



SAFEGUARDING POLICY

Jam Coding is passionate about helping all people to fulfil their digital potential. We are challenging the digital divide that exists in our education system and society. We want to show people that technology can be used to achieve amazing things. You are a part of our team.

This Policy is for the reference of our Area Directors, Managers and Code Coaches (assistant and lead) and is complimented by a certified online training course. All members of staff should have a copy of this policy. Outside agencies working with Jam Coding are entitled to request copies of this certification.

Jam Coding Safeguarding Policy

The following document is supplementary to the Safeguard Training that is mandatory for all staff who work for Jam Coding. It is a point of reference for our staff and for our customers. Some employees may be working under other brands that are a sub-brand of Jam Coding; this Policy refers directly to those employees also.

1. Safeguarding Standards

Jam Coding takes Safeguarding and Child Protection very seriously. As a business who promotes teamwork and mental wellbeing through our workshops, it is important that Safeguarding is current throughout Jam Coding at every level of the business. Throughout the Safeguarding Standards the term 'child or young person' (hereafter referred to as 'child'), applies to a person less than 18 years of age. The term 'vulnerable adult' applies to any adult to whom an activity which is regulated relating to vulnerable adults as defined in the Protection of Freedoms Act 2012. All Employees are expected to understand and act out the Safeguarding procedures throughout their job roles. This includes the transfer of information to all staff and trainee / assistant coaches. Jam Coding may update their Safeguarding policies and procedures and communicate this through to Jam Coding Employees at any time. It is expected that Employees, when instructed by Area Directors, will act upon this information with immediate effect to ensure the wellbeing of all Jam Coding customers.

The Safeguarding Standards that are laid out by Jam Coding have been produced in line with the NSPCC Safeguarding Guidelines and Keeping Children Safe in Education guidelines (2022) from the UK Government to provide support and advice on developing child protection policies and procedures to help them safeguard children and young people. These standards provide a framework for all those involved in our workshops to help them create a safe learning environment for children and young people whilst protecting them from harm.

The Jam Coding Standards have been developed to help safeguard and protect children and vulnerable young people.

1.1 The Principles of the Jam Coding Safeguarding Policy

The Principles of the Jam Coding Safeguarding Policy are that:

- Children and young people have a right to enjoy education, free from all forms of abuse and exploitation.
- All children and young people have equal rights to protection from harm.
- All children and young people should be encouraged to fulfil their potential and inequalities should be challenged.
- Everybody has a responsibility to support the care and protection of children and vulnerable young adults.
- Jam Coding have a duty of care to children and young people who take part in our workshops.
- Jam Coding promote the concept of a well-balanced lifestyle for learners, both within and outside of Jam Coding activities.

The Jam Coding Safeguarding Policy supplements the Keeping Children Safe in Education document published by the Department for Education. All staff must read Part One (at least) of this document.

What Should Staff/Volunteers for Jam Coding Do If They Have Concerns About A Child or Young Person?

Staff who are concerned about a child's welfare or who believe that a child is or may be at risk of abuse should pass any information to the Designated Safeguarding Lead (DSL) at Jam Coding and in particular their territory or region; this should always occur as soon as possible and certainly within 24 hours. In the case that a referral is made the LSO will deal with the appropriate agencies and clients to ensure that the concern is followed up. All paperwork will remain on file for a period of 5 years.

There is a nominated Designated Safeguarding Lead (DSL) for each territory or area of that Jam Coding operate in, this is the Area Manager or Director for this area. This person will undergo our own DSL training which is certified.

Each Local Authority has a Local Authority Designated Officer (LADO). This is someone who is designated to work with organisations and individuals who work with young people and who have a safeguarding role and may have concerns or require advice.

All staff within an area should be familiar with the Local Authority Designated Officer (LADO) for the area that they work in. This should also be circulated to all staff. It is important to note that some areas and territories may have several LADO contacts for the different Local Authorities that they work with. This list should be compiled by Area Directors and distributed to their staff.

1.2 The Standards of the Jam Coding Safeguarding Policy

The Standards that Jam Coding have in place in order to support our principles are:

1. Jam Coding Safeguarding Policy
2. Jam Coding Procedure and Systems

1.1.1. Jam Coding Safeguarding Policy

Jam Coding is an educational company that promotes teamwork, co-operation, and mental and physical well-being through our various product ranges. We work predominantly with young children and young adults from a variety of backgrounds to develop individuals and communities through structured, safe, and developmental Educational Sessions in a variety of subject areas. Jam Coding is a fully inclusive organisation who seeks to work with individuals to stretch and challenge them according to their personal skill and knowledge level. All Jam Coding sessions are fully differentiated to ensure maximum participation for the widest range of people. We believe our workshops can allow individuals and groups the freedom to express themselves whilst benefitting from:

- Improved personal communication.
- Increased social mobility.
- Being a part of a team.
- Developing individuality.
- Freedom of expression.
- Improved mental well-being.

It is therefore vitally important that Safeguarding is at the heart of the Jam Coding operations. Any child or vulnerable young adult that is within the care of a Jam Coding Franchisee or Employee is to be respected as an individual, given every

opportunity to be included, given every opportunity to develop and learn, and enjoy our sessions in a safe and secure environment. All Jam Coding Area Directors and Employees will be subjected to a full DBS check as outlined in the Jam Coding Processes. Further to this all Jam Coding Employees will be expected to complete a full Jam Coding induction, which cover our policies, procedures, codes and systems. It is the responsibility of Jam Coding to ensure all new Employees are fully inducted before the commencement of work with Jam Coding.

All new Employees will receive a Safeguarding Certificate on completion of their course to show they have been taught, and understand, the Safeguarding Policies and Procedures of Jam Coding. All instructors will be asked to work towards further safeguarding training such as, but not limited to, Local Authority Safeguarding Qualifications and other recognised courses as required. For assistance on finding recognised courses all Employees can communicate with the Lead Safeguarding Officer.

The Jam Coding Safeguarding Standards apply to all children and vulnerable adults who come into contact with the business. This includes, but is not limited to, customers and employees such as Assistant Instructors. The Procedures and Systems that have been put in place are designed to quickly and effectively deal with any occurrences that might arise within, or outside of, a Jam Coding session that could indicate intent of, or directly cause harm to a child or vulnerable young adult.

Safeguarding training and updated safeguarding information will be disseminated to Jam Coding employees on a regular basis to align our practices with current or changing legislation. It is the role of the Area Directors, Managers and employees to ensure that all staff, paid or voluntary, receive, understand, and adhere to such policies and procedures. Jam Coding may also spot check such procedures. The Jam Coding Safeguarding Policy has a direct impact on the Jam Coding Policies and Procedures which are constructed to ensure that our Policy is realised.

We use the Safer Schools Recruitment policy that is commonly used in Primary Schools across the UK. Our procedure is that every employee is DBS checked and it can be confirmed therefore that to work within schools, all our coaches have:

- applied for work with Jam Coding with a CV or Job Application
- has had references as a part of their application.
- has had a face-to-face interview.
- completed a Disqualification Declaration shown Right to Work in the UK documentation.
- had an enhanced DBS check, including a check of the children's barred list.
- completed the Jam Coding Safeguarding training.
- Complete Staff Induction and Safeguard Training on Jam Coding Academy.

All staff who are recruited by Jam Coding will be required to hold and carry a DBS/CRB check, a Disqualification Declaration and provide the appropriate Right

to Work in the UK evidence. This will be kept in individual HR files and stored on 'DBS List' which will be shared with all schools that Jam Coding operate.

These files should also be kept on Franscape under the instructors tab for each member of staff.

2. Safeguarding within sessions

2.1. Jam Coding Safeguarding Procedure and Systems

The Employees and Staff of Jam Coding have a crucial role to play in our Safeguarding Procedure and Systems. All Employees, Jam Coding employees and volunteers should be DBS checked as outlined above. All Employees recruited by Jam Coding should have two valid references. Jam Coding expects that its Employees and Staff act as a role model for all Jam Coding customers in the following ways:

- The use of Jam Coding's Rewarding Positive Behaviour System.
- Jam Coding Instructors should always project a professional appearance wearing appropriate clothing for the sessions. Low cut and revealing clothing may not be suitable for such sessions.
- Portray and discuss a healthy lifestyle including the importance of good eating, IT usage, social and sleeping habits.
- Communicate the value of strong social, team and leader skills to children.
- Keep physical contact and touch to an absolute minimum.
- It is important for Jam Coding Instructors to use the appropriate Language. Sometimes it is not what is said but how it is said which may cause issue, using positive, motivational language and tones is important.
- Always discourage smoking and alcohol use being sure to never expose children to your own habits including being under the influence, REMEMBER it takes up to 12 hours for alcohol to leave your system so this can mean the evening before a coaching session.
- Take a firm, zero tolerance stance on drugs.
- Bullying must be dealt with directly.

