

#WORLDREADY



Code of Conduct

The Duke of Edinburgh's International Award Foundation

25 April 2018
Version: 1.0

Version control

Version	Date	Author	Notes
1.0	25 April 2018	Operations	This policy is an extract from the Foundations Safeguarding Policy dated April 2018 [link to webpage]

Relevant Policies

1. Memorandum of Understanding, International Award Association
2. Fundamental, Operational Principles and Code of Practice
3. Guiding Principles
4. Operational Guidelines
5. Trustees Toolkit

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Code of Conduct

All adults involved with the Award, as a minimum, must:

1. Keep to this Code of Conduct at all times.
2. Treat everyone with dignity and respect.
3. Set an example for others to follow.
4. Avoid favouritism
5. Plan for Award activities to involve more than one other person being present, or at least within sight and hearing of others. This is relevant in all sections of an Award Participant's programme.
6. Follow any supervisory ratios stipulated by their own organisations (and those responsible for a specific Award activity)
7. Respect a person's right to personal privacy.
8. Avoid unacceptable situations within a relationship of trust. For instance, a sexual relationship between an Award leader or assessor and any Award participant, even one who is over the legal age of consent, would be unacceptable.
9. Have separate sleeping accommodation for children / young people and adults and adhere to any further rules on this matter stipulated by their own organisation and/or the organisation responsible for the Award activity.
10. Allow young people to talk about any concerns they may have.
11. Encourage others to challenge attitudes or behaviours they do not like.
12. Avoid being drawn into inappropriate attention-seeking behaviour, e.g. tantrums and crushes
13. Make everyone (children, young people, parents and carers, Award Leaders, Adventurous Journey Supervisors, and Award Assessors) aware of their own organisation's safeguarding arrangements.
14. Remember this Code of Conduct at sensitive moments, e.g. when helping someone who has been bullied, bereaved or abused.
15. Tell other adults where they are and what they are doing
16. Remember someone else might misinterpret actions, even if they are carried out with good intention
17. Take any allegations or concerns of abuse seriously and immediately follow the reporting processes in use within their organisation and, where relevant, the organisation responsible for the Award activity.
18. Never trivialise abuse.
19. Never form a relationship with a child, young person or vulnerable adult that is an abuse of their position of power or influence over the other
20. Never allow abusive activities, e.g. initiation ceremonies or bullying.
21. Never take part in inappropriate behaviour or contact, whether physical, verbal or sexual.
22. Never take part in physical contact games with children, young people or vulnerable adults.
23. Never make suggestive remarks or threats to a child, young person or vulnerable adult, even in fun.
24. Never use inappropriate language when writing, phoning, emailing or using the internet.
25. Never let allegations, suspicions, or concerns about abuse go unreported.

26. Remember this Code of Conduct when online or using digital methods of communication.
27. Never rely just on their good name, the name of their organisation or the name of the Award to protect them.

All organisations that work with Award participants should have appropriate policies and procedures in place to ensure, as a minimum, that they allow adults to comply with this Code of Conduct.