**Tool: Sample Code of Conduct for facilitators**

Use the sample Code of Conduct below as guidance for developing your own.

**Facilitators should always:**

* Use the Ten Key Approaches when facilitating sessions with adolescents
* Arrive at least 15 minutes before their sessions start
* Contact their supervisor immediately if they are going to be late or absent, and/or make arrangements for another facilitator to substitute
* Write plans for the sessions they facilitate
* Come prepared with supplies and materials for each session
* Welcome and include all adolescents equally
* Find ways to support *all* adolescents to participate equally in sessions, including talkative and quiet ones, girls and boys, those with disabilities and those from marginalized backgrounds ***Insert icon for: Include all adolescents***
* Be fully attentive and engaged throughout their sessions with adolescents
* Keep attendance records
* Support adolescents to manage, use and store supplies and materials
* Provide adolescents with information about other programmes, services and support
* Follow the agreed upon reporting and referral procedures when adolescents’ health, safety or wellbeing is at risk, and connect them to the appropriate support or services
* Adhere to Child Protection and Child Safeguarding policies and procedures
* Set a good example for adolescents (during or outside of sessions) through respectful and positive behaviour

**Facilitators should never:**

* Be late or miss a session without contacting their supervisor and attempting to arrange a substitute
* Arrive for a session unprepared
* Use supplies or materials for adolescents for other purposes, unless by explicit agreement with the steering committee and adolescents
* Make any adolescent feel unwelcome or excluded
* Ask for or accept personal favours in exchange for their work or the materials they supply – for example, sexual contact, labour, goods and/or other services
* Beat, hit or slap or use any other form of physical punishment inside or outside sessions
* Insult, use derogatory terms, or make vulgar, discriminating or humiliating jokes or comments about adolescents, other facilitators, volunteers or staff
* Engage in romantic or sexual relationships with adolescents from their sessions
* Ignore warning signs that adolescents may face risks to their health, safety or wellbeing and require specialised support and protection
* Smoke cigarettes, drink alcohol, or use drugs prior to or during sessions