

INTRODUCTION

Volunteers play an important role in ensuring In2MedSchool remains true to its values and is respected and credible. This Code sets out the standards and expectations of volunteers in terms of professional ethics, integrity, acting as a representative and safeguarding.

This code of conduct overarches all of In2MedSchool's policies and procedures which guide conduct and behaviour.

By accepting this code of conduct, a volunteer is confirming that only one person has access to the email addressed used to complete this code of conduct.

This Code of Conduct applies to all volunteers. Failure to comply with the Code of Conduct may result in volunteer status review.

1. PROFESSIONAL ETHICS AND INTEGRITY

It is expected that In2MedSchool volunteers will:

- Treat others with respect, being inclusive of diversity and promoting equality, including gender, age, ethnic origin, religion and belief, sexuality, or disability
- Do the utmost to ensure that all participants are included and valued, without making assumptions about their backgrounds.
- Approach work in a professional manner
- Follow instructions and set a good example

2. ACTING AS A REPRESENTATIVE OF IN2MEDSCHOOL

It is expected that In2MedSchool volunteers will:

- Be punctual for all events and activities they are involved in
- Inform the regional lead and mentee if unable to attend prior to a mentor session, giving at least 48 hours' notice (See Cancellations and Lateness section below)
- Present in a professional manner: wearing suitable clothing for the role
- Use appropriate language at all times
- Regard anything discussed in school and college staff rooms as confidential and not to be repeated outside
- Maintain confidentiality and adhere to data protection guidelines when handling personal / sensitive data

3. CANCELLATIONS AND LATENESS

It is expected that In2MedSchool volunteers will:

- Give as much notice as possible to the regional lead and mentee that a mentor session needs to be cancelled (at least 48 hours' notice).

- If there is a need to cancel within 48 hours, the volunteer will phone and speak to a member of the team directly and take it upon themselves to keep my mentee informed.
- Contact staff if the volunteer is going to be late on the day of the event
- Only commit to events that the volunteer knows they will be able to attend

4. HEALTH AND SAFETY

It is expected that In2MedSchool volunteers will:

- Safeguard their own health and safety, and that of others being careful to not put self/ others at risk.
- Not administer First Aid, but instead notify a member of staff, unless, as a trained First Aider with current certification, identifies a life-threatening emergency.
- Inform staff of any medical issue / additional need if staff need to know about it for the volunteer's safety or the safety of others

5. SAFEGUARDING CHILDREN AND YOUNG PEOPLE

It is expected that In2MedSchool volunteers abide by In2MedSchool's Safeguarding and Child Protection Policy including:

- Not to harm young people (under 18 years of age) or anyone they come in contact with during the course of their engagement with In2MedSchool, through action or omission
- Not to expose others to the risk of neglect, harm or abuse.
- Not to purchase, or coerce sex acts
- Work in accordance with health, safety and security guidelines and avoid behaviour that creates unnecessary risk to themselves or others.

It is expected that In2MedSchool volunteers will:

- Place the safety and welfare of vulnerable young people above all other considerations
- Report any concerns they may have about the welfare of a young person
- Report any concerns they may have about the behaviour of a In2MedSchool representative in relation to safeguarding
- When in a one-to-one situation with a young person, try to make sure another adult knows the contact is taking place and why. If possible, ensure another adult is in sight and that the young person knows another adult is around
- Report any concerns regarding the welfare of a young person to the Event/Initiative Lead without delay

It is expected that In2MedSchool volunteers will not:

- Sexually harass, assault or abuse another person
- Physically harass, assault or abuse another person
- Emotionally abuse another person, such as engaging in behaviour intended to shame, humiliate, belittle or degrade
- Condone, or participate in behaviour which is abusive, discriminatory, illegal or unsafe.

- Develop, encourage or fail to take actions of relationships with young people which could in any way be deemed sexual, exploitative or abusive
- Act in any way that may be violent, inappropriate or sexually provocative
- Agree with a young person to keep a secret which has implications for their safety or the safety of other young people
- Arrange to meet young people outside of the initiative
- Exchange personal details with young people or link with them on social media
- Take photographs of young people during events on a mobile phone or camera.

6. DUTY TO REPORT

Report immediately any breaches of this Code to an In2MedSchool core committee member.

All suspected breaches of the Code will be investigated in line with In2MedSchool's policy. Where it is found that there has been a breach of the Code of Conduct there will be a status review process.