**Make It Happen Club – Guidelines**

**Dos**

Do ensure you carry out your Make It Happen activities in a safe secure environment for children

Do treat all children as individuals, equally, and with respect, regardless of their gender, age, religion, ethnicity, or creed.

Do ensure a minimum ratio of one adult per ten children if your club venue is not a school.

Do be aware of what is appropriate physical contact, and only engage in this contact with the child’s consent.

Do respect the personal boundaries of others.

Do be aware of what to do if you witness or are told about any child protection issue that you need to report.

Do get in touch with us or with another adult volunteer to discuss any uncertainties.

Do discuss what to do if there is any bad behaviour during the activities, and check whether the school has a behaviour management policy.

Do offer constructive, age-appropriate encouragement, praise, and critique.

Do encourage a positive and collaborative atmosphere where children support and learn from each other.

Do encourage children to experiment with digital making, to get things wrong, and to learn positive lessons from their mistakes in your club.

Do have fun!

**Donts**

Do not spend time alone with individual children. If you need to meet with children individually, do so as openly as possible, leave the door open, and inform another responsible adult of the meeting.

Do not use offensive or sexually suggestive verbal or physical language, and do not allow its use to go unchallenged.

Do not allow or engage in inappropriate physical contact of any form. On unavoidable occasions when it is necessary to make physical contact, e.g. to provide comfort or reassurance to a distressed child, do so only with the child’s consent.

Do not do things of a personal nature for children that they can do for themselves.

Do not physically punish children or young people.

Do not single out any individual child for favouritism, unfair criticism, ridicule, or unwelcome focus of attention.

Do not socialise inappropriately with children or young people outside of structured activities.

Do not communicate one-to-one with participants outside of the club environment, for example on social media or via phone.

Do not take photos of the children during your activities unless appropriate permissions are in place.

Do not take children to your home or any other private residence.

Do not allow any allegation or disclosure a child makes, or anything you observe that concerns you, to go without being recorded and addressed.