

Volunteer Code of Conduct

Statement of Intent

This is the Volunteer Code of Conduct Policy Statement of the:

Northern Ireland Raspberry Jam (Registered Charity no. NIC107983)

The Northern Ireland Raspberry Jam Trustee Board has overall responsibility for ensuring that all volunteers understand and adhere to the standards outlined in the Volunteer Code of Conduct. It recognises the importance of safeguarding, professionalism, and mutual respect in creating a safe and inclusive environment for all participants.

All volunteers are expected to uphold this Code of Conduct and to act in a manner that reflects the values of the Northern Ireland Raspberry Jam. Volunteers must treat all attendees and fellow volunteers with respect, ensure a welcoming environment free from discrimination or harassment, and uphold safeguarding responsibilities at all times.

Volunteers are required to observe the guidelines for interacting with young people and must not collect or store personal data without authorisation. Any breaches of this policy will be reviewed by the Trustee Board and may result in removal from volunteering duties or referral to relevant authorities if necessary.

This policy applies to all volunteers involved in the Northern Ireland Raspberry Jam's activities.

Signature of Chair:



Name: James Dougan
Email: james.dougan@nirasperryjam.com
Date of Signature: 04/04/2025

Signature of DSO:



Name: Adam Cunningham
Email: adam.cunningham@nirasperryjam.com
Date of Signature 04/04/2025

General Conduct

- Treat all attendees and other volunteers with respect and professional courtesy
- Create an inclusive and welcoming environment free from any discrimination, bullying or harassment.
- Respect other people's privacy and boundaries
- Raise concerns about possible wrong doings to a member on the trustee board of the Northern Ireland Raspberry jam

Safeguarding Responsibilities

- Never be alone with a child or engage in one-on-one interactions in a private space
- Report any safeguarding concerns immediately to a trustee or designated safeguarding officer.
- Avoid physical contact with any attendees of the jam unless absolutely necessary for safety reasons
- Follow the given rules of the Northern Ireland Raspberry Jam to ensure that children are accompanied by Adults in one of the following ways:
 - **Under 12s:** Must be accompanied by a parent/guardian (18+) at all times.
 - **Ages 11–15:** A parent/guardian (18+) must remain on-site during the event.
 - **Ages 16+:** A parent/guardian (18+) must be contactable and nearby in case of an emergency.

Data protection

- Do not collect or store any personal data
- If it is required to take photographs (i.e for the use of promotion of the event via social media) you will adhere to the policy that any attendee who wears a yellow lanyard should not have any pictures taken of them and in the case that there is a photograph taken then the photo should be deleted immediately.

Outcomes and Actions

- Any breaches of this Code of Conduct will be reviewed by the trustee board, who will determine appropriate actions.
 - If the breach was made by a Trustee, they will be excluded from the review.
- Serious violations of this code of conduct will result in termination from volunteering duties.
- Relevant authorities will be contacted if necessary

Review

This policy will be reviewed annually or in response to any significant changes in the safeguarding legislation.

For further guidance, contact the Designated Safeguarding Officer (DSO).