



## **Catford Coding Club: Terms & Conditions**

Email Address: michael@catfordcodingclub.co.uk

### Location

CCC is located at St Laurence Centre. Entry and collection is via the external door of the Youth Room.

### Our Aims

We aim to empower local children with the skills they need to succeed in the digital age by providing free and affordable coding classes in a safe, secure, and relaxed environment. We are passionate about teaching coding, and we strive to provide the best possible experience for every child during their time with us. It is important to us that children feel relaxed, content, and happy at Catford Coding Club.

### What We Offer

We will offer Saturday morning volunteer led free and affordable coding classes delivered in person in the Youth Room of St Laurence Centre, Catford. Coding classes will be suited to a range of abilities and will explore a range of coding languages using Raspberry Pi computers.

### Staffing/Volunteers

All regular volunteers will have enhanced DBS checks.

We are committed to best practice in safeguarding and regularly review and update the CCC Safeguarding Policy and procedures.

If you have a query or concern at any time, please speak to a member of staff at the club. If you prefer to arrange an appointment for a meeting, please contact the Club Manager by email or telephone.

### The team

CCC is staffed by the volunteer Club Manager and a small team regular and occasional volunteer tutors.

### Policies and Procedures

By joining, all members of the club community - staff, children and parents/carers - agree to follow the policies and procedures of Catford's Coding Club which are published on the club webpage.

[www.catfordcodingclub.co.uk](http://www.catfordcodingclub.co.uk)

### Admission

Admission to CCC is organised by the Club Manager via the website and we will use a waiting list system when the need arises. The waiting list will be operated on a first-come-first-served basis. We require a completed registration form for your child before they can attend the club. We also require any supporting

Charity Number: 1198485

Catford Coding Club, St Laurence Centre, 37 Bromley Road, SE6 2TS



documentation such as additional needs or health management forms. This information will be treated in strict confidence and will be retained and stored appropriately in line with GDPR good practice.

### Temporary changes

Please remember that, for safeguarding reasons, we need to know if your child will not be attending the club if they have been booked in.

### Payment and fees

Fees are fully refundable up to 48 hours before a course begins. After this time, refunds will be at the discretion of the Club Manager.

If you have trouble paying the fees, please speak in confidence to the Club Manager.

### Late collection

All children must be picked up by their appointed collection time by a designated adult whom you have fully communicated with staff about. This may take the form of providing staff with a list of regular collecting adults, but any changes to normal practice must be communicated with staff in a timely way beforehand for safeguarding reasons.

If you are delayed for any reason, please message the club to let us know.

If your child remains uncollected one hour after the end of the session, and you have not notified us that you will be delayed, and we have been unable to reach you or any of your child's emergency contacts, we may need to contact the Lewisham local authority's children's social care team.

### Arrivals and departures

A register is taken when children arrive in our care and your child will be signed out of the club each day when you collect them. We expect that your child will normally be collected by the people you have named on the registration form. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation. We operate a password system using the password which you have provided.

### Additional needs

We make every effort to accommodate and welcome any child with additional needs. We will work in liaison with parents/carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

### Child protection

We do our utmost to create an environment in which children are safe from harm and in which any suspicion of harm is responded to promptly and appropriately. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details, see the club's



Safeguarding Policy.

### Behaviour management

Working in partnership with parents and carers, we aim to promote good behaviour using clear, consistent, and positive strategies, and with adults acting as role models.

It is inevitable that, as children develop and learn, there are times when they need support and guidance to know what behaviour is appropriate and recognise when their behaviour is not acceptable.

We will however not tolerate anti-social or harmful behaviour and our expectations regarding children's conduct are the same as during a typical school day. In the event that a child's behaviour is identified as a risk to themselves or other children, we may need to discuss the appropriateness of the child's continued attendance.

### Illness and accidents

We are unable to care for children who are unwell. If your child becomes unwell whilst at the club, we will contact you and ask you to make arrangements for them to be collected. Please inform the Club Manager of any infectious illness your child contracts. If your child has had sickness or diarrhoea, please do not send them to the club for 48 hours after the illness has ceased. Every precaution is taken to ensure the safety of the children at all times and the club is fully insured. We have first aid trained volunteers on site and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child unless the incident is such that it requires immediate notification.