

## Volunteer Code of Conduct

**The Butterfly Tree Charity is committed to safe working practices and providing high standards of support to the communities that we work in. As a volunteer you are in a position of trust and will be seen by others and the community as a representative of The Butterfly Tree Charity and must respect both the local people and the charity's reputation. Therefore, anyone volunteering with or through The Butterfly Tree Charity must adhere to the following code of conduct:**

1. Read and follow The Butterfly Tree Charity's Child Protection & Safeguarding Policy. We take child protection and safeguarding very seriously and require you to do the same.
2. Always act professionally and in a way, which supports and upholds the reputation of The Butterfly Tree Charity.
3. Avoid talking to the press if requested to or releasing information publicly, including but not limited to publishing videos, photographs, statements, articles or reports on social media or any other forms of media sharing or public forum about The Butterfly Tree Charity that may compromise our image and be contrary to our values, without gaining prior consent from the charity.
4. You should not act outside the scope of your role or undertake any volunteer activity you do not feel prepared for or able to do in accordance to your own knowledge, professional training and experience. Always seek guidance if unsure or concerned.
5. Be aware that local communities may have different values and customs to you, so please demonstrate sensitivity for the customs, practices, culture and personal beliefs of others. Please do reserve judgement and respect their opinions and beliefs.
6. Comply with prevailing laws and do not encourage, assist or collude with others who may be breaking them. Remember, if you break the law of the country you are in, you risk facing the local legal system.
7. Preserve all confidential and personal data and share any safeguarding or other concerns that you may have with senior representatives of the charity without hesitation.
8. Whilst volunteering with the charity volunteers must not use, possess, or be under the influence of alcohol or illegal drugs.
9. It is important to wear appropriate clothing whilst in the villages; shorts and skirts must be a minimum of knee length and revealing tops should be avoided e.g. vest tops or low-cut tops or garments that contain offensive or objectionable material. This is to avoid offending any villagers. Wearing expensive jewellery and accessories is not recommended.
10. Do not use bad language as local people are likely to find it offensive.
11. Photographs and videos can be taken whilst volunteering, but please ask any individuals for their permission before taking photographs of them.
12. Money and gifts are not to be given to individuals. All money should be donated through The Butterfly Tree Charity website and gifts should be given to senior representatives of the charity to be distributed where it's most needed. Please refrain from giving sweets, other items or money to begging children, as this does not help in the long term and can encourage begging and discourage school attendance.

13. Do familiarise yourself with the surroundings and customs and remain vigilant of any potential risks or dangers whilst volunteering, such as avoiding isolated routes if walking alone. If you are unsure, ask a representative of The Butterfly Tree Charity and always avoid putting yourself or others at risk.
14. Bringing friends or tourists to the village or inviting them to join in with your volunteer activities is not permitted, unless prior agreement has been made with senior representatives of The Butterfly Tree Charity.
15. It is not permitted to buy alcohol for peer educators and any other beneficiaries (any person involved with or benefitting from The Butterfly Tree Charity – this strictly includes all children, young people and vulnerable adults) of the charity.
16. Avoid smoking in view of villagers and The Butterfly Tree Charity beneficiaries.
17. As a volunteer you are in a position of trust and must not engage in any form of romantic or sexual relationship with children, young people or any other beneficiaries, including vulnerable adults. Any relationship with a child or young person under the age of 18 will be reported to the police.
18. Any behaviour of an aggressive nature or otherwise, towards beneficiaries or village members will not be tolerated. Please be aware that any abusive behaviour of a verbal, emotional, physical or sexual nature towards children or young people will result in the immediate termination of your volunteering as well as police involvement, if deemed necessary.
19. We discourage volunteers from connecting via any forms of social media including Facebook with children, young people, orphans, Peer Educators or other beneficiaries during or after volunteering with The Butterfly Tree Charity. This is to protect both the volunteer and our beneficiaries. If asked to connect on social media, please politely refuse and state that you are not permitted to as a volunteer.
20. All volunteers must remember that you're in a professional and responsible position and therefore must not invite beneficiaries (regardless of age), including orphans and peer educators, on unauthorised trips, activities or days out e.g. swimming, safari, visiting bars, trips to the falls, meals or to events etc. without prior permission from the charity.

In addition, for your own protection and peace of mind please ensure that you hold adequate travel insurance to cover your volunteering activities and seek travel health and immunisation guidance prior to travel.

Any volunteer seen to be breaching this code of conduct will be challenged and may be asked to stop volunteering with The Butterfly Tree Charity with immediate effect. To confirm that you have read and understood the volunteer code of conduct, please complete and sign in the spaces provided below. Many thanks for your understanding and cooperation.

**Volunteers Full Name**.....

**Signature**.....

**Date**.....