

Volunteer Code of Conduct

For the purposes of The International Award for Young People Nigeria, and therefore this document, a “volunteer” means anyone over the age of 18 who voluntarily assists with the International Award for young People Nigeria, either in a paid or unpaid capacity. This in consideration of the Licensed Operator,

[Name of School/Organization/Group]

Approving me as a Coordinator/Assessor/Supervisor/Volunteer in relation to the International Award for Young People Nigeria), I undertake that I will:

1. Comply with and exercise due care in carrying out my Roles and Responsibilities (As outlined in chapter 10) of The Duke of Edinburgh’s International Award Handbook, and www.intaward.org)
2. Comply at all times with the requirements of The International Award for Young People Nigeria and with all applicable laws relevant to fulfilling my obligations to The International Award for Young People Nigeria.
3. Meet all applicable Child Protection Legislation requirements in State/Nation.
4. Undertake training and meet accreditation requirements, as appropriate.
5. Respect the privacy of persons served by The International Award for Young People Nigeria and hold in confidence, sensitive, private and personal information collected in accordance with the Privacy Policy of The International Award for Young People Nigeria and the law (reports of child abuse or neglect will be handled under the relevant State/National legislation).
6. Immediately advise the aforementioned Licensed Operator of any matter of which I am involved that has or could lead to criminal conviction. Advise the Licensed Operator of any Officer or employee of the Licensed Operator; or any Coordinator/ Assessor/ Supervisor/ Volunteer involved in the management and/or delivery of The International Award for Young People Nigeria, who I believe has acted in a way which may be detrimental to the good name of The International Award for Young People Nigeria.
7. Comply with the Fundamental and Operational Principles of The International Award for Young People Nigeria (as outlined in section 1.5 of The Duke of Edinburgh’s International Award Handbook).

8. Represent The International Award for Young People Nigeria with professionalism, dignity and pride, Integrity 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; and cooperation with any reasonable 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.
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 International Award for Young People Nigeria, 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 team member with employees of The International Award for Young People Nigeria and other Volunteers.
15. Undertake to Provide assessment for The International Award for Young People Nigeria only in areas where Volunteer suitably qualified/or experienced.
16. Copy and distribute materials the Licensed Operator gives me only for the purposes of The International Award for Young People Nigeria and Volunteers.
17. Not use those materials in any way which would bring The International Award for Young People Nigeria Licensed Operator, State Award Authority or National Award Authority into disrepute.
18. Immediately stop use of all materials once my involvement with The International Award for Young People Nigeria ends.
19. Ensure that any improvements or developments or new versions of the materials, including new materials created by Volunteer based on or incorporating them, belong to the National Award Authority and Volunteer assign all rights, including intellectual property rights in them, to the National Award Authority.

20. Ensure that any documents, collateral, website pages or other items that utilize The International Award for Young People Nigeria logo meet all requirements of the National Style guide (available from the National Award Authority).
21. Ensure that all new materials utilizing The International Award for Young People Nigeria logo which contains interpretive content regarding The International Award for Young People Nigeria 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.

I am aware of my obligations as outlined in this document and that my approval as Volunteer/ Coordinator/ Assessor/ Supervisor in relation to The International Award for Young People Nigeria may be determined as a result of any breach by me of the undertakings in this document.

I agree to the above terms ☐

I am over 18 years of age ☐

VOLUNTEER'S NAME: -----

ADDRESS: -----

PHONE: -----

EMAIL: -----

SIGNATURE: -----

DATE: -----/-----/-----