It is a Jam Coding Employee's duty to ensure that all learners experience the Principles of the Jam Coding Safeguarding Policy outlined above and below, these are:

- Children and young people have a right to enjoy our sessions, free from all forms of abuse and exploitation.
- All children and young people have equal rights to protection from harm.
- All children and young people should be encouraged to fulfill their potential and inequalities should be challenged.
- Everybody has a responsibility to support the care and protection of children and vulnerable young adults.

- Jam Coding have a duty of care to children and young people who take part in our sessions.
- Jam Coding promote the concept of a well-balanced lifestyle for participants, both within and outside of Jam Coding activities.

Jam Coding Area Directors and Employees must build up professional working relationships with all customers of Jam Coding; these relationships should be based on openness, honesty, mutual trust and respect. Jam Coding Area Directors and Employees must always consider their own behaviour and ensure it does not constitute any form of abuse. They should also promote the welfare and best interests of their performers, even if that means allowing another professional to take over. As a Jam Coding Code Coach or instructor, it is expected that any concern regarding the behaviour of others towards a child or vulnerable young adult should result in action being taken. Examples of when concerns may arise include, but is not limited to:

- Abuse or harm is disclosed by any individual: a child, vulnerable adult, student, staff member, or other person. Different types of abuse include:
 - Physical Abuse
 - Sexual Abuse
 - Psychological Abuse
 - Financial/Material Abuse
 - Neglect
 - Discrimination
 - Bullying
- There are observable changes in the behaviour of an individual that may be related to abuse.
- The behaviour of an adult towards a child or vulnerable adult causes concern or there is a concern that an adult is harming a child or vulnerable adult.
- Awareness that someone is/has looked at/searched for child pornography and/or literature.
- Awareness that someone is/has looked at/searched for inappropriate images including that of a sexual, violent or discriminatory nature.

Jam Coding Employees are to empower participants to be responsible for their own decisions, allowing them to develop as individuals and groups. It is important that options of learning styles are given to participants. Jam Coding participants best interests must be prominent when we communicate with other organisations, individuals, and stakeholders of the business. This includes absolute confidentiality on all matters relating to the individual.

All Jam Coding staff should inform children, parents, and carers that, in some sessions, it will be essential for the coach to assist learners with their work on a one-to-one basis, this must always be carried out in front of the group / other instructors. This support can be included in any session plans that you produce. Where possible peers should be used to support each other keeping coach support to a minimum.

2.2 Practical Guidelines

It is the policy of Jam Coding to safeguard the welfare of all children and young people by protecting them from all forms of abuse including physical, emotional, and sexual harm. This organisation is committed to creating a safe environment in which young people can feel comfortable and secure while engaged in any of Jam Coding's educational programmes, training events or workshops. Personnel should always show respect and understanding for individual's rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of Jam Coding.

All instructors are responsible for the safe distribution, set-up, and use of our equipment. Any faulty or damaged equipment should cease being used immediately and reported to line manager. All instructors are responsible for ensuring that learners set-up, use and dismantle equipment in a safe and controlled manner to ensure equipment damage is minimal. Children should not touch any plugs, sockets or other power cables that are live.

If a session requires access to the internet it is the responsibility of the Area Director or Manager to ensure that the internet access has appropriate filters on to ensure that access to inappropriate content is restricted. This includes pornographic, violent or adult content of any nature. Advice on Parental Controls can be found through [NSPCC](#) or most service providers.

Each Area Director or Manager has a duty to ensure that sessions are staffed appropriately for the size and needs of the groups that you are teaching.

Our recommended ratios for staffing are:

- KS1 1 member of staff to 8 children maximum 16
- KS2 1 member of staff to 12 children at a maximum of 24

By default all classes should have two members of staff present. This ensures a safe, compliant and high-quality session delivery.

2.2.1 FIRST AID TRAINING

It is our recommendation to Area Director's that their Head Code Coaches undergo Paediatric First Aid training and carry First Aid kits with them.

