

# **Code Club Aotearoa Volunteer and Venue rules**

We want Code Club to be a positive experience for everyone involved. Because the club is for young children, we have to observe protocols to ensure that neither the children or staff are at risk. These are fairly standard protocols for people working with children.

All of our volunteers are required to undergo police vetting. However the vetting process takes up to 30 working days and we do not want Clubs to be prevented from starting while volunteers have to wait for their check to come back. We have therefore decided upon the following rules that all clubs must follow. To operate as a Code Club we require club leaders to agree to enforce these rules and notify us if they are unable to comply with these for any reason. We also require volunteers to agree to follow these rules.

## **During a club meeting:**

1. The club leader will ensure that all volunteers are aware of these rules and enforce these rules.
2. If a volunteer has not yet been police vetted:
  - a. A registered teacher must always be present when the volunteer is with students.
  - b. The volunteer must not be left alone with students.
3. If a volunteer has been vetted and approved:
  - a. At least 2 adults must always be present with students; no 1 adult should be alone unsupervised with students at any point (unless that adult is a teacher).
  - b. A teacher does not always have to be present with the volunteer, as long as another police vetted adult is also present.
  - c. The volunteer must agree to notify Code Club if there is any change of circumstance that may impact on their police vetting status.
4. If a volunteer is under 17, and so cannot be vetted:
  - a. A teacher must always be present, or two vetted adult volunteers must be present when the volunteer is with students.

If you have any questions or concerns about these please email [support@codeclub.nz](mailto:support@codeclub.nz)