



## Working Safely With Children

**We want all Code Clubs to be as easy and fun as possible, but obviously certain rules must be followed to ensure the children's safety - and yours. Here are some basic guidelines that you should stick to at all times whilst running your club.**

As a volunteer, you should never be left alone with the students. A teacher should be present at all clubs and it is their responsibility to supervise the children. IF the teacher has to leave the classroom and leave you alone, always leave the classroom door open.

You should make sure not to have any physical contact with the students.

Many volunteers want to take photos to tweet or blog about their clubs. In order to do this you must have the permission of the school and the children's parents. Please ask the school what their policy is on this and make sure the children in your club's parents have given permission for photographs of them to be used in this way.

It's best to ask the teacher to take any photos of your activity and then email them to you afterwards as storing photos of children is not recommended on personal devices.

Some students may want to add you on social networks like Facebook. You should politely refuse the request.

Under no circumstances should you give out your email or any other contact details to students. If they want to get in touch with you, ask the teacher to forward any questions on to you.

As an adult working with children you have a duty to report anything that could be a child protection issue. If a child discloses something to you or you witness something that raises any questions then never keep this to yourself. You must report it to the teacher supervising the club or another member of staff if your teacher is not available. You should also write down what was said/witnessed as objectively as possible.

Some examples might be:

- A child tells you something that has upset or harmed them.
- A child shows signs of physical injury for which there appears to be no explanation.
- A child's behaviour may suggest he or she is being abused.
- Someone else might report that a child has told them they have been or are being harmed.
- The behaviour or attitude of one of the workers towards a child worries you.
- You witness worrying behaviour from one child to another.



In addition to this, every school will have its own Safeguarding policy - it would be of your benefit to ask for a copy of this so that if an issue should arise you understand the expected protocol.

**Code Club World Ltd believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them.**

We recognise that:

- The welfare of the child/young person is paramount
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- Working in partnership with children, young people, their parents, carers and their agencies is essential in promoting young people's welfare.

The purpose of the policy:

- To provide protection for the children and young people who receive Code Club World Ltd's services, including the children of adult members or users.
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Code Club World Ltd.

We will seek to safeguard children and young people by:

- Valuing them, listening to and respecting them
- Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Sharing information about child protection and good practice with children, parents, staff and volunteers
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately providing effective management for staff and volunteers through supervision, support and training.