

Handout for all instructors & volunteers

Good Practice Guide

As a general rule:

- Do not spend time alone with children away from others, unless necessary, and keep this time to a minimum.
- Do not take children alone in a car on journeys, however short
- Do not take children to your home
- Where any of these are unavoidable, ensure they only occur with the full knowledge and consent of someone in charge in the organisation or the child's parents
- Do not require children to take part in activities inappropriate for their age or ability.
- Do not photograph or video children, or publish their pictures, without the knowledge and consent of their parents. Do not publish information, in print or on a website, that might enable someone to contact the child.

You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Allow or engage in inappropriate touching of any form
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Let allegations a child makes go unchallenged or unrecorded; always act
- Do things of a personal nature that children can do for themselves.

However, it may be sometimes necessary for instructors or volunteers to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of parents or group leader. In an emergency situation, which requires this type of help, parents should be fully informed. In such situations, it is important to ensure all staff are sensitive to the child and undertake personal care tasks with the utmost discretion.

Important

All instructors and volunteers should read the organisation's comprehensive Child Protection Policy & Procedures and have access to it at all times. A copy of the CHC policy and procedure is kept in a folder in the office at Dell Quay and a second copy in the Harbour Office at Itchenor. Some copies will be available to take away and read.