

Code of conduct – volunteers

To ensure everyone's experience on our platform is positive and safe, we ask you to agree to follow this code of conduct. Anyone not adhering to this code of conduct will be removed from the platform.

Platform purpose

The Future First platform is a space where you can connect with your former school(s) or college(s) or other schools or colleges you might be linked to, reconnect with former classmates and volunteer your time to support today's students.

Behaviour

You should:

- Comply with the law at all times
- Treat all other platform users with respect
- Use appropriate language that does not offend or discriminate

You should not:

- Arrange to meet up with any users off site
- Share your personal details such as email address, home address, contact telephone numbers
- Share social media accounts
- Use the platform to advertise products or services, unless otherwise agreed with the platform administrator

Confidentiality

You should:

- Protect your privacy in public forums. Don't share anything you wouldn't normally share publically, and keep all personal and professional contact details confidential e.g. your email address and phone number
- Seek advice from Future First using the contact button below if you are in doubt about sharing information which a student has shared, or which has been requested of you

You should not:

- Try and contact other platform users off platform

Communication on the platform

You should:

- Keep all communication on the platform

You should not:

- Make offensive or derogatory remarks

Infatuations

You should:

- Report and record any incidents or indications (written) that suggest a student may have developed an infatuation with you
- Always acknowledge and maintain professional boundaries

You should not:

- Ask anyone for personal contact details (e.g. full name, email address, phone number or social media details)
- Pass on your own personal information to another platform user
- Have any form of communication with a student which could be interpreted as sexually suggestive or provocative
- Make sexual remarks

Reporting concerns

You should:

- Report any safeguarding concern or complaints to Future First's Safeguarding Lead Naomi Barker, naomi.barker@futurefirst.org.uk, +44 (0) 20 7239 8933 as set out in our [safeguarding guidance](#)
- Report any sensitive information or inappropriate behaviour by another platform user to Future First's Safeguarding Lead Naomi Barker, naomi.barker@futurefirst.org.uk, +44 (0) 20 7239 8933 as set out in our [safeguarding guidance](#)

If you want to provide support but are worried it may contravene the code of conduct (for example, offering work experience to a student(s) and having to share contact details as a result), please contact the school or college administrator through the platform, who can advise on a suitable way forward.