



ComputerXplorers Child Protection Code of Conduct

Updated: September 2017, ARG

Review: September 2018, ARG

ComputerXplorers Child Protection Code of Conduct and Good Practice

Supervision of children - staff should:

- Ensure that all children are adequately supervised and engaged in suitable activities at all times and never left unsupervised
- Know at all times where children are and what they are doing
- Not allow dangerous behaviour by children
- Take a sensible and proportionate approach to Health & Safety to ensure that they have taken 'reasonable care' to ensure that the premises and equipment are safe
- Maintain an accurate attendance register and inform the Franchise Owner of non-attendance
- Notify parent/carer of unexpected non-attendance as soon as possible
- Ensure that they have records of emergency contact numbers for the venue and parents/carers
- Ensure that each child is handed over to the designated parent/carer
- Know the emergency evacuation procedure in place at the venue
- Not allow photographers unsupervised access to children and ensure that parental permission has been obtained prior to any photographs or videos being taken

Staff should also:

- Not have unnecessary physical contact with children and young people
- Not meet with children outside organised activities.
- 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
- Never engage in sexually provocative or rough physical games, including horse-play
- Never allow children to use inappropriate language unchallenged
- Never make sexually suggestive comments in front of, about, or to, a child, even in fun
- Never let allegations made by a child go without being addressed and recorded
- Never deter children from making allegations through fear of not being believed
- Never do things of a personal nature for children that they can do themselves
- Never jump to conclusions about others without checking facts
- Ensure that parents, carers, or others with parental responsibility can identify staff working for the organisation
- Never rely on their own good name or that of ComputerXplorers to protect them.

Our procedures will be reviewed annually and updated.