

Child Protection Act
Kids' Week
Team Member Code of Conduct

We are fully committed to the welfare of the children and young people involved in our activities. Team members are expected to behave in such a way that no possible allegation of abuse can be made against any of them. The following are some guidelines.

1. You should treat children, and encourage them to treat each other, with dignity and respect at all times. You should never allow inappropriate language or behaviour to go unchallenged.
2. You should never be alone with children in isolation from others, other than in an emergency, without the approval of the team leader.

Meeting with individual children should take place as openly as possible. If privacy is needed, the door should be left open and other team members informed of the meeting.

3. You should never take children along in a car on journeys, however short. Where this is unavoidable, it should be with the full knowledge and consent of the parents/guardians and of the team leader.
4. You should avoid unnecessary physical contact with children. There should be occasions when physical contact is unavoidable, such as when providing comfort and reassurance for a distressed child. In all such cases, physical contact should take place only with the consent of the child and care should be taken to ensure that it does not take place in any way that might be considered indecent or might be misconstrued.
In extreme cases, it may be necessary to restrain a child physically.

Physical restraint should only be used if a child is at risk of causing injury to him/herself or others, or of causing serious damage to property. In such circumstances no more than the minimum necessary force should be used.

5. You should never meet with children outside organized activities without the knowledge and consent of the child's parent/guardian and of the team leader.
6. You should respect the children's right to privacy. Do not invade their privacy. For example, when they are using the toilet.
7. You should never:
 - Engage in rough physical games, including horseplay, other than sports activities which are properly organized and supervised;
 - Engage in sexually provocative games or activities
 - Make sexually suggestive comments about or to a child even in fun;
 - Do things of a personal nature for children that they can do for themselves.

8. You should avoid any situation that may be open to misinterpretation. If there is any situation with which you are uncomfortable, you should consult your team leader about it.
9. It is not the role of team members to seek for and to identify symptoms of abuse. Nevertheless it is vital that no child in need of help is ignored.

If you do have any concerns about a child being abused, or if any such disclosures are made to you, you must report these immediately to the team leader.

10. If a child discloses to you that he / she has been abused in any way adhere to the following guidelines:

Do	Don't
<p>Stay Calm Listen and hear Give the child time to say what he/she wants Reassure the child that he/she has done the right thing in telling Record in writing what was said as soon as possible Report to your team leader Record your report on disclosure report form</p>	<p>Do not panic. Do not ask leading questions. Do not promise to keep secrets. Do not inquire into the details of the abuse Do not make a child report the story unnecessarily.</p>

You may wish to involve the team leader in the conversation at an early stage but you should do so only with the consent of the child.

In addition to this:

- Maintain confidentiality at all times. Do not discuss the matter with anyone other than your team leader
- Continue your relationship with the child from then on as normally as possible. Do not pursue the matter any further, or refer to it again unless the child initiates the discussion.
- Do not make any physical examination of the child.