

### ***Code of Conduct Policy v 2.0 2019***

The Duke of Edinburgh's International Award Barbados ("The Award") expects that all of its Trustees, Award Council members, Staff, Group Leaders, Expedition Panel members, and general Volunteers, must agree to the Award Code of Conduct. This policy is designed to help keep Participants and Volunteers alike safe from harm.

As one of the abovementioned persons I accept these terms and undertake that I will:

1. Provide evidence that I am a legal adult above eighteen (18) years of age and submit to a Barbados Police Background check (should it be required) before being accepted by The Award as a volunteer or paid member of staff;
2. Comply at all times with the requirements of The Award and with all applicable laws and policies relevant to fulfilling my obligations to the Award as stipulated in the Volunteer Services Agreement;
3. Exercise care and diligence in carrying out my role and responsibilities;
4. Immediately inform the Barbados National Award Office of any matter of which I am involved that has or could lead to a criminal conviction;
5. Immediately inform the Barbados National Award Office of any Volunteer or staff member who I believe has acted in a way which may be detrimental to the good of The Award;
6. Represent The Award with professionalism, dignity, and pride and be responsible for conducting myself with courtesy, respect and appropriate behaviour.

In interacting with Participants, I will

7. Act as a role model for others involved within The Award, following through and completing accepted tasks.
8. Respect a young person's right to personal privacy within reason.
11. Allow young people access to an environment where they feel able to discuss problems/concerns they have but always in a respectable manner.
12. Encourage a supportive environment that allows constructive criticism if and when asked for and/or where needed.
13. Ensure that at least one other adult is present when working with Young People, and in the case of mixed groups, at least one adult of each sex, being male and female (where possible).
14. Provide separate sleeping accommodations for Award Volunteers (all adults) and young people (participants).
15. Provide separate sleeping accommodations for Male and Female participants.
16. Tell other relevant adults where Participants are and where they are expected to be going
17. Ensure that no young person is allowed to commence/continue with abusive youth peer activities (e.g. initiation ceremonies, bullying, ridicule, aggression, cursing etc.) and ensure that appropriate action is taken should any of the offenses occur.
18. Exercise and understand the need for caution with young people, particularly when dealing with sensitive issues such as bullying, bereavement, abuse, etc.
19. Immediately inform the Barbados National Award Office and the Royal Barbados Police Force of any suspicion of child abuse and/or neglect.
20. Remain professional without displaying extreme reactions to emotional situations that may involve young people (e.g. tantrums or crushes).

21. Keep all Participant data and information gained in the strictest confidence, and only disclose such as necessary in circumstances where the wellbeing of the Participant is at risk as required by law.


In interacting with others, I will:

22. Avoid use of inappropriate language;  
23. Remember this Code of Conduct when online or using digital means of communication;  
24. Not involve myself in inappropriate physical or verbal contact with others;  
25. Not rely on the name of The Award for the protection from issues.  
26. Remain neutral in disputes between others, NEVER displaying favouritism to an individual.  
27. Remember that actions may be misinterpreted irrespective of the original intentions.  
28. Remain open minded in considering information presented to me.  
29. Always believe "it could happen to me".

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This policy v 2.0.2019 was adopted by The National Award Council on the 24<sup>TH</sup> day of NOVEMBER 2019.

Signed on behalf of the National Award Council by:

Signature.....  
Mr Stephen R Smith