



CODE OF CONDUCT

Boot Up! Outdoor Learning has a mission TO PROVIDE AN ALTERNATIVE STYLE OF EDUCATION FOR VULNERABLE CHILDREN AND THOSE LESS LIKELY TO THRIVE IN A FORMAL EDUCATION SETTING, INCLUDING AND SPECIALISING IN WORKING WITH CHILDREN IN CARE. In pursuing its goals, Boot Up! Outdoor Learning serves the interests of those mentioned about but not exclusively and offers social and emotional, relational and behavioural support as well as academic support to all those in contact with the organisation.

The following Code of Conduct (“the Code”) is designed to allow Boot Up! Outdoor Learning, to preserve its integrity and credibility with the public, schools, colleges and other educational foundations. This Code applies to all freelance practitioners, staff and volunteers (those in face to face contact with clients), all employees (permanent full-time, hourly, fixed term contract, permanent part-time), and any third-party service provider in face-to face contact with our clients.

The Code is organized into categories, as follows: Service

1. Always act with fairness, honesty, integrity and openness; respect the opinions of others and treat all with equality and dignity without regard to gender, race, colour, creed, ancestry, place of origin, political beliefs, religion, marital status, disability, age, or sexual orientation.
2. Promote the mission and objectives of Board of Trustees of Boot Up! Outdoor Learning
3. Provide a positive and valued experience for those receiving service within and outside Boot Up! Outdoor Learning School Accountability

Anyone associated with Boot Up! Outdoor Learning will

1. Act with honesty and integrity and in accordance with any professional standards and / or governing laws and legislation that have application to the responsibilities you perform for or on behalf of Boot Up! Outdoor Learning. Boot Up! Outdoor Learning policies apply to all volunteers and employees. Policies are reviewed every 3 years or sooner if an issue arises with its interpretation and use.
2. Comply with both the letter and the spirit of any training or orientation provided to you by Boot Up! Outdoor Learning in connection with those responsibilities.
3. Adhere to the policies and procedures of the Boot Up! Outdoor Learning and support the decisions and directions of the Board of Trustees.
4. Take responsibility for your actions and decisions. Follow reporting lines to facilitate the effective resolution of problems. Ensure that you do not exceed the authority of your position.

Conflict of interest

Conflict of interest arises when a person participates in a decision about a matter (including any contract or arrangement of employment, leasing, sale or provision of goods and services) which may benefit or be seen to benefit that person because of his/her direct or indirect monetary or financial interests affected by or involved in that matter.

It is the duty of any person taking part in the operations of Boot Up! Outdoor Learning to adhere to the Conflict of Interest Policy at all times. In the event that such a matter arises, the person shall formally disclose the interest, refrain from attempting to persuade or influence other persons participating in the decision, and shall not cast any vote on the matter.

Confidentiality

1. Respect and maintain the confidentiality of information gained as a volunteer or employee, including, but not limited to, all computer software and files Boot Up! Outdoor Learning business documents and printouts, and all volunteer, employee membership, donor and supporter records.
2. Respect and maintain the confidentiality of individual personal information about persons for example, in support groups, meetings or in-service programs.

Personal or sexual harassment

Sexual harassment is any conduct, comment, gesture or contact of a sexual nature that one would find to be unwanted or unwelcome by any individual, or that might, on reasonable grounds, be perceived by that individual as placing a condition of sexual nature on an employment or career development.

Personal harassment means any conduct whether verbal or physical that is discriminating in nature, based upon another person’s race, colour, ancestry, place of origin, political beliefs, religion, marital status, physical or mental disability, sex, age or sexual orientation. It is discriminatory behaviour, directed at an individual, that is unwanted or unwelcome and causes substantial distress in that person and serves no legitimate work-related purpose.

Boot Up! Outdoor Learning has a zero tolerance policy with respect to Personal /Sexual Harassment. Personal/Sexual Harassment in any form is strictly prohibited and may be grounds for termination as a volunteer, or, in the case of an employee, immediate dismissal for just cause without notice or pay in lieu of notice.

Procedures for the care of others who may be vulnerable because of age or disability

In the course of providing the Boot Up! Outdoor Learning, our volunteers, employees, and third party service providers may come into contact with vulnerable individuals. These individuals are those who may be at risk of harm or harassment because of their vulnerability, age or disability. When this occurs, the following procedures should be followed:

1. Where practical to do so, Boot Up! Outdoor Learning related one-on-one meetings with clients who may be vulnerable be conducted in a business-like setting, public location or in an area that is private but visible to others.
2. The Boot Up! Outdoor Learning, employees, and third-party service providers who seek to initiate personal contact with vulnerable clients outside the Boot Up! Outdoor Learning programme, are asked to seek prior approval from the appropriate employee/leadership volunteer, and, in the case of children/youth, from the parent/ guardian.

Implementation

Strict observance of the Code is fundamental to the activity and reputation of Boot Up! Outdoor Learning. It is essential that all volunteers (those in face to face contact with the Association’s clients), all employees (permanent full-time, hourly, fixed term contract, permanent part-time) and any other third party service provider in face-to-face contact with our clients adhere to this Code. They will certify this by signing a Declaration that they have read and will abide by this Code.

Code of conduct declaration

I have read, understand and agree to abide by the Code of Conduct of Boot Up Outdoor Learning and I understand that such adherence is a condition of my employment, freelance work or volunteer work. I understand that a violation of the Code of Conduct may be grounds for termination as a volunteer or in the case of an employee/freelance practitioner immediate dismissal for just cause without notice or pay in lieu of notice.

Signed date

.....Volunteer/Practitioner - Signature)

_____ Status