

# Award Volunteer Code of Conduct Policy | 2011

## The Duke of Edinburgh's Award in Bermuda

### Volunteer Code of Conduct Policy

The Duke of Edinburgh's Award in Bermuda expects that all Award Volunteers who actively engage with Participants in Award activities, including NAA approved Leaders, Assessors and Expedition Supervisors; as well as Award Volunteers working at individual Approved Award Centres, to agree to The Award Volunteer Code of Conduct. As an Award Volunteer, I accept these terms and undertake that I will:

1. Exercise due care and diligence in carrying out my role and responsibilities.
2. Comply at all times with the requirements of The Award and with all applicable laws relevant to fulfilling my obligations to The Award.
3. Immediately inform the Bermuda National Award Office of any matter of which I am involved that has or could lead to a criminal conviction.
4. Inform the Bermuda National Award Office of any Award Volunteer who I believe has acted in a way which may be detrimental to the good name of The Award.
5. Represent The Award with professionalism, dignity and pride and be responsible for conducting myself with courtesy, respect and appropriate behaviour.
6. Act as a role model for others involved within The Award, following through and completing accepted tasks.
7. Ensure that at least one other adult is present when working with Young People.
8. Respect a Young Person's right to personal privacy.
9. Consent to a police check if requested by The Bermuda National Award Office.
10. Allow Young People access to an environment where they feel able to discuss problems/concerns they may have.
11. Encourage a supportive environment that allows constructive criticism if and when asked for.
12. Provide separate sleeping accommodations for Award Volunteers (adults) and Young People (Participants).
13. Remember that actions may be misinterpreted irrespective of the original intentions.
14. Ensure that no Young Person is allowed to continue with abusive youth peer activities (*e.g. initiation ceremonies, bullying, ridicule, etc.*) and ensure that appropriate action is taken.
15. Exercise and understand the need for caution with Young People, particularly when dealing with sensitive issues such as bullying, bereavement, abuse, etc.
16. Under Bermuda's Mandatory Reporting Law (Section 20 of The Bermuda Children Act 1989), I will immediately inform Child & Family Services of any suspicion of child abuse and/or neglect.
17. Not involve myself in inappropriate physical or verbal contact with others.
18. Remain open minded without drawing to conclusions about others.
19. Remain professional without displaying extreme reactions to emotional situations that may involve Young People e.g. tantrums or crushes.
20. Remain neutral in disputes between others, never displaying favouritism to an individual.
21. Not rely on the name of The Award for protection from issues.
22. Always believe "it could happen to me".

I am aware of my obligations as outlined in this document and that my appointment as an Award Volunteer may be terminated as a result of any breach by me of the undertakings of this document.

I have read, understand and will abide by the above terms.

**Name:** *(Please Print)* \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*day month year*

**Approved Award Centre:** \_\_\_\_\_

Please return your original signed copy of this form to The Bermuda National Award Office.