Adults Delivering the Award Policy

The Duke of Edinburgh's InternationalAward Malta Foundation

April 2024

Version Control

Version	*Date*	*Author*	*Notes*
1.0	15-Apr-2024	Adrian Farrugia	Final Version

Document Control

Revision	*Approved on*	*Approved by*
2027	20-Jun-2024	The Board of Trustees

Relevant Policies and documentation

Not Applicable

1. Introduction

Welcome to the integrated Master Policy Document for The Duke of Edinburgh's International Award Malta Foundation ("the Award"). This document consolidates all operational, governance and volunteer management policies into a coherent framework. It ensures that volunteers, staff, and participants are supported through clear guidelines, robust training, and a culture of safety and respect, tailored to enhance both the individual and collective experiences within the Award.

This document is designed to establish a clear and comprehensive framework for the conduct and responsibilities of adults involved in the Award. The safety, security and well-being of our participants, especially children, young people and vulnerable adults, are of paramount importance. This policy sets forth the expectations, procedures, and standards that all adults - whether staff, volunteers, leaders or assessors - must follow to ensure a safe and respectful environment conducive to the personal and developmental goals of the Award.

Malta's unique cultural, legal, and social contexts are considered in adapting and enhancing this policy. It is crafted to not only meet local regulatory requirements but also to align with international best practices in safeguarding and volunteer management. Through this policy, we aim to nurture a culture of professionalism and respect, underpinning all activities with robust safety measures and ethical standards. Herein, we detail the roles and responsibilities of Adults in the Award, outline mandatory training protocols, establish vetting and reporting mechanisms, and set forth a framework for ongoing education and monitoring.

This policy serves as both a guide and a commitment to uphold the dignity and rights of all individuals involved in the Award Malta. It is imperative that each member familiarizes themselves with these guidelines and actively participates in maintaining the highest standards of conduct.

2. Purpose

This document aims to centralize and streamline access to all related policies, ensuring clarity and consistency in their application across all levels of the Award, enhancing the effectiveness and efficiency of our operations.

3. Scope

This document is applicable to all personnel involved in the administration, delivery, and participation in the Award, including staff, volunteers, participants, and partner organizations.

4. Access and Updates

Each policy document linked within this Master Document is maintained regularly to ensure they reflect the current laws, ethical guidelines, and best practices. Stakeholders are encouraged to review relevant policies periodically and adhere to the updates as applicable.

4. Policy Categories and References

Safety and Protection

- Safeguarding Policy
- Child Protection Policy
- Serious Incident Reporting
- Adults in The Award Policy

Legal and Compliance

- Whistleblowing Policy
- Data Privacy Policy
- Insurance and Risk Policy

Operational Guidelines

- Fundamentals Operations and Code of Conduct
- Award Learning Policy
- Governance Policy
- Guidelines on Governance
- Internal Assurance Quality

Volunteer Management

- Recruitment and Retention
- Induction and Training
- Support and Oversight

Ethical Standards

- The Equal Opportunities Policy
- The Anti-Bullying Policy
- Alcohol, Drugs, and Smoking Policy
- Social Media Policy

Reporting and Accountability

- Child Protection Yearly Report
- Complaints Policy

Inclusivity and Diversity

- The Equal Opportunities Policy

5. Implementation and Monitoring

The implementation of these policies is monitored by the Award's Board of Trustees, with regular audits and reviews conducted to ensure compliance and effectiveness.

6. Exemptions and Supervision

Occasional Volunteers: Volunteers who assist occasionally and are always under the supervision of a fully vetted adult may be exempt from extensive background checks but must still comply with the Code of Conduct.

7. Conclusion

This Master Policy Document is essential for maintaining the integrity and efficacy of the Award. It ensures that all associated policies are accessible, understood, and implemented effectively, fostering an environment of safety, fairness, and respect for all participants and contributors.

Empower Future Generations to Excel

Your centre is more than a place of learning—it's where young people ignite their passion for adventure and acquire a thirst for knowledge. As a Duke of Edinburgh's Award centre, you uphold the highest standards of safety and incident reporting. This steadfast commitment ensures that young adventurers can explore and grow with peace of mind, secure in the knowledge that their well-being is prioritised, paving the way for their lifelong success

THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD
MALTA

Empower excellence

If you have any questions regarding our policies or require further information, please do not hesitate to contact us on compliance@intaward.mt.

Comprehensive details of our policies can be readily accessed on our website.

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