



Llywodraeth Cymru
Welsh Government

Big Ideas Wales Services Role Model – Code of Conduct

Big Ideas Wales Role Models represent the Welsh Government and as such are expected to adhere to the principles set out in this Code of Conduct.

In fulfilling your duties, you must, through the language you use and the actions you take, deal with others respectfully, fairly, efficiently, promptly, effectively and sensitively to the best of your ability. You must not act in a way that demeans or undermines others, unjustifiably favours or discriminates against particular individuals or interests, or in a way that would cause offence or harm to individuals or groups.

As a Role Model you will be expected to:

- fulfil your duties and obligations as Role Model responsibly.
- always act with honesty and integrity.
- act in a way that is professional and that deserves and retains the confidence of all those on behalf of and with whom you have dealings.
- be fully committed to the safeguarding (see Big Ideas Wales Safeguarding Policy) and promotion of the welfare of the young people during the time you are representing Big Ideas Wales.
- carry out your responsibilities in a way that is fair, just and equitable and in accordance with the principles of equality and diversity.
- keep your personal opinions and actions separate from those made while undertaking your duties.
- act within applicable laws and not encourage, assist or collude with others engaged in conduct which is dishonest, unlawful, unprofessional or discriminatory.
- have the appropriate insurance policies in place.
- inform the Big Ideas Wales staff should there be any matter against yourself that could possibly be a breach of the code of conduct or bring the Programme into disrepute.

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**Cronfa Datblygu
Rhanbarthol Ewrop
European Regional
Development Fund**

Above all as a Role Model you must not:

- misuse your position by disclosing confidential or personal information acquired in the course of your duties or by using any such information to further your private interests or those of others.
- carry out your duties in order to gain financial or other benefits for yourself, your family or your friends or to place yourself under any financial or other obligation to individuals or organisations that might seek to influence you in the performance of your duties.
- solicit or accept gifts or hospitality or receive other benefits from anyone for personal or professional benefit or which might reasonably be seen to compromise your personal judgement or integrity.
- use or be under the influence of illegal drugs, alcohol or tobacco while fulfilling your duties and obligations as a Role Model. Criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are regarded as unacceptable.
- under any circumstances provide any group or individual with your contact details either personal or of your business/es, instead direct any group or individual to the Big Ideas Wales website or contact a Big Ideas Wales staff member.
- engage in conduct or be under investigation for something which may damage the reputation of or bring into disrepute the Welsh Ministers, the Welsh Government, Business Wales, Big Ideas Wales or any other organisation or body.

Any established breach of the code of conduct may result in you being removed from the Programme and any association with it. Any decision made on this will be final.

As a Role Model requested to be involved in 1-2-1 support you will be expected to:

- exercise integrity, honesty, diligence and appropriate behaviour at all times.
- disclose at the earliest opportunity any special relationships, circumstances or business interests which might influence or impair, or could be seen by the Client or others to influence or impair, the Associates judgement or objectivity on a particular assignment.
- provide support and guidance in a friendly, non-judgemental manner that enables the mentee to make decisions.
- keep any information the mentee tells you confidential
- only work with a young person under 18 on a 1-2-1 basis if a responsible adult is present.
- ensure that for all 1-2-1 sessions with young people 18 and over that you use a public space for your interaction as they may or may not be accompanied by a responsible adult.

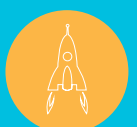


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Big Ideas Wales Safeguarding Statement

This safeguarding statement applies to all adults, including volunteers, working as part of or on behalf of Big Ideas Wales.

The Big Ideas Wales Services team is committed to the safeguarding of all Role Models whilst they are working on or representing Big Ideas Wales and will aim to ensure that you are supervised throughout your visit to a School, College, University or setting outside of education. Safeguarding is seen as a priority with arrangements in place to ensure Role Models:

- personal/business information as provided is secure and handled securely so protecting your privacy
- feel, and are safe at all times whilst on any premises on which they are representing Big Ideas Wales.
- are aware that Big Ideas Wales has policies and procedures in place to deal effectively with any child protection and safeguarding issues which arise together with a robust recording and monitoring processes.

Education providers may assess people who want to work or volunteer with children and young people. This is undertaken by performing personal checks of the Children's Barred List (List 99) on staff and volunteers to ensure their suitability to work with children and young people.

Big Ideas Wales may be required to share your personal data with education providers. This may include but not be limited to your name and date of birth. The personal data you have provided to us will be processed according to the Data Protection Act 1998. All such personal data will be kept secure and confidential at all times and only held as long as necessary or as required by law.

Designated Safeguarding Lead Officers (DSLO)

Big Ideas Wales has Designated Safeguarding Lead Officers who are responsible for dealing with any concerns about the protection of children/young people and vulnerable adults.

- Paul Brown paul.brown@bigideaswales.com 02920 441900 or 07789 616792
- Delyth Rowlands (Deputy) delyth.rowlands@bigideaswales.com or 07776 160082



Big Ideas Wales Safeguarding Policy

A copy of the Big Ideas Wales Safeguarding Policy has been provided for you to read and accept its content.

Please read the Safeguarding Policy carefully to ensure that you understand the policy before signing it. Upon signing this document, you agree to abide by its requirements and expectations whilst working on behalf of Big Ideas Wales.

If you have any questions, at any time, regarding the policy, please contact the Designated Safeguarding Lead Officer.

A copy of this Policy has been provided on the thumb drive within your induction training pack and a copy of it can be found on the Big Ideas Wales website.

We encourage you to promote and support this Code of Conduct by setting an example to all young people encountered.



Big Ideas Wales Services

Role Model – Code of Conduct

Role Model Declaration

I have read and agree to adhere to the Big Ideas Wales Code of Conduct and the accompanying Safeguarding Policy when fulfilling my duties and obligations as a Role Model for the Big Ideas Wales Role Model Project.

Name:

Business Name:

Signed:

Date:

*(To be retained by the **Big Ideas Wales Services Provider**)*



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Name:

Business Name:

Signed:

Date:

*(To be retained by the **Big Ideas Wales Role Model**)*

