Volunteer Code of Conduct

This code of conduct is for all volunteers.

Volunteers must:

• Understand that you are a representative of the Trust when volunteering with us and therefore your behaviour should reflect our values

• Adhere to our health and safety advice and guidance:

o Report accidents, incidents or near misses

o Always be alert for hazards and potential hazards that might cause accidents to you or others

o Report any health and safety issues which could affect you or those around you

o Wear relevant PPE and check that it is in proper working order

• Treat all property with care and respect, using items only for their intended purpose

• Not use any machinery or equipment that you have not been trained to use

• Inform a member of staff/the volunteer in charge, if you feel uncomfortable, for whatever reasons, carrying out an assigned task.

• Operate without prejudice to race, age, gender, ethnicity, disability, physical and mental health, sexuality, status, cultural background, residency status or religious beliefs.

• Treat staff, volunteers, the public and our partners with dignity and respect at all times, both in person and in any correspondence. We are committed to maintaining a safe, inclusive, and respectful environment for everyone and bullying, harassment, discrimination, intimidation, or abusive behaviour of any kind will not be tolerated.

• Bring anything of concern to the attention of staff as soon as possible

• Be aware of issues of confidentiality – respecting personal or sensitive information that you may have access to even if you leave your voluntary role

• Comply with our IT security and access policies where you have been granted access

• Use Assemble responsibly and only for authorised volunteering purposes. Respect the confidentiality of personal information, comply with data protection requirements, and do not share, misuse, or access information beyond what is necessary for your volunteer role.

Under no circumstances must volunteers:

• Put yourselves or others at risk

• Behave in any way that is illegal or could jeopardise the work or reputation of Cornwall Wildlife Trust.

• Accept gifts, hospitality or any other benefit, where the purpose of the giver is to use undue influence on you, or to seek benefits from you, that you could only bring because of your involvement as a volunteer.

• Misuse your position of trust and responsibility as a volunteer

Youth Network Expectations and Agreements

Cornwall Wildlife Trust Staff will:

- Act in accordance with staff and safeguarding policies to promote the safety and wellbeing of all young people in our care (relevant policies available upon request).

- Provide support and training throughout sessions to ensure all young people are comfortable with the tasks. Where appropriate, adapt methods or find appropriate alternatives to suit the needs of the individual.

- Maintain a friendly and supportive attitude to all members in the group.

- Plan sessions that will be safe and enjoyable, creating opportunities and experiences that are suitable for the group. We will listen to the ideas of young people throughout and adapt/plan sessions based on their youth voice.

Young volunteers and Youth Network members will:

- Act in accordance with the volunteer code of conduct above. If volunteers don't follow the code of conduct and/ or if they behave in a way that is unsafe or unacceptable they may be asked to leave the session immediately and/or their volunteer role and membership of the youth network will be reviewed.

- Speak to staff if they have an idea for the group, or an experience they would like to gain through the sessions. Cornwall Wildlife Trust aims to have a network that is as youth led as possible and supports young people on their journey with nature and conservation.

- Regularly check Assemble and/or work with parents/guardians to accept/decline sessions on Assemble so that staff know who and how many people are attending each session.

Parents/Carers will:

- Support their young people to act in accordance with the volunteer code of conduct above and monitor their use of communication platforms (Assemble).

- Complete necessary consent forms and inform Cornwall Wildlife Trust Staff of any relevant medical conditions or support needs.

- Be available to contact throughout the volunteer sessions for the below reasons:
    - In the case of an emergency to provide medical consent/support and/or collection if a session needs to be terminated early for safety reasons.
    - In the case of behaviour becoming unsafe or young people acting in a way that is unacceptable and does not follow the above code of conduct, parents/carers are expected to make arrangements to collect their child immediately if asked. This is for their own and others' safety. Staff will then be in touch and are happy to set up a meeting with both parents/carers and young people to discuss adaptations, support required and reasonable adjustments that may enable them to join back in with the group safely.