



UCLA

1. About the Centre

3. Developing New Pro Bono Projects

How do I approach the CAJ with my idea for a new project?

Students with ideas for new pro bono projects can submit their ideas to the CAJ by:

- Filling out a **pro bono project proposal form** (annexed to this handbook), available on the CAJ website, and emailing it to accesstojustice@ucl.ac.uk
- When submitting the form, please ensure the subject line of the email i

4. The CAJ Grant

What is the CAJ Grant?

Subject to capacity and availability, the CAJ is able to offer small grants to fund student-led pro bono projects that fall within the CAJ pro bono programme. Applications can be made throughout the year, for up to £300.

Examples of previous activities that have been funded by the CAJ grant include: buying promotional materials (e.g. banners, t-shirts, flyers); financial support for events (e.g. paying for a drinks reception); and travel expenses.

How do I apply for the CAJ Grant?

In order to apply for a grant, students must fill out the **CAJ Grant Application Form**, available on the UCL CAJ website and annexed to this handbook and email the completed form to accesstojustice@ucl.ac.uk.

All applications will be assessed on the following **selection criteria**:

- Has a breakdown of costs been provided?
- Is it not possible to secure funding elsewhere?
- Is it an appropriate use of funds?
- Y [~ |ã@ Á |ã çãç & Á@ Á | | b & ç Á objectives?

**Please note, CAJ Grants are only available for CAJ student-led projects.*

A list of the members of the Committee can be found on the **UCL CAJ website**.

6. Volunteering for CAJ Pro Bono Projects

When volunteering for CAJ projects, you are agreeing to abide by the following:

- You will act with professionalism;
- You will respect confidentiality where required;
- You will always act with respect towards others;
- If you make a commitment, you will meet that commitment;
- You will attend all sessions / activities you have committed to;
- You will always be on time for volunteering activity;
- You will meet any deadlines set;
- You will dress appropriately for volunteering activity (for example, if working in a student law clinic, you will dress in smart attire). If you are unsure what is appropriate dress, ask your project leader/supervisor;
- You will approach volunteering with a positive, proactive attitude and enthusiasm;
- If, for some reason, you are no longer able to meet your commitments, you must inform the project leader with at least 24 hours notice and an explanation of why you are no longer able to volunteer (please note that this may vary for different projects; some projects may require more notice).

Your project leader/supervisor will send you the

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8. Keeping in touch with us

In order to stay updated and keep up regular communications with us, please ensure that you regularly monitor the following:

- **Teams:** The CAJ Pro Bono Project Volunteers 21/22 Teams Group will be a place where you will find links to compulsory training, important updates on your project and other general information and resources. Ensure that you also check the private channel associated with your project for project specific information.
- **Your UCL Email Address:** Please ensure you regularly monitor your UCL email address, we may directly email you regarding individual circumstances, monitor your progress in your placement, request information/feedback, etc.

We value your feedback, please do feel free to email us at accesstojustice@ucl.ac.uk to provide us with any feedback on your placements. We will also regularly get in touch with you via your UCL email to collect feedback and monitor your progress.

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9. UCL CAJ Social Media Policy

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Much of the work that you undertake at your pro bono placement will be case or client

10. SQE

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I want to run an event or fundraise

If you are interested in running an event or fundraising for a legal charity, please complete the [CAJ](#)

Appendix A

1.

Appendix B

2. CAJ Grant Application Form

You	
*Name(s)	
*Course	
*Year	
*UCL Email	

Grant Application	
*Project title:	
*Project partner(s) (if any)	
*Description of project <i>(short description of project)</i>	

APPENDIX C

3. UCL CAJ Social Media Policy

1. It is important to understand how to use it responsibly. As you participate in pro bono activities, you are representing UCL, and have a responsibility to conduct yourself appropriately and respect the sensitivity of cases and events you may experience.

2. UCL has a [social media-ucj](https://www.ucl.ac.uk/cam/social-media-ucj) which includes specific guidelines for staff. Although not specifically drafted for students, it is a good guide for you. <https://www.ucl.ac.uk/cam/social-media-ucj>

3. Much of the work that you undertake at your pro bono placement will be case or client related. It will often be sensitive and/or subject to legal professional privilege. It may contain sensitive information and be distressing for those involved. Confidentiality is one of our highest priorities and is a principle all future lawyers should adopt as early as possible. A breach of client confidentiality could have long lasting consequences for your legal career.

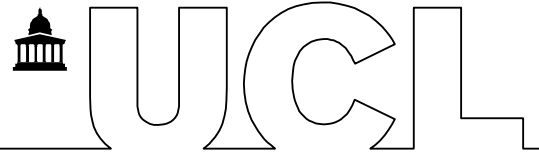
4. To avoid any misunderstandings and to err on the side of caution, we therefore ask that you **do not discuss your pro bono activities (especially casework) online or on any public platforms, including social media platforms such as: Instagram, Twitter, TikTok or Facebook**. This includes scenarios where you may be merely observing things in the public domain (in court, for example).

5. For the avoidance of doubt, this policy includes not posting selfies or other images at your placement or outside/near it. You never know who might be watching you do this, who might see the image or how they might be feeling. An exciting day for you may be the worst day of someone else. A breach of confidentiality or put someone at risk.

6. If you are working with children, please also be aware that you sharing the names or images of children is a breach of confidentiality and could put them at risk.

7. Our project partners are also placing a significant degree of trust and responsibility in you as students, and in UCL as an institution when they accept UCL student volunteers. This includes trusting that the activities you participate in with them will not be shared on social media . most organisations carefully curate their social media presence to align with their vision and goals.

8. Some exceptions to this policy are:



8. **For students undertaking pro bono work directly supervised by UCL CAJ staff** (for example placements at UCL iLAC or the Rare Dementia Advice Service):
 - i. You will need to record your QWE in the