**NEEMF Child Safeguarding Procedures**

**Purpose and aim of the procedures**The aim of the child protection procedures is to ensure that any children involved in NEEMF events are safeguarded as per the Child Protection Policy. The procedures apply to NEEMF committee members and any others who organise workshops on NEEMF’s behalf.

### Practical Measures to be taken at every workshop

* When working with children, always make sure at least two adults are present and try to work with groups of children, rather than a lone child.
* Avoid leaving groups of children and young people unsupervised at any point.
* Seek written permission from parents before accepting children and young people to join in NEEMF workshops.
* For each event which involves unaccompanied children under the age of 16, two suitable participants will be designated responsible adults for the day. The children and organisers should be made aware of the names of these responsible adults.
* Danger to children from accidents should be assessed with the standard risk assessment for each event.

### Different categories of abuse  These are physical, emotional, sexual abuse, and neglect.

**How to respond to signs or suspicions of abuse**Any signs or suspicions of abuse must be reported to one of the named responsible adults. Any such reports will be passed on to a suitable authority such as the police or local authority social services.

**How to respond to allegations of abuse against a member of staff, other worker or volunteer.**

Any allegations must be reported to one of the responsible adults nominated for the workshop. They will report the allegation to the police or social services as seems appropriate.

**How to respond to a child telling you about abuse**Make sure the allegation is reported to one of the two responsible adults who will report it as required.  
  
**How to respond to allegations of abuse against someone not working in the group**Make sure the allegation is reported to one of the two responsible adults who will report it as required.  
  
**How information will be recorded**The designated committee member responsible for child policy will keep a record of any reports of abuse and make sure that they have been reported to a suitable responsible authority with 7 days of the report date.  
  
**Confidentiality policy**The legal principle that the “welfare of the child is paramount”   
Privacy and confidentiality should be respected where possible but if doing this leaves a child at risk of harm then the child’s safety has to come first.