

Code of Conduct Policy

The Duke of Edinburgh's International Award Bermuda

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

1. Provide evidence that I am a legal adult above eighteen years of age.
2. Consent to a Bermuda Police background check before being accepted by The Award as a volunteer or paid member of staff.
3. Exercise due care and diligence in carrying out my role and responsibilities.
4. Comply at all times with the requirements of The Award.
5. Comply at all times with all applicable Bermuda laws relevant to fulfilling my obligations to The Award.
6. Immediately inform the Bermuda National Award Office of any matter which I am involved with that has or could lead to a criminal conviction.
7. Inform the Bermuda National Award Office of any Award Volunteer who I believe has acted in a way which may be detrimental to The Award.
8. Represent The Award with professionalism, dignity and pride.
9. Always be responsible for conducting myself with courtesy, respect and appropriate behaviour.
10. Act as a role model for others involved within The Award, following through and completing accepted tasks.
11. Ensure that at least one other adult is present when working with Young People.
12. Respect a Young Person's right to personal privacy.
13. Allow Young People access to an environment where they feel able to discuss problems/concerns they may have.
14. Encourage a supportive environment that allows for constructive criticism.
15. Provide separate sleeping accommodations for Award Volunteers (adults) and Young People (participants).
16. 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.
17. Exercise and understand the need for caution with Young People, particularly when dealing with sensitive issues such as bullying, bereavement, abuse, etc.
18. Abide by all stipulations of working with minors as outlined by The Bermuda Children Act 1989.
19. Under Bermuda's Mandatory Reporting Law (Section 20 of The Bermuda Children Act 1989), I will immediately inform the Bermuda National Award Office and Bermuda Government's Department of Child & Family Services of any suspicion of child abuse and/or neglect.
20. Participate in SCARS "Stewards of Children" child-protective training.
21. Not involve myself in inappropriate physical or verbal contact with others.
22. Remain open minded without drawing to conclusions about others, and always communicate in a respectful manner.
23. Remain professional without displaying extreme reactions to emotional situations.
24. Remain neutral in disputes between others, never displaying favouritism to an individual.
25. Not rely on the name of The Award for protection from issues.

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 forward your signed copy of this form to The Bermuda National Award Office.