

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
- ▶ 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