



# Education Otherwise Volunteer Code of Conduct

Education Otherwise expects it's Volunteers:

- to respect others who hold different beliefs;
- to respect confidentiality;
- to accept support and feedback;
- to take concerns or problems relating to volunteer duties to the appropriate line manager or liaison person;
- to read and understand policies, procedures and guidelines and use them to carry out their duties;
- to accept direction from line manager or liaison person;
- to be mindful that a volunteer is a representative of the organisation and must not act in such a way as to bring the organisation into disrepute;
- to share tasks fairly in a group situation or to make the line manager or convenor aware when this will not be possible;
- to confirm the existence or otherwise of any holiday cover arrangements with the line manager/convenor/trustees.
- to supply up to date contact details and to respond to messages from the line manager or liaison person within a reasonable time;
- to understand that CRB checks may be required for certain posts within the organisation and that CRB paperwork must be completed without delay;
- not to cause Education Otherwise to incur unnecessary expenses on the volunteer's behalf.

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Education Otherwise Association Limited. Registered Charity No. 1055120 Company No. 1917107  
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