

ComputerXplorers Child Protection Policy

All members of the team believe that ComputerXplorers should provide a safe, caring, positive and stimulating environment for the children attending its sessions. Our approach and policies apply to all children regardless of gender, ethnicity, disability, sexual orientation or religion.

Legislation and Guidance

This policy has been developed in accordance with the principles established by the Children Act, 1989 and in line with the following:

- 'Statutory Framework for Early Years Foundation Stage', May 2008
- 'Working Together to Safeguard Children', 2006
- Safeguarding Children in Education guidance, 2004
- Every Child Matters, 2005

Procedures

We will ensure that:

- We have a designated senior member of staff for child protection, who has completed an EduCare NSPCC Child Protection Awareness in Education training programme. This is Fiona Hall, Director, ComputerXplorers
- When working with a third party, such as a school or pre-school, we will comply with the school's own child protection policy provided to us.
- All parents/carers are made aware of ComputerXplorers' responsibilities in regard to Child Protection procedures through publication of its Child Protection Policy on its website.
- Our selection and recruitment policy includes checks on staff suitability, including enhanced Criminal Records Bureau checks as recommended by the Local Authority and in accordance with current legislation.
- Every new member of the team is required to undergo Child Protection Awareness training, as part of their induction programme, organised by the Designated Senior Person.
- The name of any member of the team considered not suitable to work with children will be notified to the Independent Safeguarding Authority (ISA).
- Our procedures will be annually reviewed and updated.

Confidentiality

We recognise that all matters relating to child protection are confidential.

The DSP will disclose personal information about a child to other members of the team on a need to know basis only. However, all members of the team must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

All members of the team must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being or that of another.

We will always undertake to share our intention to refer a child to Social Care with their parents/carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the Safeguarding Children in Education Team or Social Care on this point.

Code of Conduct and Good Practice

Supervision of children:

- I. All children should be adequately supervised and engaged in suitable activities at all times
- II. Children must not be left unsupervised at any venue
- III. Staff should know at all times where children are and what they are doing
- IV. Staff should not allow dangerous behaviour by children.

Staff must:

- I. Not have unnecessary physical contact with children and young people
- II. Not meet with children outside organised activities.
- III. Remember that on rare occasions children or young people may also pose a risk to other children, in which case child protection procedures should be followed
- IV. Never engage in sexually provocative or rough physical games, including horse-play
- V. Never allow children to use inappropriate language unchallenged
- VI. Never make sexually suggestive comments in front of, about, or to, a child, even in fun
- VII. Never let allegations made by a child go without being addressed and recorded
- VIII. Never deter children from making allegations through fear of not being believed
- IX. Never do things of a personal nature for children that they can do themselves
- X. Never jump to conclusions about others without checking facts
- XI. Ensure that parents, carers, or others with parental responsibility can identify staff working for the organisation
- XII. Never rely on their own good name or that of ComputerXplorers to protect them.

Our procedures will be annually reviewed and updated.

Last reviewed: March 2014