

Why is this guide important?

Safeguarding is about making a commitment to try and prevent harm, harassment, bullying and abuse, in person and online. Following these ideas helps to create a welcoming and respectful group or event.

If you are running an activity that includes working with children or other vulnerable groups, then safeguarding becomes even more important, as anyone working with children has a responsibility to keep them safe and respond to child protection concerns. To find out more about safeguarding children we refer you to the [NSPCC website](#) and its guidance.

The basics of safeguarding

Ultimately it is up to you which measures you decide to put in place. Here are some suggestions to help get started:

Safeguarding online

Code of conduct – For many social media groups agreeing to a code of conduct is expected when joining a group, and in others can just be part of a standard welcoming message. By asking a couple of questions before they join, you can help filter out ‘bots’ and make it clear what is expected of group members. Your code of conduct can also collect parental consent and ensure parental oversight for anyone under 18 seeking to join your group.

Post moderation – Having a code of conduct in place makes moderation easier. You can simply refer to the code of conduct as you delete comments and posts, and give warnings or block people. Larger groups may benefit from sharing the responsibility of moderating posts.

Safeguarding at events

Keep a written record - When you are creating a risk assessment for an event (see the Health and Safety guide) safeguarding risks should be included. It's important to document the control measures that you put in place, as well as creating a written record of any incidents that occurred, just in case these are requested at a later date.

Safeguarding at events (continued)

Supervision – If you are running an event which may be of interest to under 18s, then it helps to be clear in event promotion that any child in attendance must be supervised by a parent, carer, or someone else's supervision (like a teacher). Once at the event it can help to be explicit that supervision of the children is their responsibility. If children do not have supervision then it is the event organisers' responsibility to make sure that suitable safeguarding procedures are in place. Above all, nobody involved in organising or supervising the event should put themselves in a position where they are alone with a child or vulnerable person.

More information

The [NSPCC website](#) includes useful guidance and resources to help with planning safeguarding, and local [Volunteer Centres](#) can often support event organisers with details of local resources and support networks.

Links in this document

<https://www.nspcc.org.uk/preventing-abuse/safeguarding/>

<https://www.ncvo.org.uk/ncvo-volunteering/volunteer-centres>