

Volunteer agreement

- Agreement on participation as a volunteer with Save the Children

Agreement appendix

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Time perspective

You are a volunteer with Save the Children as long as you volunteer in accordance with this agreement, or until you register as a volunteer. In the groups that have direct activities with children, one must commit to 6-12 months of voluntary services, unless otherwise agreed.

First meeting

When registering as a volunteer, we would like to get to know you better and you are therefore invited to take part in a conversation. In the conversation, you will become better acquainted with the organisation, the activity and what it requires. Save the Children will assess whether the activity is suitable for you, and you will have the opportunity to think through whether the activity is right for you.

Certificate of good conduct from the police

If you are going to participate in activities involving children, you must apply for a certificate of good conduct from the police and show this to Save the Children before starting the activity. Some crisis centres will also want to see a certificate of good conduct from the police before you start. If you are going to be part of a group at a crisis centre, you must also submit a picture of yourself so that the residents know who you are.

Training

As a volunteer, you will receive good training before starting your activity so that you are prepared and feel confident in your volunteer role. Everyone who volunteers with Save the Children must complete the e-learning course called 'Welcome to Save the Children'. Before starting their volunteer work, volunteers involved in activities with children must complete the e-learning course called "Introduction to Safeguarding", and a first aid course during the first year.

Ethical guidelines

Volunteers must follow Save the Children's ethical guidelines – see p. 3-4. When you sign the volunteer agreement, you confirm that you understand the ethical guidelines and that you will follow them.

Spokesperson role

We encourage you to get involved in Save the Children's campaigns.

If you wish to make public or political statements on behalf of Save the Children, please contact your regional office. As a result, we ensure that we are in accord regarding our message, which creates legitimacy, credibility and increased impact.

Safe organisation

As a volunteer, you should always be able to feel safe at Save the Children. If you or others experience something unpleasant, it is important that you notify us. Notify your contact person at



the regional office or send an e-mail to alert@reddbarna.no.

Save the Children's events and activities should be safe for everyone. We have a duty to prevent accidents from happening. As a volunteer, you must ensure safety and not create unnecessary risk to yourself or others. If you participate in activities involving children, you must carefully read the rules for safe activities – child safety (p. 6). You should also familiarise yourself with the contingency plan for volunteers and take it with you to activities.

If an adverse incident occurs during an activity or you are worried about a child, it is important that you report it as soon as possible. You do this by submitting a non-conformity form or by contacting the regional office.

Insurance and offers of guidance from a psychologist

During activities, volunteers at Save the Children are covered by accident insurance through Save the Children's insurance agreement. If challenging situations arise in volunteer work, Save the Children has agreements with psychologists who can support and guide volunteers.

Valuable experience and membership

To become a volunteer, you must be a member of Save the Children or Press. It gives you the right to influence the organisation and to participate in democratic member meetings.

As a volunteer with Save the Children, you will gain useful experience from the world's largest children's rights organisation. You get the opportunity to develop yourself, gain professional input and engage with others who are passionate about causes you care about.

Termination or breach of the volunteer agreement

If you no longer wish to be a volunteer, you can deregister by informing the regional office.

Save the Children may terminate its agreement with you as a volunteer if, after an assessment, you are not considered suitable to be a volunteer and/or if you are in breach of our guidelines or the volunteer agreement. In whistleblowing cases, Save the Children follows adopted guidelines.

Name _____

Place and date _____

Signature _____

Code of Conduct

for Save the Children Norway's employees, elected representatives, volunteers and members

Version adopted by the Executive Board of Save the Children Norway on June 2016.
Last revised October 2022.

The original version of this document is the Norwegian version. If there are any significant discrepancies between the original and the English translation, the Norwegian version is leading as it is the approved version by the Executive Board of SCN.

Save the Children Norway's (SCN) Code of Conduct defines the organization's ethical rules and shall ensure proper ethical practice. The Code underpins SCN's purpose which is to fight for a world that safeguards all children's rights, as defined in the UN Convention on the Rights of the Child. The Code also builds upon SCN's values – accountability, ambition, collaboration, creativity, and integrity.

This Code applies to all employees, elected representatives, volunteers and members (hereby referred to as «representatives»). This document is applicable during work/elected representative position for the organization, and during all events and activities by SCN.

1. Respect for fellow humans and child safeguarding

SCN shall be a safe organization for everyone. SCN's representatives shall at all times be familiar with and abide by SCN's Safeguarding Policy.¹

You must treat others with dignity and respect, without differentiating, bullying, discriminating, or exploiting others. Racism is not accepted. You shall show respect for other people's bodies, integrity, and boundaries. Sexual exploitation and abuse is not accepted. It is illegal to buy sexual services both in Norway and abroad for Norwegian citizens/persons domiciled in Norway.

In SCN we have a particular responsibility for children's safeguarding. You must at all times ensure the child's best interest, relate to children in a positive and respectful manner and pay them respect. Children must never be put into danger or violated, neither verbally, non-verbally, physical or in any other way. SCN considers everyone under the age of 18 to be a child, regardless of local age of consent.

2. Awareness of role

You must be aware of the power and influence you may have in relation to others within and outside the organization. You shall never misuse your trust, role or position.

3. Party political og religious neutrality

SCN is a neutral organization, politically and religiously. You must demonstrate neutrality related to political affiliation and religion when carrying out work for SCN, or in work that might be perceived as being on behalf of SCN. This shall not prevent representatives of being politically and/or religiously active in their spare time.

4. Representation and travels

As an SCN representative you represent the organization externally and have a responsibility that your conduct maintains trust in and the reputation of the organization when working for SCN, or in work that might be perceived as being on behalf of SCN. When travelling under the auspices of SCN, you must follow applicable routines for safety, demonstrate cultural sensitivity and follow Norwegian laws, international human rights and the host country's applicable laws and regulations. You must be aware that you represent SCN from the start to the end of the trip, which includes moderation with alcohol.

5. Financial accountability

You must carry out your work with integrity and without dishonest and fraudulent intentions. SCN's assets and property shall be treated with due care and in a responsible manner. SCN's property and equipment shall be returned to SCN in normal, good condition when the work for the organization ceases.

¹ Safeguarding refers to the work the organisation does for child safeguarding and adult safeguarding/PSEAH).

SCN has zero tolerance for economic criminality, such as corruption and fraud.

When procuring goods or services for SCN, you must comply with the applicable rules for purchasing and act in accordance with SCN's interests and purpose. You may not obligate SCN financially unless you have authorization and right to sign in accordance with applicable internal authorisation and signature procedures.

You must not acquire benefits or accept anything that can influence your role in SCN. Nor must you give or offer gifts or other benefits/services that could, or are intended to, influence the recipient's actions in service. Gifts of a value of less than 500 NOK are not deemed as having such influence. Gifts of a value of more than 500 NOK shall be donated to SCN. You may not accept fees for assignments you do on behalf of SCN.

6. Impartiality

You must not participate in processing or decision-making in matters where you are or suspect you may be disqualified. You are disqualified when you or your immediate family and/or friends have an interest in the

decision being made. You are also disqualified if there are other special circumstances that might impair confidence in your impartiality. Managers and elected representatives must submit a declaration of interest and are obliged to report changes that might affect one's impartiality.

7. Duty of confidentiality

You must handle confidential information in a prudent manner and maintain confidentiality on operational and business matters to make sure not to harm the organization, our partners, or individuals. This also applies after the employment relationship or other affiliation with the organization has terminated.

8. Alcohol and intoxication

It is not allowed to be under the influence of drugs or alcohol, or to be hung over during work for SCN. During events where alcohol is served you must show moderation and if children are present you must refrain from drinking alcohol. All events that involve SCN's members shall be alcohol free from the start to the end. Employees are obliged to familiarize themselves and follow SCN's AKAN Policy.

If you are unsure about any of the content in this Code of Conduct – please contact your manager or contact person in SCN. Transparency ensures safety.

Breaches and whistleblowing about wrongdoings

SCN encourages all representatives to report wrongdoings or suspected wrongdoings of our Code of Conduct to your manager/contact person, or to alert@reddbarna.no. Employees are encouraged to report censurable conditions in line with [the Working Environment Act § 2 A-1-2](#) through SCN's [whistleblowing channels](#). Formal reports about censurable conditions will be handled in accordance with SCN's Whistleblowing Policy that is available on [SCN's internal webpage](#) and [SCN's external webpage](#).

Breaches of SCN's Code of Conduct may result in consequences for your employment relationship and/or partnership with SCN. For serious breaches consequences can for example be dismissal (must be in line with [the Working Environment Act § 15-7](#)), suspension, reporting to the police or exclusion. For less serious breaches consequences might be oral or written warning.

