

# Code of Conduct

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**The Duke of Edinburgh's International Award China**

**June 2023**

**Version: 2.0**

## SAFE FROM HARM

It is the policy of The Duke of Edinburgh's International Award China to safeguard the welfare and well-being of the young people who participate in the Award, by protecting them from abuse, from neglect and from physical, sexual and emotional harm.

All adults engaged with the Award have a duty to report concerns or suspicions and a right to do so in confidence and free from harassment.

The Code of Conduct is applicable to in-person, online, social media and virtual situations.

This Code of Conduct is updated from time to time, in line with good practice drawn from the experience of Award Operators around the world.

All organisations that work with Award participants should have appropriate policies and procedures in place to ensure, as a minimum, that they allow adults to comply with this Code of Conduct.

## CODE OF CONDUCT

### Always ...

- ALWAYS treat everyone with respect.
- ALWAYS provide the example you wish others to follow.
- ALWAYS plan activities that involve groups of three or more - or at least which are within sight or hearing of others.
- ALWAYS respect everyone's right to personal privacy.
- ALWAYS provide access for young people to talk to others about any concerns they may have.
- ALWAYS encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
- ALWAYS avoid situations that compromise or are unacceptable within your relationship of trust with young people.
- ALWAYS remember that someone else might misinterpret your actions, no matter how well intentioned.

- ALWAYS recognise that caution is required even in sensitive moments, such as dealing with bullying, bereavement, or abuse.

#### **Never .....**

- NEVER permit abusive youth peer activities (e.g. bullying).
- NEVER have any inappropriate physical or verbal contact with others.
- NEVER jump to conclusions about others without checking facts.
- NEVER exaggerate or trivialise child-abuse and child protection issues.
- NEVER show favouritism to any individual.
- NEVER make suggestive remarks or gestures, even in fun.
- NEVER believe “it could never happen to me” .

#### **If you are concerned ....**

1. Tell your Manager or another person in authority immediately.
2. Write careful notes of what you witnessed, heard or were told.
3. Include the time and date and full names of those involved.
4. Pass your notes to your Manager or another person in authority as soon as possible.

#### **What to do if ...**

If a young person tells you they are being neglected, mistreated, or abused, you must:

1. Ensure they can speak without interruption, and accept what they say.
2. Be understanding and reassuring – do not give your opinion.
3. Tell them you will try to help but must pass the information on.
4. Write careful notes of what was said using the actual words.

5. Include the time and date and full names of those involved.
6. Tell your Award Leader or another person in authority immediately.