles
- Registers all volunteers with [name of Lead Sponsor] including applicable DBS checks and references
- Ensures at least ten volunteers are available on rota throughout the first year
- Adheres to the [name of Lead Sponsor] Safeguarding Policy, Code of Conduct and Handbook
- Responds promptly to [name of Lead Sponsor] requests for meetings, calls, information, documents, financial and other reports concerning the project
- Reports safeguarding incidents or concerns in accordance with [name of Lead Sponsor] policy and procedures
- Informs [name of Lead Sponsor] of incidents with the potential to create adverse publicity, enabling Home Office disclosure as per the Agreement
- Ensures a volunteer submits a log report for every planned interaction with the family
- Ensures group funds are deposited appropriately and accounting is efficient, transparent and compliant with fundraising regulations
- Within six months of the family's arrival, produces an adaptable 'Exit Plan' mapping the gradual phase-out of support and transition to independence

We understand, agree, and will adhere to this Partnership Agreement:

COMMUNITY SPONSOR - [insert group name]:

NAME	
ROLE	
SIGNATURE	
DATE	

LEAD SPONSOR – [insert Lead Sponsor name]:

NAME	
ROLE	
SIGNATURE	
DATE	