

Code of Practice

The purpose of this code of practice is to set out, for participants and mentors, the guidelines, duties and responsibilities in relation to the Teen-Turn programme. It is important that participant experience is positive and that they receive on-going training and assistance throughout the curriculum. It is also important that the purpose, function and terms of this Code are known and understood by participants, mentors, and parents.

Consent of Parent or Guardian

A participant cannot attend **without the written permission of a parent or guardian**. Teen-Turn's obtaining the consent of a parent or guardian will also include whether or not the participant's image can be used.

The Location and Time

Participants should sign in, each week, at their session in Griffith College on O'Connell Ave, Limerick or The Digital Hub, off Thomas Street, Dublin 8 or Hays Recruitment, 54 South Mall, Cork

all sessions take place 4pm to 5:30pm

Equipment

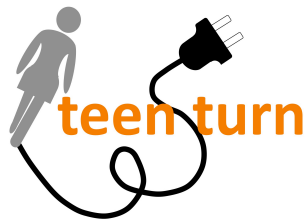
Each location where the participants will be meeting will provide the necessary equipment to participate, including computers, access to the internet, Android phones or tablets to test apps being created, and other supplies. Use of this equipment does not constitute ownership.

Mentor Code of Conduct

- They will avoid unnecessary physical contact with the participants.
- They will not exchange personal contact information with the participants.
- They will not engage in one-to-one mentoring outside of programme hours.
- They will treat each person equally regardless of age, gender, ability, ethnic origin, cultural background or religion.
- They will not use foul language or provocative language/gestures in the presence of a participant.
- They will be positive so that participants leave with a sense of achievement and an increased level of self-esteem.
- They will abide by safety rules given by the safety appointee.
- They will call to the attention of the safety appointee any behavior that puts a participant at risk.

Participant Code of Conduct

- They will be in attendance within the specified hourly limits of the scheme.



- They understand that failure to attend for these hours may affect entitlement to participate.
- They will not engage in any behavior which either places themselves or other participants at risk.
- They will treat each person equally regardless of age, gender, ability, ethnic origin, cultural background or religion.
- They will not use foul language or provocative language/gestures in the presence of other participants.
- They will respect the restrictions of the Mentor Code of Conduct, particularly one-to-one mentoring and the sharing of personal contact information.
- They will abide by safety rules given by the safety appointee.
- They will call to the attention of the safety appointee any behavior that puts a participant at risk.

Records To Be Kept By Teen-Turn

- (i) full name of participant, age and school
- (ii) emergency contact information

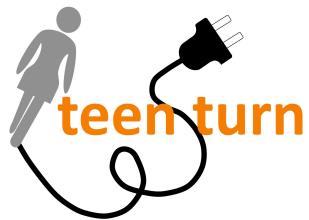
Safety

Each location where the participants will be meeting will have a safety appointee. This individual will assess any areas these young persons or children are going to occupy for specific risks, and will ensure that they are properly informed and supervised throughout the time they are on the premises.

Schedule

Fridays in Limerick & Dublin from **4-5.30pm**

Wednesdays in Cork from **4-5.30pm**



Parent/Guardian Statement

Parental or Guardian consent for Children 16 years of age and under

Code of Practice

I have read and understand the Teen-Turn Code of Practice.

I agree to the participation of _____ in the Teen-Turn programme.

I confirm that _____ is __ years of age.

Signature of either parent or guardian

Date



Parental/Guardian Consent on Using Images

We are presenting you with this parental consent form to both inform and request permission for your child's photo/image to be taken while participating in the Teen-Turn programme.

The photo/image may be republished on Teen-Turn's and partner internet sites, social media and other channels including newspapers and television news broadcasts.

While your child's name and school may be identified, no information such as residential address, e-mail address, or phone numbers will be published.

For any further queries on this request, Joanne Dolan is responsible for communications and can be reached through email: contact@teen-turn.com

I grant permission for this participant's photo/image to be republished on Teen-Turn and partner internet sites, social media and other channels.

Date:

Child's Name:

Parent/Guardian's Name:

Parent/Guardian Signature: