

## **Adults Delivering the Award Policy**

---

**The Duke of Edinburgh's Award Foundation Bangladesh**



## Contents

<b>Volunteers within the Award.....</b>	<b>3</b>
<b>Recruitment and selection.....</b>	<b>3</b>
<b>Induction and Training .....</b>	<b>3</b>
<b>Learning Support.....</b>	<b>4</b>
<b>Reward and recognition.....</b>	<b>4</b>
<b>Support and oversight.....</b>	<b>4</b>
<b>Ending assignments.....</b>	<b>5</b>

### **Appendices:**

1. Code of Conduct for Volunteers

## **Volunteers within the Award**

A volunteer (Adults) is a person who freely offers to take part in and undertake their duties without financial remuneration for The Duke of Edinburgh's Award Foundation Bangladesh.

## **Key Volunteers**

Award Leader, Coordinator, Adventurous Journey Supervisor, Adventurous Journey Assessor, Award Trainer, Executive Committee/ Trustee/Board members are the key volunteers for Bangladesh.

An Award Leader/Coordinator helps Participants with their Award by monitoring, discussing, encouraging and motivating them to reach their goals. The Award Leader/Coordinator are responsible for engaging young people in their Award programme, inspiring, guiding and assisting them from start through to completion. They also are responsible for engaging and managing other volunteers.

## **How to become an Award Leader/Coordinator**

Award Leader/Coordinators are the center of communication between an institution and the award directorate. He or she coordinates with all the concerned in his/her institution regarding the Award. He leads the Award team.

## **Recruitment and selection**

Becoming an Award Leader/Coordinator depends on nomination of the institution and approval from the award office. However the person has to be sincere and dedicated to the development of the participants through the Award to sustain the status as Award Leader or Coordinator.

## **Induction and Training**

An Award Leader's Training aims to introduce new Award Leaders/Coordinators to the organization and their role in it. The training is crucial for new Award Leaders/Coordinators to know more about the History, ethos and structure of the organization and the role of an Award Leader/Coordinator. More importantly they know more about the Award including Award levels, Sections, Duration and Benefits. The Award Leader's Training also covers important policies and procedures including Health and Safety Policy, Code of conduct for volunteers and Adult Delivering the Award Policy.

All adults delivering the Award must undertake the necessary training to be an effective Award Leader/Coordinator organise by The Duke of Edinburgh's Award Foundation Bangladesh.

## **Learning Support**

The Award Community has a range of flexible, tailored modules to enhance volunteer's skills.

The following modules and much more, are available on the Award Community. The Duke of Edinburgh's Award Foundation Bangladesh allows access to the Award Leaders/Coordinators for the modules to gain a better understanding of the Award and its requirements.

- Level 1: Award Induction
- Level 1: Award Delivery
- Level 2: Adventurous Journey Pre-Learning

## **Reward and recognition**

Award Leader/Coordinators are the centre of communication between the Award Centres and the National Award Operator. The Duke of Edinburgh's Award Foundation Bangladesh always recognises the dedication and contribution of the Award Leaders/Coordinators towards its Award operation. It also offers opportunities for Award Leaders/Coordinator to join different national and international events, like- Gold Award Ceremony, DEA Night, Work-in-Group Conference and so on. The Duke of Edinburgh's Award Foundation Bangladesh also recognizes volunteers by providing the following:

- Certificate (Certificate of Recognition, Certificate of Attendance, Certificate of Completion)
- Badge (Award Leader Lapel Pin, Button Badge)
- Recognition Crest
- Recommendation Letter
- Souvenir (Mug, Pen drive, Showpiece, T-shirts, Caps, Key Ring)
- Smart Device (Tablet PC, Smart Watch)
- Group Photographs

## **Support and oversight**

The Duke of Edinburgh's Award Foundation Bangladesh is committed to provide timely support to all of its volunteers. It arranges regular meeting with Award Coordinators/Leaders as well as keeps communication through email, phone call and social media to make sure that the Award operation runs in the approved manner. The NAO staffs pay regular visit to the Award Centers to meet Award Coordinators/Leaders /others volunteers and provide necessary support aiming to smooth and standard delivery of the Award operation.

## Ending assignments and further resources

If any Award Coordinator/Leader/other volunteer wishes to leave their role; s/he must inform the Award Centre authority. The Award Centre should inform the NAO Bangladesh and put forward if any new volunteer replaces in the vacant position. The NAO Bangladesh always appreciates the time and efforts Award Coordinator/Leader/other volunteer offers for sake of the Award programme; and happily provides professional recommendation or/and personal reference and any other support they may require. The NAO Bangladesh also shares volunteer stories and experiences through social media, newsletters, yearly magazine and other methods of external communications to promote the Award.

## An Adult Delivering the Award must compliant with the requirement state below:

- All Adults Delivering the Award working directly with young people must be 16+ years.
- Undertake the necessary training to be an effective Award Leader organise by The Duke of Edinburgh's Award Foundation Bangladesh.
- Aware of the vision and values of the Award.
- Compliant with The Duke of Edinburgh's Award Foundation Bangladesh policy and National Legislation.
- Compliant with National Safeguarding and Child Protection laws.
- Compliant with National Health and Safety Legislation.
- Compliant with Safeguarding Policy, Serious Incident Policy set out by The Duke of Edinburgh's Award Foundation Bangladesh.
- Ensure that your Award Centre complies with the necessary licence requirements
- Compliant with the Code of Conduct set out by The Duke of Edinburgh's Award Foundation Bangladesh that is based on the Foundation's **Code of Conduct**.
- All Award volunteers are to be subject to and are to sign a Code of Conduct every 3 years.
- To advise, guide and assist young people to participate in the Award.
- To maintain the operation of the Award within the group and/ or Centre.
- To liaise and co-ordinate activities with other operators of the Award in their area.
- To ensure the Awards gained are authorised and presented.
- To publicise the Award.
- To use Award Community for online learning and development.
- To ensure the safety and well-being of the participants.
- To appoint with other adult volunteers involved in Award delivery e.g. Adventurous Journey Assessor.

- Assist Participants with using the Online Record Book and logging their activities as required.
- To ensure the operation of the Award in the Centre meets the requirements of the International Declaration and Principles and that the standards of the Award are upheld at all times.
- To ensure that the policies of your Award Centre are being complied with in respect to all Award activities undertaken by your participants.
- To ensure the use of International Handbook for Award Leader.
- Arrange Award presentations as required.
- Ensure the operation of Award meets the requirements of the International Declaration and Principles.

## The Duke of Edinburgh's Award Foundation Bangladesh Volunteer Registration Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

What are your reasons for volunteering and what would you like to achieve through volunteering with the Foundation?

\_\_\_\_\_

How long are you able to volunteer for? \_\_\_\_\_

Days available: Sunday/Monday /Tuesday /Wednesday /Thursday

Number of hours per day: \_\_\_\_\_

Any support needs? \_\_\_\_\_

Previous experience: \_\_\_\_\_

Any other information you feel is relevant: \_\_\_\_\_

\_\_\_\_\_

Please supply the names and contact details of one referee who know you well. Please note these cannot be a relative.

Name: \_\_\_\_\_

Relationship to Referee: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Tel no: \_\_\_\_\_

Please return your completed form to The Duke of Edinburgh's Award Foundation Bangladesh either via email to: [info@deabd.org](mailto:info@deabd.org)

Or via post to: \_\_\_\_\_

If you require any further information, please do not hesitate to contact us.

## Role of Volunteer

**Location:**

**Time agreed:** Dependent on volunteer's availability, or specify \_\_\_\_\_

**Reporting to:**

**Overall purpose:**

The Duke of Edinburgh's International Award is the world's leading youth achievement award equipping young people for life and work. The Duke of Edinburgh's Award Foundation Bangladesh (NAO Bangladesh) wants to grow the Award in Bangladesh, increasing awareness of the value of non-formal education.

The NAO Bangladesh has a far reaching impact on participants in Bangladesh, but it is still a Trust in terms of employees. Volunteers can be invaluable assets that offer staff extra support such as researching, administration, organizing events and much more.

We are looking for volunteers who would like to enhance their knowledge and understanding of this area of work. If you feel you have the qualities and skills outlined below, please let us know.

**Tasks include:**

- Providing extra support to staff in areas such as research, administration, data entry, diary management and helping with events
- Attending meetings if required
- Completing any tasks within the time specified
- Providing information as requested
- Carrying out the role in line with relevant policies and procedures; including confidentiality and health and safety

**Qualities and skills required by the role:**

- Good communication skills and ability to work with a range of people
- Basic computer skills, with knowledge of Microsoft Office
- Good organisational skills, such as filing and diary keeping

No formal training is given for this role, however full support will be given to help volunteers understand and carry out any aspect of the role as appropriate.

The NAO Bangladesh believes that active participation in volunteerism enables people to develop their knowledge and skills. It develops an awareness of social and global issues, and encourages empathy and responsibility towards others.

**Please note: This role is purely voluntary and this arrangement is not meant to be legally binding or act as an employment contract.**

## Code of Conduct for Volunteer

Between \_\_\_\_\_

Address: \_\_\_\_\_

and **The Duke of Edinburgh's Award Foundation Bangladesh**

This agreement sets out the terms and conditions of your volunteering role with **(The Duke of Edinburgh's Award Foundation Bangladesh)** and constitutes the terms of engagement for the duration of your involvement with the Award.

Role: \_\_\_\_\_

Date of Commencement: \_\_\_\_\_

Agreement review date: \_\_\_\_\_

Remuneration: **Unpaid placement, with reimbursement for out of pocket expenses.**

In undertaking the role of \_\_\_\_\_ and in line with the related terms of reference, I agree to:

1. Exercise due care and diligence in carrying out my role and responsibilities
2. Do my best at all times to meet the expectations of the organisation and with all applicable laws relevant to fulfilling my obligations to the organisation
3. Consult to undergo a police and/or reference and/or background checks when requested by the organisation
4. Undertake training and meet accreditation requirements of the role, as appropriate
5. Respect the privacy of persons served by the organisation and hold in confidence private and personal information collected by the organisation
6. Immediately advise the organisation of any matter in which I am involved that has or could lead to a criminal conviction
7. In carrying out my role and responsibilities for the organisation, I agree:
  - To represent the organisation with professionalism and be responsible for conducting myself with courtesy and appropriate behavior
  - To conduct myself in a respectful manner, exhibit good conduct and be a positive role model
  - To display respect and courtesy for participants, other volunteers, staff, contractors, event guests and property

- To provide a safe environment by not harming young people or adults in any way whether through discrimination, sexual harassment, physical force, verbal or mental abuse, neglect or other harmful actions
- To work cooperatively as a team member with the employees of the organization and other volunteers
- To follow through and complete accepted tasks
- To copy and distribute materials only for the purposes of the organisation and will not use them without the prior written consent of the organisation
- Not use those materials in any way which would bring the organisation into disrepute
- That once my appointment with the organisation ends, I will immediately stop all use of the materials
- That any improvements or developments or new versions of materials, including new materials I create based on or incorporating them, belong to the organization and I assign all rights, including intellectual property rights to the organization

**The Duke of Edinburgh's Award Foundation Bangladesh** agrees to:

1. Explain the rights and responsibilities of volunteers
2. Provide support, supervision and training to enable volunteers to undertake their roles
3. Respect the privacy of volunteers and hold in confidence private and personal information collected by the organisation
4. Treat volunteers with respect in line with equal opportunity requirements

**The Duke of Edinburgh's Award Foundation Bangladesh** has provided me with a description of my role and responsibilities, and the requirements of the Award which I have read and understand. I will comply with all of these requirements.

I am aware of the expectations as outlined in this document and that my appointment as a volunteer in relation to the Award may be terminated as a result of any breach by me of the undertakings in this document.

I agree to the above terms.

Volunteer name: \_\_\_\_\_

Volunteer signature: \_\_\_\_\_

Date: \_\_\_\_\_

**The Duke of Edinburgh's Award Foundation Bangladesh** representative full name:

\_\_\_\_\_

**The Duke of Edinburgh's Award Foundation Bangladesh** representative signature: \_\_\_\_\_

Date: \_\_\_\_\_