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# Child Protection Policy

v1.1

Institute of Computer Education Ltd.

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## **Policy Statement**

The company is committed to protecting the welfare and wellbeing of all children who engage with our training programmes and related activities. We have zero tolerance for any form of abuse, harm, or exploitation. We are dedicated to maintaining a learning environment where children are safe, respected, and supported at all times.

## **Purpose**

This policy outlines the company's responsibilities in protecting children from abuse or harm, ensuring that appropriate procedures are in place to identify, report, and respond to child protection concerns. It also ensures that course content and interactions with children uphold the highest standards of safety and appropriateness.

## **Scope**

This policy applies to all the company's employees, contractors, associates, learners, and any third parties acting on behalf of the company or involved in the delivery, assessment, or administration of our courses and qualifications, particularly where children (under 18 years of age) are involved.

## **Commitments**

### **Child Safety and Welfare**

The company is committed to:

- Treating all children with respect and dignity.
- Ensuring all programmes and activities are conducted in a manner that promotes a child's safety and wellbeing.
- Creating safe environments where children feel valued, heard, and protected.
- Reviewing our child protection practices and materials regularly to ensure continued relevance and effectiveness.

## **Protection from Harm**

We are committed to actively preventing and addressing:

- Physical, emotional, or sexual abuse.
- Neglect or exploitation in any form.
- Inappropriate contact or behaviour from staff, associates, or other learners.

The company ensures:

- Course content, assessments, and communication are age-appropriate and free from discriminatory or harmful language.
- Any reported concern about a child's welfare is taken seriously and responded to without delay.

## **Roles & Responsibilities**

Employees and Associates must:

- Act professionally and respectfully in all interactions with children.
- Follow the company's code of conduct for working with minors.
- Immediately report any concerns, disclosures, or observed incidents related to a child's safety.
- Participate in child protection training, where applicable.

Management must:

- Ensure appropriate policies, processes, and safeguards are in place.
- Provide training and resources to support staff and associate awareness.
- Investigate all reported concerns fairly, promptly, and with appropriate confidentiality.
- Take appropriate action to protect the child and comply with legal obligations.

## **Reporting & Complaints**

All concerns, suspicions, or complaints related to the welfare or wellbeing of a child must be reported immediately to senior management. Reports will be treated confidentially and without fear of retaliation. Where necessary, the company will escalate issues to appropriate external agencies.

## **Investigation & Action**

Upon receiving a report:

- The company will conduct a fair, prompt, and impartial investigation.
- All findings will be documented, and confidentiality will be maintained.
- Appropriate corrective or protective actions will be taken, including notifying parents or guardians, and if required, law enforcement or child protection services.
- All parties will be informed of the outcome where appropriate.

## **Prevention & Awareness**

The company will:

- Provide guidance and training on child protection for staff and associates.
- Communicate clear expectations for appropriate conduct with children.
- Monitor course content and practices to ensure ongoing safety and suitability for young learners.
- Maintain rigorous recruitment checks to ensure suitability of staff working with children.

## **Breaches & Sanctions**

Confirmed breaches of this policy may result in:

- Disciplinary action, up to and including dismissal or termination of contract.
- Reporting to external authorities, including child protection services or the police.
- Review of internal processes to prevent recurrence.

## **Monitoring & Review**

This policy will be reviewed annually, or sooner if required due to changes in legislation, best practice, or emerging risks. The company will conduct regular audits and reviews to ensure compliance and continuous improvement of our child protection practices