

## Volunteer Code of Conduct

The purpose of this Code of Conduct is to provide volunteers with clear guidelines as to their standard of behaviour, responsibilities and best practice in fulfilling their role within Junior Achievement

### General Conduct

1. Will follow the Guiding Principles, Policies and Procedures of Junior Achievement
2. Will inform Junior Achievement of any relevant police record or other factor, or any change in their circumstances, which may make them unsuitable as a volunteer, or for any Junior Achievement activity
3. Will not behave in any way, physically or verbally, or through any other medium that could be offensive to a staff member, volunteer or those you come in to contact with your Junior Achievement
4. Will treat all those they meet in a professional manner and with courtesy
5. Will not bring the organisation into disrepute
6. Will not use Junior Achievement to bring financial advantage to themselves or to any business in which the volunteer may have an interest e.g. by directly selling their own company's products or services
7. Will be punctual and presentable and dress in an appropriate professional manner

### Confidentiality

Will not at any time disclose information that

- is or has been acquired during one's voluntary position, or that has otherwise been acquired in confidence
- relates to our business, or that of other persons or bodies with whom we have dealings of any sort
- has not been made public by, or with our authority

### Conflict of interests

You will declare any potential conflicts of interests arising from the engagement in volunteering activity with Junior Achievement.

### Working with Students

1. Recognises that as a JA Volunteer you are being placed in a position of trust regarding all students
2. Will not knowingly place him/herself in a situation where the volunteer is alone with any student and will endeavour to ensure that there are several students and where possible another adult in attendance at any meetings. Avoid remote areas and where ever possible leave the door open
3. Will avoid using inappropriate language in front of, about, or to a student. Show consistently high standards of professional behaviour and appearance, acting as a positive role model for Junior Achievement
4. Will be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described. Never touch a child in a way which may be considered indecent. Be aware of cultural or religious views about touching and always be sensitive to issues of gender
5. Will not offer individual students a lift in a car (although groups may be transported where there is suitable insurance cover in place).
6. Will not make arrangements to contact, communicate or meet with students outside the normal activities of the education system unless it is within the context of an approved Junior Achievement activity (e.g. Trade Fairs, Skills Training Workshops etc) that has been agreed and approved by the Link Teacher/Lecturer in advance.
7. Will not share any personal information with a young person. Will not request, or respond to, any personal information from a young person, other than that which might be appropriate as part of their role with Junior Achievement

## Working with Students

8. Will not send personal notes/letters/emails/texts to individual students. If it is necessary to contact an individual, ensure the Link Teacher or another Junior Achievement colleague has a copy. Do not give out personal contact details and always use a professional email address and mobile when contacting students as these services can be monitored. All communications need to be transparent and open to scrutiny
9. Will understand that bullying will not be accepted or condoned. All forms of bullying (volunteer, staff, student) will be addressed
10. Will remember always that interactions between them and students must be such that no reasonable person observing that interaction could construe its nature as abusive
11. Will allow any discipline issues regarding the students, to be dealt with by the school which the student attends
12. Will comply with the Junior Achievement Care & Welfare of Vulnerable People Policy (Incorporating Child Protection). The primary concern of Junior Achievement is to safeguard the wellbeing of children, young people and vulnerable adults engaged in our activities, volunteers and staff

## Health and Safety

1. Must not take any action that could threaten the health or safety of themselves, students, staff members, other volunteers or members of the public
2. Will report all accidents and injuries at work, in accordance with the reporting procedures detailed in our Health & Safety Policy

## Personal Relationships

1. Recognises that where a relationship occurs between a staff member and volunteer, or volunteer and a Link Teacher, it should be declared as soon as possible to a senior member of staff. They will consider whether any action should be taken in relation to a possible conflict of interest.
2. Is aware that personal, emotional or sexual relationships between a volunteer and a student are considered inappropriate and are therefore unacceptable. However, Junior Achievement recognises that there may be times when a volunteer or Link Teacher may have a pre-existing parental/family relationship with a student and asks that it should also be declared to a senior member of staff. They will consider whether any action should be taken in relation to a possible conflict of interest

## Equal Opportunities

1. Will ensure that there is no discrimination on grounds of age, disability, gender reassignment, race (including colour, nationality and ethnic or national origins), religion or belief, sex and/or sexual orientation, pregnancy and maternity, and marital or civil partnership status. These are known as the protected characteristics
2. Will ensure that no one is disadvantaged by any condition or requirement that cannot be shown to be justifiable

## Conclusion

I understand that by accepting a voluntary position with Junior Achievement I am agreeing to abide by this Code of Conduct. Failure to comply with the Code of Conduct could result in your volunteering being subject to review in line with our Complaints Procedure. For full copies of any of the policies and procedures mentioned above please visit [www.jaiom.im](http://www.jaiom.im) or speak to your local JA contact.

Name	
Date	
Signature	