



Big Leaf Foundation

Helping displaced young people belong and grow

Interpreter Code of Conduct

ABOUT US

Big Leaf Foundation is a small charity working with displaced young people in Surrey. Our aim is to provide a nurturing programme of activities, projects and events that focus on combating social isolation and improving wellbeing for the young people we support.

INTERPRETER CODE OF CONDUCT

1. **Accuracy and completeness** | Always interpret as *accurately* as possible *everything* that is said. If there is uncertainty as to meaning, explain the issue to everyone – don't just guess.
2. **Impartiality** | Interpret what *everyone* says, even if you do not agree with them, or perhaps even know it to be untrue.
3. **Advice** | It is *not* the interpreter's role to give advice. If you are asked for advice during a meeting, please restate the information given or translate the question for everyone.
4. **Confidentiality** | Interpreters must treat all information learned during the interpretation as *confidential* so therefore it must not be shared. If you are concerned about something that is said and for some reason not translated or heard at the time, then you must speak to the lead worker on the day and/or to the Designated Safeguarding Lead, Kayte Cable, or the Deputy Designated Safeguarding Lead, Louise Baumberg.
5. **Appropriate relationships** | Do not give any young people your personal contact details or arrange to meet outside Big Leaf sessions. You must not enter into inappropriate relationships with young people or make inappropriate promises. This obviously does not apply if you are already friends.
6. **Safeguarding** | Any safeguarding concerns or concerns for the wellbeing of a young person must be passed on immediately to the lead worker on the day and/or to the Designated Safeguarding Lead, Kayte Cable or the Deputy Designated Safeguarding Lead, Louise Baumberg

AGREEMENT

I have read and understood the Big Leaf Interpreter Code of Conduct. I agree to abide by it

Name:..... Signed Date

Big Leaf Foundation

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