BIRTHDAY HAPPINESS ASIA

VOLUNTEERS CODE OF CONDUCT

Dear Volunteer

Thank you so much for agreeing to be a volunteer at a birthday party hosted by Birthday Happiness Asia! You are helping create memories that will last a lifetime for the children who attend. It is very wonderful that you are sacrificing your time to do this.

In order to help us safeguard the children attending the party, and to avoid any misunderstandings, AND FOR YOUR OWN PROTECTION, there are a few simple guidelines which we ask all our volunteers to observe while assisting at the party.

The golden rule for each volunteer is that, while he or she is in the presence of children at the party, he or she should conduct himself or herself at all times in a manner which is reasonable and appropriate given the ages of the children present.

Please make sure that when you arrive at the party venue, you introduce yourself to Edward Fernandes and/or at least one other designated Party Supervisor and that you know who these are and that they know who you are.

The more specific guidelines which you must observe at all times are as follows:

1 you must avoid a situation where you are alone with a child attending the party. Please stay in the main party room at all times. Please make sure that when children are present, there are other adults who can see and hear the interactions you are having with the children;

2 please do not touch any child other than where essential to do so and only where other adults are present and can clearly observe the contact - for example, holding hands where this is part of a game or where necessary to prevent harm to a child;

3 please do not take any child to the toilet - if any child requests you to do this, please speak immediately to Edward Fernandes or other Party Supervisor;

4 please do not take photographs or videos etc of any child - if you would like photographs as a memory of the event, please ask Edward Fernandes at the party or send an email to edward.fernandes@bhasia.org;

5 please do not ask any child for any personal details, other than for his or her first name. In particular, you should not ask for any Facebook etc or other social media contact details, nor should you give any child your personal details or social media contacts, other than your first name;

6 please do not while children are present use any language or engage in any

conversation which is inappropriate in this context;

7 please do not encourage any child to do anything which may lead to a situation where an accident may occur - for example, do not ask any child to climb on a climbing frame;

8 please immediately alert Edward Fernandes or other Party Supervisor if any see any accident occurring where harm has been or seems to have been caused to a child attending the party, or if you see any situation occurring where an accident may occur or harm may be caused to a child;

9 please immediately alert Edward Fernandes or other Party Supervisor if you observe any other volunteer or any other adult present at the party acting otherwise in accordance with these rules.

By attending the party as a volunteer, you agree that you will comply with these guidelines.

Thank you so much once again on behalf of Birthday Happiness Asia and the children we serve.

Yours sincerely

Edward Fernandes

I agree that I will follow these guidelines at all times while children are present at this party.

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Signature of volunteer

Full legal name of volunteer:

HKID card number of volunteer: