

UCN Youth Tech Club

Digital Discovery Day – Youth Safety Guidelines

Purpose

These guidelines ensure a safe, respectful, and positive learning environment for all participants, volunteers, and staff.

Supervision & Environment

- All activities take place in **group, supervised settings**
- A **lead instructor** will always be present in each classroom
- Volunteers support students but **do not supervise alone**
- Students will remain within designated program areas unless accompanied

One-on-One Interaction

- Volunteers and staff must **avoid being alone with a single student**
- If a student requires assistance, support should occur:
 - In open, visible areas
 - With other students or adults nearby

Respectful Conduct

All participants, volunteers, and staff are expected to:

- Treat others with **respect and inclusivity**
- Use appropriate language and behavior
- Follow instructions from instructors and event staff

Disruptive or unsafe behavior may result in removal from the activity.

Movement & Transitions

- Students will move between sessions in **organized groups**
- Volunteers and staff will guide transitions between classrooms
- Participants should not leave sessions without notifying a staff member

Participants Aged 12 & Under

- Must be accompanied by a **parent or guardian for the full duration of the event**
- Parents/guardians may:
 - Stay and observe
 - Participate alongside their child
 - Volunteer during the event

Equipment Use

- All equipment (Lego kits, Makey Makey, micro:bits, etc.) must be used:
 - As instructed
 - With care and respect
- Any damaged or malfunctioning equipment should be reported immediately

Health & Safety

- Report any injuries, concerns, or incidents to a staff member immediately
- Follow all UCN facility safety guidelines
- Food and drink should be kept away from equipment unless permitted

Media & Privacy

- Photos/videos may be taken for program promotion

- Please inform staff if you do **not** wish to be photographed

Agreement

By participating in Digital Discovery Day, all attendees and volunteers agree to:

- Follow these Youth Safety Guidelines
- Support a safe and respectful environment for all participants