This training can be done with registered local providers or virtually.

When running HAF provision it is an essential requirement that at least one Head Coach has First Aid Training per venue.

It is mandatory that any First Aid administered within our sessions is properly documented using the Accident & Injury Report Form.

This form should be used to evidence that any injuries have been forward communicated to carers, parents and adults in charge of the person(s) who have been involved in an accident.

The form should be held on file by the Designated Safeguard Lead and details should be shared with Head Office.

[FIRST AID TRAINING PROVIDOR LINK](#)

2.2.2 ATTITUDES

Jam Coding employees and volunteers should be committed to:

- Treating children and young people with respect and dignity understanding their rights as an individual.
- Always listening to what a child or young person is saying valuing their ideas and opinions.
- Recognising the unique contribution each individual can make to our sessions.
- Encouraging and praising each child or young person inspiring them to fulfil their potential.

2.2.3 BY EXAMPLE

Jam Coding employees and volunteers should:

- Provide an example, which we would wish others to follow, being a role model for our learners, professional in our approach and polite and courteous as a Jam Coding Coach.
- Use positive role-modelling by rewarding good behaviour in line with our Mission Statement. Profile good behaviour to the group to show them expected levels of behaviour without any negative connotations.
- Use appropriate language with children and young people and challenge any inappropriate language used by a young person or child or an adult working with young people.
- Respect a young person's right to privacy.
- Deal directly with any instances of bullying or harassment whether mental, material or physical from peers or others outside of their peer group.

2.2.4 ONE TO ONE CONTACT

Jam Coding employees and volunteers should:

- Not spend time alone with children, away from others. In the unlikely event of finding yourself with an individual child or young person make every effort to keep this meeting as open as possible. This includes leaving doors open and communicating from doorways where necessary.
- If privacy is needed, ensure that other staff are within eyesight of the meeting.
- In the instance where learners are to be changed for an activity; Learners should be given a designated changing space within a hall. Jam Coding employees should verbally assist learners rather than physically help learners.

2.2.4 PHYSICAL CONTACT

Jam Coding employees and volunteers should not:

- Without necessary reason, such as safety or First Aid requirements, touch, allow or maintain physical contact with a child or young person.
- Engage in sexually provocative or rough physical games, including dance routines and horseplay.
- Do things of a personal nature for a child or a young person that they can do for themselves. If such an incident arises, for example, where a child or young person has limited mobility, Jam Coding Employees should seek a member of school staff or fellow Jam Coding Employee to deal with such an incident.
- Keep direct physical touch for any reason other than absolutely necessary for the safety of the child.

2.2.5 GENERAL

Jam Coding employees and volunteers should:

- Always use a group profile or register to understand the group that they are teaching and differentiate their sessions accordingly.
- Always use a group profile or register to account for learners within your session.
- Manage a learning environment in order that it is safe, clear of obstacles and the risk of injury is minimised via the use of Jam Coding Risk Assessments.
- Refer to the Jam Coding Health and Safety Policy when setting up sessions including familiarisation with Fire Drills, Risk Assessments and other Health and Safety Executive procedures.
- Ensure that the designated person as stated collects every child on the register. Feedback to the Parent or Guardian using positive reinforcement of any behaviour and participation.
- Never take imagery or video of children without consent from Parents or Guardians.
- Never use mobile phones in schools or the presence of children unless in emergency.

- Be aware that someone might misinterpret our actions no matter how well intentioned.
- Never draw any conclusions about others without checking for factual information.
- Never allow ourselves to be drawn into inappropriate attention seeking situations such as tantrums or crushes.
- Never exaggerate or trivialise child abuse issues or make suggestive remarks or gestures about, or to a child or young person, even in jest.

In the instance that any of the above circumstances arise, this should be reported and discussed with the Designated Safeguarding Lead immediately.

2.2.6 RELATIONSHIPS

Jam Coding employees and volunteers:

- who are involved in relationships with other Jam Coding Employees or volunteers should ensure that their personal relationships do not affect their role within Jam Coding or the work of the organisation.
- Should seek to build positive relationships with Parents, Schools, and Children as a role model within their community.

3. External Safeguarding Concerns

What Should Staff/Volunteers for Jam Coding Do If They Have Concerns About A Child or Young Person?

