



## **CODE OF CONDUCT JUNIOR ACTIVITIES ACCREDITATION OFFICER**

This Code of Conduct outlines the practices to be followed by Junior Activities Accreditation Officers (JAAO) in delivering responsible and ethical assessments for junior members:

- Identify and handle with sensitivity the differing needs and requirements of junior activities members.
- Identify, and refer to the Chief Training Officer, any potential conflicts of interest in conducting the assessment.
- Avoid all forms of harassment throughout the assessment process and in reviewing and reporting assessment outcomes.
- Junior Activities Members/ Parents / Guardians are made aware of:
  - the purpose of the junior preliminary skills assessment;
  - the assessment reporting processes prior to the assessment (including appeal processes);
  - known potential consequences of assessment decisions, prior to the assessment being conducted.
- Ensure the safety of members at all time, conduct assessments in accordance with SLSQ policies and procedures and cease immediately any activity which does not conform with procedures, work instructions and/or specifications or that may risk a person's health and safety.
- Maintain confidentiality regarding assessment decisions and outcomes.
- Only release records of individual assessment outcomes which identify personal details following written permission from the junior activities member's parent or guardian.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_