

Volunteer Code of Conduct

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

In consideration of the ^Award Unit, Mount St Benedict College
[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:

1. Comply with and exercise due care in carrying out my Roles and Responsibilities (Assessor Roles and Responsibilities can be reviewed on pages 2 and 3 of this Guide, and these and the Award Leader and Supervisor Roles and Responsibilities are outlined in Section 2 of The Duke of Ed Handbook [The Handbook], available at: dukeofed.com.au/resource/handbook).
2. Comply at all times with the requirements of The Duke of Ed and with all applicable laws relevant to fulfilling my obligations to The Duke of Ed.
3. Meet all applicable Child Protection Legislation requirements in my State/Territory.
4. Undertake training and meet accreditation requirements, as appropriate.
5. Respect the privacy of persons served by The Duke of Ed and hold, in confidence, sensitive, private and personal information collected in relation to the Duke of Ed 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).
6. 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 Duke of Ed, who I believe has acted in a way which may be detrimental to the good name of The Duke of Ed.
7. Comply with the Key Principles of The Duke of Ed (as outlined in The Duke of Ed Handbook).
8. Represent The Duke of Ed with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behaviour.
9. 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.
10. Follow through and complete agreed tasks and commitments.
11. Conduct myself in a respectful manner, exhibit good conduct and be a positive role model.
12. Display respect and courtesy for Participants of The Duke of Ed, other Volunteers, staff, contractors and property.
13. Provide a safe environment by not harming youth or adults in any way, whether through discrimination, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions.
14. Work cooperatively as a team member with employees of The Duke of Ed and other Volunteers.
15. Undertake to provide assessment for The Duke of Ed only in areas where I am suitably qualified and/or experienced.
16. Copy and distribute materials the *Award Leader gives me only for the purposes of The Duke of Ed and not otherwise use them without the prior written consent of the National Award Authority.
17. Not use those Duke of Ed materials in any way which would bring The Duke of Ed, ^Award Unit, State/Territory Award Operating Authority or the National Award Authority into disrepute.
18. Immediately stop use of all materials once my involvement with The Duke of Ed ends.

Volunteer Code of Conduct (cont.)

19. Ensure that any improvements or developments or new versions of the materials, including new materials I create based on or incorporating them, belong to the National Award Authority (NAA) and I assign all rights, including intellectual property rights in them, to the NAA.
20. Ensure that any documents, collateral, website pages or other items that utilise the international logo meet all requirements of the International Award Brand and Style Guide lines (available from the National Award Authority).
21. Ensure that all new Duke of Ed materials utilising The Duke of Ed logo which contain interpretive content** regarding The Duke of Ed 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.

PARTICIPANT NAME			
Award level (tick)	<input type="checkbox"/> Bronze	<input type="checkbox"/> Silver	<input type="checkbox"/> Gold
Award Section (tick)	<input type="checkbox"/> Skill	<input type="checkbox"/> Service <input type="checkbox"/> Adv Journey	<input type="checkbox"/> Phys Rec <input type="checkbox"/> Residential

Volunteer Details and Agreements ^^

For a(n) *Award Leader/Assessor/Supervisor/Volunteer to complete **prior** to undertaking any Duke of Ed activities with a Duke of Ed Participant.

Name	Phone	
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 Duke of Ed may be terminated as a result of any breach by me of the undertakings in this document <input type="checkbox"/> I agree to the above terms of the Volunteer Code of Conduct <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 (dukeofed.com.au/Handbook), also available on: dukeofed.com.au/resource/award-leader-roles-and-responsibilities dukeofed.com.au/resource/assessor-roles-and-responsibilities dukeofed.com.au/resource/supervisor-roles-and-responsibilities		
NSW Working With Children Check (WWCC)		
WWCC Number: Date:	WWCC No Expiry	Date of Birth:
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.
 ^^ If you are volunteering for a Duke of Ed Award Unit which is a NSW Government School you will also be required to complete and return "Appendix 11 – Declaration for child related work – Specified volunteer/child related contractor"