CHILD SAFEGUARDING PROTOCOL (SOCIETIES AND COMMITTEES)

PARENTS/CARERS MUST BE PRESENT

Societies and committees may hold activities or events which are open to the general public, and as such there may be occasions where children (under-18s) attend your events with their parents/carers. **During these activities or events, it is essential that children are accompanied and supervised by a parent/carer throughout.** This is because, as a society or committee of the Students’ Union, your relationship with under-18s will be covered by legislation, which seeks to protect the young. You have a legal responsibility and **duty of care** towards the people that you work with, and without the relevant checks, you cannot be responsible for under-18s.

These guidelines are aimed to help you run a safe and enjoyable activity or event. If you’d like any additional support or have any questions, please contact activities@shef.ac.uk.

NB. If you wish to run any activities for children where parents/carers may not be present (e.g. visiting schools/colleges, holding children’s workshops etc.) you must go to SheffieldVolunteering for approval and support. Please contact Meredyth (meredyth.hayler@shef.ac.uk / 0114 222 8544).

**Guidelines for society/committee activities**

(Where parents/carers are present)

1. When publicising your activity or event in advance (e.g. posters, online) you should clearly state that children **must be accompanied and supervised by a parent/carer.**

2. During the activity or event, **ensure that you are never left alone with a child** (e.g. do not agree to look after the child at any point or to escort them to the toilet).

3. If you find a lost child, **stay with the child in a public place.** Ask another trusted adult to accompany you in finding the child’s parent/carer. Reassure the child; ask their name and details of their parent/carer.

4. If a parent reports their child missing, **inform the Police immediately.**

5. For large events where First Aid is required, check that First Aiders are qualified to deliver **first aid on children.** There are different qualifications for children under 8 years and children over 8 years. If uncertain, seek advice from the Activities & Sports Zone in advance.

6. Avoid any unnecessary and inappropriate **physical contact** with children.

7. Never agree to meet or contact a child outside the designated hours or location of the activity.

8. Do not make **suggestive or offensive remarks, gestures or jokes with a sexual content in the hearing/sight of children.**

9. In the unlikely event that a child tells you something of concern (known as a ‘disclosure’) you must keep a written record and report it the Activities & Sports Zone no later than the next working day.

10. **Never take photos or images** of the children. You must plan film or photos in such a way that children are excluded. If this is not possible, seek advice in advance from the Activities & Sports Zone on issues such as permissions, use and storage of images.

11. Do not provide children with **food/drink** without the consent of their parent/carer (owing to the risk of allergies).

12. Check (in advance) the **venue restrictions** that may affect children (NB for Students’ Union venue restrictions, e.g. in the bars, please contact Union Room Bookings).