

Safe from harm

This Code of Conduct exists to help keep people safe from harm. Every adult involved with the Award must keep to it.

In addition, you must also make yourself aware of, and abide by, any laws, codes of conduct, rules or procedures set down by:

- Your own National Award Operator (where one exists)
- Your own Award operating organisation (e.g. school, Scout association, etc)
- Any organisation providing or hosting any of your Award activities
- The state and/or country in which your Award activities are taking place

If you are an Award participant and you are doing any activity with children or vulnerable adults, you must also follow this Code of Conduct.

Learn the Award's three 'R's of keeping people safe from harm:

1. **Recognise** your responsibilities and the responsibilities of others under the Code of Conduct
2. **Respond** when someone is doing something that goes against your gut or against the Code of Conduct
3. **Report** any breach of the Code of Conduct using the procedures that exist within your country, Award operating organisation and/or activity provider

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. This version of the Code of Conduct is version 2.0 and was published in May 2018. The most up to date version of the Code of Conduct may be found at www.intaward.org

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

All adults involved with the Award, as a minimum, must:

1. Keep to this Code of Conduct at all times.
2. Treat everyone with dignity and respect.
3. Set an example for others to follow.
4. Avoid favouritism.
5. Plan for Award activities to involve more than one other person being present, or at least within sight and hearing of others. This is relevant in all sections of an Award participant's programme.
6. Follow any supervisory ratios stipulated by their own organisations (and those responsible for a specific Award activity).
7. Respect a person's right to personal privacy.
8. Avoid unacceptable situations within a relationship of trust. For instance, a sexual relationship between an Award Leader or Assessor and any Award participant, even one who is over the legal age of consent, would be unacceptable.
9. Have separate sleeping accommodation for children / young people and adults and adhere to any further rules on this matter stipulated by their own organisation and/or the organisation responsible for the Award activity.
10. Allow young people to talk about any concerns they may have.
11. Encourage others to challenge attitudes or behaviours they do not like.
12. Avoid being drawn into inappropriate attention-seeking behaviour
13. Make everyone (children, young people, parents and carers, Award Leaders, Adventurous Journey Supervisors, and Award Assessors) aware of their own organisation's safeguarding arrangements.
14. Remember this Code of Conduct at sensitive moments, e.g. when helping someone who has been bullied, bereaved or abused.
15. Tell other adults where they are and what they are doing.
16. Remember someone else might misinterpret actions, even if they are carried out with good intentions.
17. Take any allegations or concerns of abuse seriously and immediately follow the reporting processes in use within their organisation and, where relevant, the organisation responsible for the Award activity.
18. Never trivialise abuse.
19. Never form a relationship with a child, young person or vulnerable adult that is an abuse of their position of power or influence over the other.
20. Never allow abusive activities, e.g. hazing or bullying.
21. Never take part in inappropriate behaviour or contact, whether physical, verbal or sexual.
22. Never take part in physical contact games with children, young people or vulnerable adults.
23. Never make suggestive remarks or threats to a child, young person or vulnerable adult, even in fun.
24. Never use inappropriate language when writing, phoning, emailing or using the internet.
25. Never let allegations, suspicions, or concerns about abuse go unreported.
26. Remember this Code of Conduct when online or using digital methods of communication.
27. Never rely just on someone's good name, the name of their organisation or the name of the Award to protect them.