Education professionals who are concerned about a child's welfare or who believe that a child is or may be at risk of abuse should pass any information to the Designated Safeguarding Lead (DSL) of Jam Coding; this should always occur as soon as possible and certainly within 24 hours. They could also report this to the LADO.

3.1 Disclosure Procedures

In the case that a Jam Coding Employee is approached by a child, young person or vulnerable adult, with a disclosure that they are being, or have been harmed or abused, or you are informed of such a disclosure by a staff member, learner or member of the public, remember the

"4 R's" : RECEIVE, REASSURE, RESPOND, RECORD

Do:

- Stay calm.
- Provide a listening ear and an open mind.
- Be reassuring, particularly that the individual is doing the right thing by telling you. Record the information you are provided and report as quickly as possible to the Lead Safeguarding Officer. This information may need to be passed to the person responsible for taking further steps and should include a record of the time, date and persons present.

Don't:

- Promise to keep the information secret. Make it clear that you have a duty to refer the matter on.
- Stop the individual who is freely recalling significant events.
- Make the individual tell anyone else. They may have to be formally interviewed later and it is important to minimise the number of times information is repeated.
- Make any suggestions to the individual about how the incident may have happened.
- Question the individual, except to clarify what they are saying.
- Discuss the information with anyone other than the Lead Safeguarding Officer or an appropriate external agency.

If you are concerned that a child, young person or vulnerable adult is, or may be subject to, abuse or harm:

- Refer to the definitions and examples of harm outlined above.
- Carefully make a written, dated note of observations.
- Inform the Lead Safeguarding Officer as soon as possible, who will, within the appropriate timeframe, either make enquiries without raising the question of abuse and evaluate the matter, and/or make a referral to the appropriate external authority or internal processes as applicable.

If you are unable to speak to the Lead Safeguarding Officer and have immediate concerns over the welfare of a child, you are to:

- Speak to the School Lead Safeguarding Officer directly.
- If the School LSO is unavailable you should speak to the authorities directly or the LADO for that particular area.

3.2 Observation Procedures

The following outlines the steps you should take if you are concerned that the behaviour of an Employee, parent, learner, or other person connected with Jam Coding, is threatening, or potentially threatening, the well-being of a child, young person or vulnerable adult.

- If you are concerned that a member of staff of Jam Coding is harming or abusing a child or vulnerable adult, you must report your concerns immediately to the Lead Safeguarding Officer. Where it is appropriate to do so, relevant Human Resources procedures may be initiated and/or a referral made to an external agency.
- If you are concerned that an adult connected with Jam Coding is harming or abusing a child or vulnerable adult, you must report your concerns immediately to the Lead Safeguarding Officer. Where it is appropriate to do so, an external referral may be made to the relevant agency.

- If you suspect any other person not related to Jam Coding is harming or abusing a child or vulnerable adult, you may contact the Lead Safeguarding Officer. However, you can contact the Police, Children's Services or Social Services as relevant to the age of the individual considered at risk.

In all situations, you may be asked to provide an outline of your concerns in writing. If the matter is referred to the Children's Service, Social Services, or the Police, you may be asked to provide a formal statement of your concerns for subsequent external investigations.

NB: In any circumstances, if you have concerns but are unable to contact the Designated Safeguarding Lead (DSL) for your area, do not hesitate to contact the Police, Children's Services or Social Services. These external agencies will be in a position to determine an appropriate course of action.

3.3 Allegation or Complaint Procedures

If you are the subject of a complaint or allegation that you harmed a child or vulnerable adult:

- Employees may be suspended, without prejudice, pending the outcome of any investigations. The decision whether to suspend the Employee Contract is not automatic and rests with the Lead Safeguarding Officer. Reports from Human Resources, the relevant Safeguarding Officer within the customer business and/or the Employee, may be taken into consideration.
- You will be informed of the allegation and the procedures to be applied to investigate, either internally, in accordance with the Safeguarding Policies and Procedures and Franchise Manual and Agreement, or externally via the Police, Social Services or the relevant Children's Services.
- You will be entitled to seek information regarding appropriate support mechanisms available to you.

