

Volunteer Code of Conduct

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

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

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

[name of Duke of Ed Centre/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 Duke of Ed Handbook <https://dukeofed.com.au/resource/handbook/>).
2. Comply at all times with the requirements of the Duke of Ed Framework and with all applicable laws relevant to fulfilling my obligations to the Duke of Ed.
3. Comply with the Key Principles of the Duke of Ed Framework (as outlined in the Duke of Ed Handbook).
4. Undertake training and meet accreditation requirements, as appropriate.
5. Undertake to provide assessment for the Duke of Ed Framework 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 Duke of Ed Framework activity).
7. Take any allegations or concerns of abuse seriously and immediately follow the reporting process in use within the organisation. 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.

Volunteer Code of Conduct

People & Culture

12. Respect the privacy of persons served by the and hold, in confidence, sensitive, private and personal information collected in relation to the Duke of Ed Framework 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 Registered Users of the Duke of Ed Framework, other volunteers, staff, contractors and property.
16. Work cooperatively as a team member with employees of the Duke of Ed and other volunteers.

Representations and media

17. Represent the Duke of Ed with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behaviour.
18. Immediately advise the aforementioned Duke of Ed Centre of any matter of which I am involved that has or could lead to criminal conviction. Advise the Duke of Ed Centre of any officer or employee of the Duke of Ed Centre; or any Duke of Ed Leader/ Assessor/ Supervisor/ Volunteer involved in the management and/or delivery of the Duke of Ed Framework, who I believe has acted in a way which may be detrimental to the good name of the Duke of Ed.
19. Copy and distribute Duke of Ed materials only for the purposes of the Duke of Ed Framework and immediately stop use of all materials once my involvement with the Duke of Ed ends.
20. Not use materials or behave in any way which would bring the Duke of Ed, Duke of Ed 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 Duke of Ed Framework 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 Duke of Ed Framework logo which contain interpretive content** regarding the Duke of Ed Framework 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 Code of Conduct

Volunteer Details and Agreements

The Duke of Ed Volunteer Code of Conduct must be signed **prior** to a Duke of Ed Leader/ Assessor/ Supervisor/ Volunteer undertaking any Duke of Ed Framework activities with a Duke of Ed Registered User.

Name	Phone
Organisation (if relevant)	
Address	
Email	
Skills/experience/qualifications relevant to Registered User's activity (for Duke of Ed Assessors/Duke of Ed Leader)	
<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 a Duke of Ed 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 a Duke of Ed Leader. <input type="checkbox"/> I am over 18 years of age.	
Child Protection Information	
State/Territory allocated number: e.g. QLD Blue or Exemption card number, NSW Working with Children Check	Date of Birth: Expiry Date:
Full Name: As appears on relevant regulation	
Signature:	Date:

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

Volunteer Code of Conduct

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 Duke of Ed Office. 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 Framework. 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 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-2e9368da0f6f>. Note: If you have applied for your blue/exemption card through another organisation you are required to link to the Duke of Ed Centre. To find out how to do this, visit the Blue Card Services website: www.bluecard.qld.gov/au.