

Child Protection Policy

The Policy contained here on Child Protection clearly defines that the welfare of the children who attend a ComputerXplorers' session always comes first. This is an integral part of ComputerXplorers' ethos - to ensure children attend a class in a safe, fun and engaging environment and therefore as the Trainer/Teacher you have the sole responsibility for the class and it becomes your primary focus too.

Every class should be delivered ensuring that the points below are adhered to at all times:

- No favouritism, exclusion or sexual innuendos should occur in the classroom;
- Awareness of the children's behaviour towards each other – should be helpful, work together, ensure that no bullying, competitiveness takes place during class time;
- Allow children attend the bathroom one at a time;
- Be aware of length of time away they are away from the classroom;
- Never allow children wander around the school – not allowed into classroom – only the designated computer room
- Never leave children unattended in classroom;
- At the end of class always accompany children to the exit and their awaiting parents;
- If a child needs to leave before the end of class time, have the parent come to the classroom - or otherwise have written consent if they are allowed leave by themselves;
- Never leave the school before the last child is collected;
- At all times have to hand all parents contact details in case of an emergency;
- Fully aware of the procedure for reporting accidents or complaints
- Please complete the following records for each class or as appropriate:
 - Attendance
 - Accidents / Incident Book
 - Any complaints or grievances
- Be aware of the Emergency evacuation procedure in place - NOTE: ComputerXplorers will always adhere to the school's procedure – as the pupils will already be drilled on it.

Remember at all times, any concerns, complaints or issues should be reported immediately to Lynne Kerr, verbally and followed up with a written documentation.