If you are approached by an external agency in relation to an investigation involving a Franchisee or Employee:

- Refer the agency to the Lead Safeguarding Officer, who will determine whether the requested information can be disclosed with or without consent. **DO NOT DISCLOSE INFORMATION TO THE AGENCY YOURSELF.**

3.4 External Agency Procedures

On receipt of an allegation or concern regarding potential significant harm, the matter should be referred to the Lead Safeguarding Officer, who will liaise with the Children's Service, Social Services and/or the Police for investigation as appropriate. Where concerns relate to a member of staff or learner of Jam Coding, the relevant internal procedure, may be initiated should there be a requirement to suspend the person concerned, without prejudice, pending the outcome of any external investigations.

3.5 Internal Procedures

Should it be determined, following initial assessment by the Lead Safeguarding Officer, in consultation with the relevant external agency where appropriate, that there is not significant risk of harm to the young person, then Jam Coding will initiate Staff Disciplinary Proceedings in line with company Human Resource Procedures.

An Employee subject to an allegation is entitled to seek information regarding support, advice, and guidance. Further details can be obtained from the Lead Safeguarding Officer.

4. Procedure for Safeguarding Officers

Wherever an Employee of Jam Coding is concerned that a vulnerable person may be at significant risk or has disclosed that they are being harmed, they may contact the Designated Safeguarding Lead (DSL) for advice and guidance.

The DSL will note the concerns and obtain as much factual information as possible, i.e.:

- Name and address/contact details of person raising the concern.
- Name of person(s) possibly at risk.
- Age of person(s) possibly at risk.
- Address/contact information of person(s) possibly at risk.
- Nature of the concern.

If the LSO is the direct recipient of the concerns, they will apply the 'Do's and Don'ts' as set out in Jam Coding Safeguarding Procedure.

The LSO will assess whether an external referral to the Police, Social Services or Children's Services needs to take place, or can be addressed via Jam Coding internal procedures. The LSO may consult with the relevant external agency to determine the appropriate steps.

Where a referral is to be made externally, the LSO will report the matter to the Children's Services or Social Services as appropriate, using the relevant on-line referral form, and/or to the Police. The external agency will conduct their own investigation regarding their policies and guidelines. Anonymity may not be maintained on reporting.

Where it is determined that a matter should be addressed through Jam Coding's internal procedures, the LSO will:

- In the case of an allegation against an Employee, refer to the Human Resource protocol, and, where the allegation falls within the scope of the Policy, implement the Staff Disciplinary Procedure. This may include an

assessment as to whether suspension of the Employee is required, without prejudice, pending the outcome of the investigation.

- In the case of an allegation against an individual within a third-party business (school, village hall, dance school etc.) in which Jam Coding operate, the Employee should refer all information to the LSO who will communicate with the third-party business in order to conduct an assessment that may engage external agency services.

4.1 External Agency Approaches

Any individual within Jam Coding (for example the person raising the concern or the person who is the subject of a complaint), could be approached by an external agency during their enquiries. It is expected that the individual approached should comply with a request for information or to participate in meetings convened to investigate allegations. They should not disclose information to the agency unless approved to do so by the LSO.

Children's Services, Social Services or the Police may not inform Jam Coding if an Employee is subject to legal procedures. If Jam Coding is informed, appropriate action may be taken by the organisation, pending outcomes (e.g., consideration to suspend for example). The Lead Safeguarding Officer must be informed if this information is received by other personnel within Jam Coding

4.2 Monitoring, Implementing and Training

Along with the Safeguarding Policy, this Procedure undergoes annual monitoring and evaluation and may change periodically in response to the introduction of new legislation, regulations, or codes of practice or to reflect best practice. Formal review takes place every three years or sooner as required. It is the responsibility of Employees to access updated versions which will be distributed by Jam Coding through on-line and physical methods. Jam Coding will support any staff who feel they require additional training or resources in order that all children are able to access their sessions.

4.3 Jam Coding policies and underpinning legislation

In addition to complying with Jam Coding's policy and procedure, Employees may be guided by external professional and statutory practices when applying safeguarding measures. Many third parties, awarding bodies for education related qualifications will deliver safeguarding training in addition to their core qualification. Employees are expected to update their knowledge through such training.

Jam Coding may recommend, or insist, that Employees attend some safeguarding training sessions held by third party companies. It is the responsibility of the Franchisee to ensure that this training is attended, this includes any associated expense.

All Safeguarding certificates and qualifications should be kept on file by Jam Coding; it is the responsibility of the employee to ensure that any certificates are submitted. The Jam Coding Management Team may, during an inspection, request to see such paperwork for each member of staff.