

Volunteer Code of Conduct

For the purposes of The Duke of Edinburgh's International Award in Victoria ('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, _____
[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 at all times with the requirements of The Duke of Ed Handbook (available at www.dukeofed.com.au/Handbook) and with all applicable laws relevant to fulfilling my obligations to The Duke of Ed.
2. Meet all applicable Child Protection Legislation requirements in Victoria and hold a current WWCC
3. Undertake training and meet accreditation requirements, as appropriate.
4. Respect the privacy of persons served by The Duke of Ed and hold, in confidence, sensitive, private and personal information collected in accordance with Section 8 ("Risk Management") of the Handbook.
5. Immediately advise the Award Unit of any matter of which I am involved or aware of that has or could lead to criminal conviction. I will also report any incidents where I believe any person has acted in a way which may be detrimental to the good name and spirit of The Duke of Ed.
6. Represent The Duke of Ed with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behaviour.
7. Take reasonable care for my own health and safety and that of any other person who may be affected, including people I am supervising or who are considered to be in my care.
8. Follow through and complete agreed tasks and commitments.
9. Maintain a safe environment by not harming youth or adults in any way, whether through discrimination, sexual harassment, physical force, verbal or mental abuse or neglect.
10. Work co-operatively as a team member with employees of The Duke of Ed and other Volunteers.
11. Only assess activities for The Duke of Ed, for which I am suitably qualified and/or experienced.
12. 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.
13. 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.
14. Immediately stop the use of all Duke of Ed materials once my involvement with The Duke of Ed ends.
15. 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.
16. Ensure that any documents, collateral, website pages or other items that utilise the international logo meet all requirements of the International Award Foundation Brand and Style Guide lines (available from the National Award Authority).
17. 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.

*Award Leader is the internationally recognised name for Award Coordinator

Please return this completed page to the participant's Award Unit (i.e. school or community group)

^ 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.

Participant Name			
Participants Award Unit			
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 agreement

To be completed and returned to the Award Leader **prior** to undertaking any Duke of Ed activities with a Duke of Ed participant.

Assessors Details	
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 Assessor 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 undertake to assess/supervise for The Duke of Ed only in areas where I am suitably skilled/ experienced or qualified <input type="checkbox"/> I am over 18 years of age <input type="checkbox"/> I have read, understood and agree to comply with the Assessor Roles and Responsibilities as outlined above <input type="checkbox"/> I have updated my details with Department of Justice in relation to my WWC Check and listed Awards Victoria Ltd / Award Unit as an organisation I volunteer with.	
Please provide your	
WWCC No:	Date of Birth:
Signature	Date



Awards Victoria Ltd. proudly provides:



THE COMPASS AWARD
PROGRAM OF DISCOVERY



THE BRIDGE AWARD
GROWTH THROUGH EXPERIENCE

