

# BSAFE Volunteer: Code of Conduct



Revised February 2016

1. You will treat all BSAFE volunteers, service users and Cobbold Road Recovery and Treatment Centre staff with respect.
2. You will treat the Cobbold Road Recovery and Treatment Centre premises and property with respect, being careful to not cause any intentional damage or destruction.
3. You will not act in an aggressive or discriminatory manner to any BSAFE service user, volunteer, staff or any other professional that is working with us.
4. You will maintain professional boundaries with clients adhering to POVA/SOVA Safeguarding Adults & Children guidelines.
5. You will not come in intoxicated or under the influence of drugs or alcohol or use on the premises. BSAFE operates a zero tolerance policy.
6. If suspected of using on or 24 hours before a BSAFE session you agree to be breathalysed at BSAFE or attend drug testing at Cobbold Road Treatment and Recovery centre the following Monday after BSAFE.
7. If you have any concerns regarding staff or management you will raise this with the Board of Trustees.
8. It is every member's responsibility to raise any issues or concerns immediately.
9. You will maintain service users confidentiality under all circumstances. You accept that any breach of these rules will result in the termination of your role as a BSAFE volunteer. However there are certain circumstances under which it is necessary to break confidentiality.
  - (a) If you believe that there is a risk of serious harm to yourself, the service user or to another, especially children.
  - (b) If a service user admits to be about to commit a serious offence.
  - (c) If a service user admits to being involved in a serious crime which has not been reported to the police.
  - (d) If required to do so by the police or the courts, upon receipt of the appropriate paperwork from the authorities concerned.
  - (e) When a service user requires medical attention and is not in a position to give informed consent.
10. You will keep the confidence of all the B3 members and BSAFE volunteers as some may be service users and/or volunteers at other services. If you also work for another service provider you will

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adhere to their confidentiality policy with regard to both our service users and volunteers and vice versa.

11. You will keep the privacy of other volunteers, especially with regard to check-ins and check-outs. You will not talk about things disclosed or discussed at those meetings with anyone who was not present.
12. You agree to do at least 2 days volunteering at BSAFE per month.

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**AGREEMENT:** I agree to abide by this BSAFE Code Of Conduct and follow all guidelines stipulated in the volunteers handbook I have received today.

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**Volunteer name (print):**

**Volunteer signature:**

**Date:**

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**Staff member name (print):**

**Staff member signature:**

**Date:**

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