

## Volunteer Code of Conduct

The Duke of Edinburgh's International Award - Australia ('the Award'), deems a Volunteer to be anyone over 18 years old, who assists with the Award, whether in a paid or unpaid capacity. This includes all Award Leaders, Assessors and Supervisors.

The Volunteer Code of Conduct outlines the standards of behaviour and obligations agreed to by the Volunteer. Signing and adhering to the code is a requirement of all Volunteers.

In consideration of approval as an Award Leader/ Assessor/ Supervisor/ Volunteer by the Award Centre or Award Operating Authority,

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*[name of school/organisation/group]*

### I AGREE 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](http://www.dukeofed.com.au/Handbook)). Also available: <https://dukeofed.com.au/resources/assessor-resources/> <https://dukeofed.com.au/resource/supervisor-roles-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. 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 Operator) 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; and complying with any reasonable instructions, policy or procedure relating to health and safety that applies to me, my colleagues, and 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. This includes: displaying respect and courtesy for Participants of the Award, other volunteers, staff, contractors and property.
16. Work cooperatively as a team member with employees of the Award and other volunteers.

## Representations and media

17. Represent the Award with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behaviour.
18. Immediately advise the aforementioned Award Centre of any matter of which I am involved that has or could lead to criminal conviction. Advise the Award Centre of any officer or employee of the Award Centre; 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.
19. Copy and distribute Award materials only for the purposes of the Award and immediately stop use of all materials once my involvement with the Award ends.
20. Not use materials or behave in any way which would bring the Award, Award Centre, Award Operating Authority or the National Award Operator into disrepute.
21. 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 Operator and I assign all rights, including intellectual property rights in them, to the National Award Operator.
22. Ensure that any documents, collateral, website pages or other items that utilise the Award logo meet all requirements of the NAO Australian Branding Guidelines, and is compliant with the requirements of the International Brand Guidelines and Style Guide (available at: <https://dukeofed.com.au/resources/logo-and-brand-guidelines/>)
23. Ensure that all new materials utilising the Award logo which contain interpretive content\*\* regarding the Award has been approved and registered by the National Award Operator **prior** to being circulated. A copy of all such materials will be retained by the National Award Operator for reference purposes.

## Volunteer Details and Agreements

The Volunteer Code of Conduct must be signed **prior** to an Award Leader/ Assessor/ Supervisor/ Volunteer undertaking any Duke of Ed activities with a Duke of Ed Participant.

<b>Name</b>	<b>Phone</b>
<b>Organisation</b> (if relevant)	
<b>Address</b>	
<b>Email</b>	
<b>Skills/experience/qualifications relevant to Participant's activity (for Assessors/Supervisors)</b>	
<input type="checkbox"/> I have read, understood and agree to comply with the Volunteer Code of Conduct. <input type="checkbox"/> I understand that any breach of the Volunteer Code of Conduct may result in my termination as an Award Leader/ Assessor/ Supervisor/ Volunteer. <input type="checkbox"/> I agree to assess and/or supervise areas only where I am suitably skilled, experienced and/or qualified, and approved by an Award Leader. <input type="checkbox"/> I am over 18 years of age.	
<b>Child Protection Information</b>  <div style="display: flex; justify-content: space-between;"> <div> <b>State/Territory allocated number:</b>            e.g. QLD Blue or Exemption card number, NSW Working with Children Check   <b>Full Name:</b>            As appears on relevant regulation         </div> <div> <b>Date of Birth:</b>   <b>Expiry Date:</b> </div> </div>	
<b>Signature:</b>	<b>Date:</b>

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

### Information for Queensland only:

**Privacy Statement:** Your personal information will not be used for any other purpose or disclosed to any other party unless we have your consent or it is required by law. Your personal information is collected and managed in accordance with the Privacy Principles described in the Schedule 3 of the Information Privacy Act 2009 and, if applicable, in accordance with section 426 of the Education (General Provisions) Act 2006. You can access your own personal information by contacting the Queensland Award Operating Authority. By completing this form, I give my consent for the Department of Education to collect and store my personal information which may be used for the purposes outlined above.

**Blue Card:** Under the Working with Children (Risk Management and Screening) Act 2000 people working with children under 18 years of age in certain categories of business or employment must undergo the Working with Children Check. The Working with Children Check (blue card system) applies to employees or volunteers associated with The Duke of Edinburgh's International Award program. Employers and businesses providing regulated child-related services are also required to have a child and youth risk management strategy in place to protect children and young people from harm. For more information on whether you are required to hold a blue card or develop and implement a child and youth risk management strategy, please visit the Blue Card Services website at [www.qld.gov.au/bluecard](http://www.qld.gov.au/bluecard) or call Blue Card Services on 1800 113 611 (free call). You can also read the fact sheet for The Duke of Edinburgh's International Award at <https://www.publications.qld.gov.au/dataset/blue-card-system-changes/resource/5963ee66-8a39-4aac-aa1c-2e9368da0f6>. Note: If you have applied for your blue/exemption card through another organisation you are required to link to the Award Centre. To find out how to do this, visit the Blue Card Services website: [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au).