

Volunteer Code of Conduct

For the purposes of The Duke of Edinburgh's International Award - Australia ('the Award'), and therefore this document, a "Volunteer" means anyone over the age of 18 who assists with the Award, either in a paid or unpaid capacity. This includes all *Award Leaders, Assessors and supervisors.

In consideration of the Award Unit^,

[name of school/organisation/group]

approving me as an Award Leader/Assessor/supervisor/volunteer in relation to The Duke of Edinburgh's International Award, **I undertake that I will:**

My Role & Responsibilities

1. Comply with and exercise due care in carrying out my Roles and Responsibilities (as outlined in Section 2 of the Award Handbook, available at www.dukeofed.com.au/Handbook).
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. Comply with the Key Principles of the Award (as outlined in the Award Handbook).
4. Undertake training and meet accreditation requirements, as appropriate.
5. Undertake to provide assessment for the Award only in areas where I am suitably qualified and/or experienced.

Safeguarding young people

6. Meet all applicable Child Protection Legislation requirements in my State/Territory, and follow any supervisory ratios stipulated by my own organisation (and those responsible for any specific Award activity).
7. Take any allegations or concerns of abuse seriously and immediately follow the reporting process in use within the organization. Never trivialise abuse, or let allegations, suspicions, or concerns about abuse go unreported.
8. Provide a safe environment by not harming young people or adults in any way, whether through discrimination, favouritism, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions.
9. Ensure young people and adults are aware of my organisation's safeguarding arrangements to keep people from harm and abuse
10. Recognise and personally acknowledge the position of power or influence I may have when working with young people and other adults, and never abuse this position by forming an inappropriate relationship with a child, young person or vulnerable adult.
11. Promote an environment where young people are valued and encouraged to talk about any concerns they may have, and challenge attitudes or behaviours they do not like

People & Culture

12. Respect the privacy of persons served by the Award and hold, in confidence, sensitive, private and personal information collected in relation to the Award in accordance with the Privacy Policy of The Duke of Edinburgh's International Award - Australia [ACN 114 269 195] (National Award Authority) and the law (reports of child abuse or neglect will be handled under the relevant State/Territory legislation).
13. Undertake my role in a safe work environment. This includes: taking reasonable care for my own health and safety; ensuring that my conduct does not adversely affect the health and safety of others; compliance with any reasonable instructions relating to health and safety; and cooperation with any reasonable policy or procedure relating to health and safety that applies to me, my colleagues, people I am supervising or who are considered to be in my care.
14. Follow through and complete agreed tasks and commitments.
15. Conduct myself in a respectful manner, exhibit good conduct and be a positive role model by setting an example for all to follow.
16. Display respect and courtesy for Participants of the Award, other volunteers, staff, contractors and property.
17. Work cooperatively as a team member with employees of the Award and other volunteers.

Representations and media

18. Represent the Award with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behaviour.
19. Immediately advise the aforementioned Award Unit of any matter of which I am involved that has or could lead to criminal conviction. Advise the Award Unit of any officer or employee of the Award Unit; or any Award Leader/Assessor/supervisor/volunteer involved in the management and/or delivery of the Award, who I believe has acted in a way which may be detrimental to the good name of the Award.
20. Copy and distribute materials the Award Leader gives me only for the purposes of the Award and not otherwise use them without the prior written consent of the National Award Authority.
21. Not use those materials in any way which would bring the Award, Award Unit, State/Territory Award Operating Authority or the National Award Authority into disrepute.
22. Immediately stop use of all materials once my involvement with the Award ends.
23. Ensure that any improvements, developments, or new versions of the materials, including new materials I create based on or incorporating them, belong to the National Award Authority and I assign all rights, including intellectual property rights in them, to the National Award Authority.
24. Ensure that any documents, collateral, website pages or other items that utilise the international logo meet all requirements of the International Brand and Style Guidelines (available from the National Award Authority).
25. Ensure that all new materials utilising the Award logo which contain interpretive content** regarding the Award has been approved by the National Award Authority prior to being circulated. A copy of all such materials will be retained by the National Award Authority for reference purposes.

Volunteer Details and Agreements

For Award Leader/Assessor/supervisor/volunteer to complete **prior** to undertaking any Duke of Ed activities with a Duke of Ed Participant.

Name	Phone
Organisation (if relevant)	
Address	
Email	
Skills/experience/qualifications relevant to Participant's activity	
<input type="checkbox"/> I am aware of my obligations as outlined in this document and that my approval as an Award Leader/Assessor/supervisor/volunteer in relation to the Award may be terminated as a result of any breach by me of the undertakings in this document <input type="checkbox"/> I agree to the terms of the Volunteer Code of Conduct <input type="checkbox"/> I undertake to assess/supervise for the Award only in areas where I am suitably skilled, experienced and/or qualified <input type="checkbox"/> I am over 18 years of age <input type="checkbox"/> I have read, understood and agree to comply with the Award Leader/Assessor/supervisor (please circle as appropriate) Roles and Responsibilities as outlined in Section 2 of the Handbook (www.dukeofed.com.au/Handbook), also available at www.dukeofed.com.au/resource/award-leader-roles-and-responsibilities www.dukeofed.com.au/resource/assessor-roles-and-responsibilities www.dukeofed.com.au/resource/supervisor-roles-and-responsibilities	
Child Protection Information State/Territory allocated No: _____ Date of Birth: _____ Expiry Date _____	
Signature:	Date:

*Award Leader is the internationally recognised name for Award Coordinator ^Award Unit is the internationally approved name for Licensed Operator

** Interpretive content refers to any information published by The Duke of Edinburgh's International Award - Australia which has been re-worded.