



# Safeguarding | Reporting Procedure

## Introduction

Code Club is committed to protecting the children and young people who take part in Code Club activities. In the unlikely event that a safeguarding concern is reported, this document sets out the procedures that a volunteer, venue representative and Code Club should follow.

## For Volunteers

Volunteers are required by the Code Club T&Cs to have a DBS check before they take part in Code Club activities with children or young people.

Volunteers should read and comply with Code Club Child Protection Policy and complete Code Club training.

By volunteering to start a club, activity or otherwise using Code Club materials, the volunteer agrees to be bound by this Reporting Procedure and to co-operate fully with it.

## Concerns about you

If a concern is raised about you, you must inform Code Club immediately via [safeguarding@codeclub.org.uk](mailto:safeguarding@codeclub.org.uk) and cease to participate in the club.

If you report a concern or a concern is raised about you we will automatically and immediately suspend your account on the website. You will be notified about this via email and must not attend any session or contact any child or parent of any child attending any session until further notice.

Code Club will co-operate with the club venue at this stage whilst the matter is investigated.

If the concern can be resolved to the satisfaction of both Code Club and the club venue, we will reinstate your account on the Code Club website and you will be able to continue to volunteer at the club if you wish.

If the concerns cannot be resolved to the satisfaction of both Code Club and the club venue, we will notify you in writing that your account will be permanently closed; you will no longer be permitted to represent yourself online as being associated with Code Club, be able to provide any service or attend events in Code Club's name.

In these circumstances, Code Club may also report the details to the police, Disclosure and Barring Service and any other relevant parties.

### **Concerns about other adults**

In the event that you are notified of a concern about another adult connected to the Code Club, you must report this via [safeguarding@codeclub.org.uk](mailto:safeguarding@codeclub.org.uk) as soon as possible and use all reasonable endeavours to ensure that the adult withdraws from the session at which the complaint is made.

### **Concerns about the children in your Code Club**

Should you have a safeguarding concern about a child or children in your club, you should raise the matter immediately with a member of staff at the club venue, who will guide you on appropriate next steps.

If it is not possible to report your concern to the venue, please contact [safeguarding@codeclub.org.uk](mailto:safeguarding@codeclub.org.uk) and a member of the Code Club team will advise you.

## **For venues and venue representatives**

Volunteers are required by Code Club T&Cs to have a DBS check before they take part in Code Club activities with children or young people.

Volunteers should read and comply with Code Club guidelines on [Working Safely with Children](#).

All volunteers must be accompanied by a venue representative whilst running the club.

Club venues are responsible for reviewing the volunteer's DBS statement.

### **Reporting a concern about a Code Club volunteer**

If you wish to raise a concern about a Code Club volunteer, please contact [safeguarding@codeclub.org.uk](mailto:safeguarding@codeclub.org.uk) or call 07958 592 742.

As soon as concerns are reported about a volunteer, Code Club will automatically suspend the volunteer's account on the website while the volunteer is under investigation. Code Club will

inform the volunteer about this and require them not to attend any session or contact any child or parent of any child attending any session until further notice.

We expect venues to deal with the matter following their own safeguarding procedures. Code Club commits to co-operate with this process fully.

If the concerns cannot be resolved to the satisfaction of both Code Club and the club venue, we will notify the volunteer in writing that their account on Code Club's website will be permanently closed. They will no longer be allowed to represent themselves online as being associated with Code Club, to provide any services or attend events in Code Club's name.

In these circumstances, Code Club will work with venue representatives to report the details to the police, Disclosure and Barring Service and any other relevant parties as is deemed fit.

### **Conclusion**

Code Club are committed to dealing with all complaints fairly and without prejudice.

**Last update: July 2015**