

## **Code of Conduct & Declaration Form**

Participants and parents/carers, you are asked to accept these terms to join our group.

### **1. Expected Behaviours and Approach from Participants**

- i. To take part in all activities with enthusiasm and be open-minded to new experiences.
- ii. To treat other participants and volunteer Leaders with respect and consideration, regardless of gender, ethnicity, disability, sexuality or religious beliefs.
- iii. To attend activities on time, dressed appropriately, with the required equipment.
- iv. To obey all reasonable instructions or requests from Leaders.
- v. Not to make inappropriate physical, verbal, electronic or online contact with others including abusive activities such as initiation ceremonies, ridiculing, bullying, cyberbullying, and sexting harassment.
- vi. To obey the law and the Countryside Code and treat the environment with consideration.
- vii. Not to use, or be under the influence of, alcohol, cigarettes (including e-cigarettes/vapes) or drugs at any time whilst partaking in any DofE activities. I acknowledge and accept that, if I do, the consequences may result in being unable to complete my Award with the Breconshire Award Scheme Group.
- viii. Not to share any photos or videos on social media if I take any to support the collection of evidence for my Section, the Expedition Presentation, or my GCSE PE evidence.
- ix. To respect the wishes of fellow participants and not capture or film them if they express that they do not want to be in any photos or video footage.
- x. To remember that I am representing the DofE and Breconshire Award Scheme Group to the wider public; therefore, my behaviour should reflect this.
- xi. To attend all meetings unless given an exemption. I will promptly inform the Leaders if I cannot attend a meeting or event.
- xii. To tell one of the Leaders if I feel uncomfortable with any situation or individual. I know there is a Designated Safeguarding Lead (Sian Barnes).

### **2. Participation Statements**

- i. I understand that my DofE programme is my responsibility, and it is up to me to choose, arrange and participate in activities for each Section, to find a suitable Supervisor and Assessor, and to upload evidence of my activities to eDofE.
- ii. I understand that any equipment that is loaned to me for DofE activities is valuable, and I will take good care of it and ensure it is returned clean and dry at the times and places arranged by the Leaders. I accept full responsibility for checking that equipment is fit for purpose before use and will pay any charges for late, damaged, dirty, or lost equipment.
- iii. I will check my email/WhatsApp regularly and reply promptly when asked to do so.
- iv. I understand that participation in the Expedition Section is only open to those members who have made significant progress on eDofE in at least one other Section of their award (for Bronze participants, two Sections must be completed), or who have completed any previous DofE Award levels.

- v. If I must miss a meeting, I will inform the Leaders as soon as possible and I will make every effort to catch up on the missed material.
- vi. I accept full liability for all costs incurred in doing my DofE, including enrolment costs, the cost of equipment and expeditions, and any unforeseen expenses incurred during any DofE activity.
- vii. I will pay all the required money by the date set by the Leaders.
- viii. I accept that I will still be liable for any costs incurred by Breconshire Award Scheme Group on my behalf even if I am unable to participate in an event. Any refunds or discounts will only be offered where this is possible without affecting other participants or the group.
- ix. I understand that the enrolment fee is non-refundable.
- x. I understand that Breconshire Award Scheme Group is staffed exclusively by volunteers and neither Breconshire Award Scheme Group nor any of the Leaders have any obligation to me. I will ensure my communication with the Leaders is appropriate to their role as volunteers.
- xi. I accept that if I do not show any progress on my DofE programme for a period of 12 months then my eDofE account will be archived.
- xii. I understand that if I display consistently or significantly poor behaviour which does not meet the Code of Conduct, I will not be able to continue as a participant of Breconshire Award Scheme Group.
- xiii. I know that I can find information about how the Breconshire Award Scheme Group works to keep young people safe from harm on the website at <https://www.breconshireawardschemegroup.org/>

### **3. Data Protection**

- i. I understand that Breconshire Award Scheme Group store my personal details for the purposes of supporting my DofE programme and delivering DofE activities, including expeditions.
- ii. I understand that Breconshire Award Scheme Group stores my details on paper and in a secure electronic format, accessible only by the group Leaders, for a period of up to three years after my last involvement in the group's activities.
- iii. I understand that Breconshire Award Scheme Group will share specific details with The Duke of Edinburgh's Award, and other adult volunteers who help them to deliver DofE activities, but only the information that is needed to ensure these activities are delivered safely and in accordance with relevant laws and policies.

### **4. Expedition Information**

- i. I understand that Expeditions may be cancelled or postponed due to having insufficient participants or Leaders. If this is the case, the money I have paid for the cancelled/postponed expedition(s) will be refunded in full.
- ii. I understand that Expedition dates will not be changed to accommodate my individual circumstances.

## Declaration and Consent for DofE

### Code of Conduct

I agree to abide by the Code of Conduct and accept that if I breach any of the code, I may be asked to leave the group.

Print Participant's Name	Participant's Signature	Date

### Participant's Enrolment Declaration:

I agree to enrol as a participant on a DofE programme. I understand that I will be managing my programme using the online eDofE system. I acknowledge that this system has a set of terms and conditions that I agree to. These terms and conditions are available at [www.eDofE.org](http://www.eDofE.org).

Print Participant's Name	Participant's Signature	Date

### Consent to Enrol from Parent/Carer (if applicant is under 18 years old)

I agree to my son/daughter/ward doing a DofE programme. I note that it is my responsibility to check that any activity my son/daughter/ward undertakes for their DofE programme is appropriately managed and insured, unless the activity is directly managed or organised by their DofE group, centre or Licensed Organisation.

Print Parent/Carer Name	Parent/Carer Signature	Date

Please return this final page to us (scan or photo will suffice) via email ([info@breconasg.org](mailto:info@breconasg.org)) or WhatsApp (07925 653593), ensuring you have completed the Enrolment Form (via Microsoft Forms). You will then be sent a payment link to pay the enrolment fee.