



UNIVERSITY OF CAMBRIDGE

Office of External Affairs
and Communications

Points of contact for developing community initiatives

Central support for University-community engagement is provided by the Community Affairs team, who offer practical support, community contacts and advice to nurture charitable, educational and voluntary partnerships between the University and the community. Community Affairs also provides a central information point for members of the public. Contact community@admin.cam.ac.uk or 01223 339666

Protection of children and vulnerable adults

If you are working with children or vulnerable adults, you may need to obtain a criminal records check. Student Community Action provides CRB checks free of charge to University staff and students working as volunteers in the community.

www.cambridgesca.org.uk

The Child and Vulnerable Adult Protection Policy can be read at:

<http://www.admin.cam.ac.uk/offices/hr/policy/protection/>

'Safeguarding children and vulnerable adults' is a half-day training session offered by the Centre for Personal and Professional Development.

<http://www.admin.cam.ac.uk/offices/hr/cppd/>

Health and safety

Risk assessments should be undertaken for all activities in the community and can be downloaded from the Health and Safety Office website.

<http://www.admin.cam.ac.uk/offices/safety/>

Legal advice

ProHelp supports community groups by providing free professional advice

http://www.bitc.org.uk/community/employee_volunteering/prohelp/community_getting_support/index.html

The University Legal Services Office may also be able to advise on legal issues.

<http://www.admin.cam.ac.uk/offices/legal/>

Community contacts

Cambridge Council for Voluntary Service provides support for community groups in Cambridge city and South Cambridgeshire. A list of groups is available in the C CVS directory.

<http://www.cambridgecvs.org.uk/>

Publicity materials and photography guidance

A range of templates are available to assist in creating publicity materials in the University style. You may also download the University identifier, access the photo library and download guidance and consent forms for the use of video, audio and photography.

<http://www.admin.cam.ac.uk/offices/communications/services/>

Media

The Communications team can provide advice on working with the media. The team also provides training in media relations for all University staff, including guidance on handling difficult or sensitive issues.

<http://www.admin.cam.ac.uk/offices/communications/comms/>



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Room bookings

Most staff or students affiliated with a college should be able to obtain meeting rooms at their college free of charge. For a range of meeting rooms across the University and colleges, Conference Cambridge provides a free venue finding service.

<http://www.conferencecambridge.com/home/>

Insurance

The University Insurance Section can provide advice about insurance cover for events.

<http://www.admin.cam.ac.uk/offices/insurance/>

Environmental

For queries relating to environmental issues, you can contact the Environmental Office

<http://www.admin.cam.ac.uk/offices/environment/>

International development resources

The Humanitarian Centre has a variety of online resources, including a library catalogue, to support international development initiatives and non-profit managers.

<http://www.humanitariancentre.org/hub/public/resources.htm>

Sharing best practice

The Working with Schools network meets three times a year and provides a forum for people across the University and Colleges to find out about activities, share best practice and discuss current issues about working with schools and community groups. To find out more contact Nicola.buckley@admin.cam.ac.uk

The community directory lists many of the University outreach projects and is available to search online.

www.cam.ac.uk/communitydirectory