Signing of SCN's Code of Conduct

All elected representatives, volunteers and employees must sign SCN's Code of Conduct. Employees sign the Code as an attachment to the employee contract, while volunteers and elected representatives sign electronically in Docusign. Our suppliers, consultants and other partners sign a separate set of Code of Conduct.

By signing you confirm that you have read, understood and that you will act in accordance with SCN's Code of Conduct. You commit yourself to familiarize with and follow applicable regulations and instructions that at all times are relevant for your affiliation with SCN. You have a personal responsibility to follow the organization's rules and Code of Conduct in the best possible way and to strive for behavior and conduct that upholds a high ethical standard. You are aware that you are encouraged to and have the possibility to report any breaches of the Code of Conduct.

Photo/image guidelines for all Save the Children volunteers

While Save the Children wishes to highlight the important voluntary work that is being done, we also meet many children in vulnerable life situations who need extra protection. This applies in particular to asylum reception centres and crisis centres, and to activities involving children and young people who are resident but don't have a permanent residence permit. It is also important to us that children themselves have the opportunity to decide and consent to photos/images. This means that having clear photo/image guidelines is necessary. The regional office can give you and the group guidance and consent forms if you want to take pictures.

- Informed consent must always be obtained from children and parents/guardians before photographs or videos are taken/filmed. For children under the age of 15, the parent/guardian must sign the consent form, but remember that the children themselves must also give their consent. Children over the age of 13 must sign the consent form together with their parents/guardians, while it is sufficient for children under the age of 13 to consent verbally.
- When taking photos of other volunteers, remember to get verbal consent from everyone you take a photograph of.
- You must not take photos for private use or publish photos of children or parents participating in our work on your private social media channels. You can share photos published on Save the Children's channels.
- Familiarise yourself with what applies when taking photos during the activities you will be participating in:
 - Pictures should only be taken of children and adults living in asylum reception centres if this has been agreed with the regional office in advance. This also applies to children and adults who are resident but don't have a permanent residence permit. It also requires that the images are anonymised and that written consent has been obtained. Their identity must never be revealed.
 - For activities associated with crisis centres, pictures should never be taken of children and adult participants or of the crisis centre. In addition, participants should not take pictures of each other during the activity.
 - For activities other than with children and young people who live in asylum reception centres and crisis centres, or are resident but without a permanent residence permit, it is okay for the participants to take pictures of each other as long as they have verbal consent.
 - In other activities involving children and young people, you can take overview photos or anonymised photos without written consent. If you take overview pictures (of a large amount of people who cannot be identified), you should always inform about this in invitations or from the stage so that the participants can let you know if they do not want to be part of the pictures. If you take anonymised photos of hands and the like, you must always ask for verbal consent first.
- Our photo/image guidelines also apply to external inquiries and must be shared with the media, etc.
- When you participate in large, public events, separate rules apply for the taking of photos/images that are beyond our control. The regional office will help you assess whether it is safe for children in the activity to participate.

For volunteers in activities with children:

Safe activities - Child safety

Suitability

- In order to be a safe and suitable volunteer in encounters with children, it is necessary to be well acquainted with and follow guidelines and routines for the work. You also need to be patient, present, inclusive, welcoming, calm, and respectful. An important principle is that the activities should take place on children's and young people's terms.

Role understanding and equal treatment

- Be aware of your role as a volunteer and the power it involves, both towards children and parents. Remember that you are a role model for the children.
- It is important not to create any unrealistic expectations about yourself in your capacity as a volunteer, or to contribute towards any unfair treatment of children/families. Avoid giving personal gifts or other special attention to individual children/families.
- Volunteers should not share their own contact information such as address, telephone number and social media with participants in the activities. Telephone numbers can be shared if absolutely necessary for the organisation of the activity.

Integrity and predictability

- You must show respect for the children's integrity and avoid compromising situations when photographing and other documentation of the children's situation. See separate rules for taking photos/images p 5.
- You should be honest and clear when communicating with children – about purpose and responsibilities, and about opportunities and limitations. Set clear boundaries and never make promises you can't keep.

Never be alone with children

- As a volunteer, you must not be alone with the children we work with (neither individual children nor several children). Solo work can only take place in special cases when it is in the best interests of the child and has been agreed with the regional office. This also applies during transport and digitally.
- As a volunteer, you must not share a bedroom with the children participating in our activities, unless it is necessary for the child's safety and is agreed in advance with the regional office. You must never sleep in the same bed as the children who are taking part in the activity.
- As a volunteer, you must not help children with private and intimate tasks that the children can do themselves.
- You must not be friends on social media with the children participating in activities.

