Volunteers Code of Conduct

1 Introduction

The Parent Carer Forum (PCF) is committed to providing a professional service to everyone and as such requires all volunteers to adhere to our Code of Conduct outlined in the pages below.

2 Definition

The PCF recognises the definition of volunteering used by the National Council for Voluntary Organisations:

"Volunteering is someone spending time, unpaid, doing something that aims to benefit the environment or someone who they're not closely related to. Volunteering must be a choice freely made by each individual."

3 Purpose

The purpose of the Code of Conduct for Volunteers is to set out standards of behaviour expected from volunteers of the PCF. All volunteers should ensure that they have read and comply with this Code of Conduct.

Volunteers should maintain the highest standards of behaviour in the performance of their duties

by:

- Performing their volunteer role to the best of their ability in a safe, efficient and competent way
- Following the PCF's policies and procedures as well as any instructions or directions reasonably given to them
- Acting honestly, responsibly and with integrity
- Treating others with fairness, equality, dignity and respect
- Raising concerns about possible wrongdoing witnessed by the volunteer in the course of the volunteer's role with the PCF with the Safeguarding Officer or Chairperson

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- Meeting time and task commitments and providing sufficient notice when they will not be available so that alternative arrangements can be made
- Acting in a way that is in line with the purpose and values of the PCF and that enhances the work of the PCF
- Communicating respectfully and honestly at all times
- Observing safety procedures, including any obligations concerning the safety, health and welfare of other people in line with training provided to volunteers
- Reporting any health and safety concerns
- Directing any questions regarding the PCF's policies, procedures, support or supervision to the volunteer's supervisor (Chair, Vice Chair, Secretary)
- Declaring any interests that may conflict with their role or the work of the PCF (e.g. business interests or employment). If any doubt arises as to what constitutes a conflict of interest, volunteers may seek guidance from Chair
- Keeping confidential matters confidential
- Exercising caution and care with any documents, material or devices, containing confidential information and at the end of their involvement with the PCF returning any such documents, material in their possession
- Seeking authorisation before communicating externally on behalf of the PCF
- Maintaining an appropriate standard of dress and personal hygiene
- Disclosing the fact that they have been charged with or convicted of a criminal offence by prosecuting authorities (or given the benefit of the Probation of Offenders Act 1907 as amended) to Safeguarding Officer or Chair. For the avoidance of doubt, volunteers are not required to disclose the fact or details of 'spent convictions' under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 (as amended) to the PCF.

Volunteers are expected NOT to:

- Defame or bring the PCF into disrepute (including through the use of email, social media and other internet sites, engaging with media etc.)
- Seek or accept any gifts, rewards, benefits or hospitality in the course of their role

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- Engage in any activity that may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community) online or in person
- Be affected by alcohol, drugs, or medication which will affect their abilities to carry out their duties and responsibilities while volunteering
- Provide a false or misleading statement, declaration, document, record or claim in respect of the PCF, its volunteers, volunteers of the PCF online or in person
- Engage in any activity that may damage property
- Take unauthorised possession of property that does not belong to them
- Engage in illegal activity while carrying out their role
- Improperly disclose, during or after their involvement with the PCF ends, confidential information gained in the course of their role with the PCF.

Where a volunteer is found to be in breach of the standards outlined in this Code of Conduct or any of the PCF's other policies and procedures this may result in the volunteer's position being terminated. Notwithstanding the foregoing, volunteers should note that the PCF may terminate a volunteer's position without cause.

The Steering Group will review the Code of Conduct for Volunteers at 3year intervals or as appropriate. The Chair is responsible for ensuring that this policy is implemented effectively. All other staff and volunteers, including PCF Steering Group, are expected to facilitate this process.

Signed . . . . . .

Name . . . . . .

Date . . . . . .