NORTH OF ENGLAND INSTITUTE OF
MINING AND MECHANICAL ENGINEERS

FOUNDED 1852
ROYAL CHARTER 1876

NEIMME Safeguarding Policy

Approved by: NEIMME Council **Review Date: October 2025**

1. Objective

To ensure NEIMME fully exercise their duty to implement effective safeguarding Policies and procedures in relation to the safeguarding of children, young people and vulnerable adults.

2. Scope

This Policy covers all events and activities associated with, managed by and influenced from all parties within the NEIMME. This includes in particular the recent and ongoing development of the 'Young Members' Group where the establishing, managing and implementation of safeguarding Policies for children, young people and vulnerable adults are of paramount importance.

3. Statement

NEIMME recognise their moral and statutory responsibility to safeguard and promote the welfare of all children, young people and vulnerable adults.

NEIMME will not tolerate any kind of abuse or neglect to any member of society, members or visitors whether this be verbal, written, computer based or via social media.

All children, young people and vulnerable adults regardless of age, gender, ability, culture, race, language, religion or sexual identity have equal rights to protection.

We endeavour to provide a safe and welcoming environment where all persons are respected and valued.

4. Structure

Senior officials of the NEIMME are ultimately accountable for the effective implementation of the safeguarding Policy.

The NEIMME 'Safeguarding Officer' is a nominated competent Council member

The NEIMME current – 'YMG Safeguarding Officer' is the President.
He will be the first point of contact regarding any concerns raised relating to YMG events and activities.

5. Safeguarding Awareness Training for NEIMME Council Members

As members of the NEIMME council are in a position to influence behaviours of others who may be involved in NEIMME activities or lectures, then **all council members** of the NEIMME must receive adequate information, instruction and or training relating to the safeguarding of children, young people and vulnerable adults.

The NEIMME have an internally approved 'Safeguarding Awareness' training course which will be subject to periodic review.

In addition to the NEIMME council members, **all YMG junior officials** and those assisting them in their activities must also receive training in 'Safeguarding Awareness.'

The safeguarding awareness training course includes the different types of abuse and neglect and the means of identifying the possibility of such abuses or neglect taking place.

Attendees of the training course will also become familiar with the Policy and procedures and will be advised of the requirement to protect themselves from potentially being in a position that they could not fully and transparently defend themselves or NEIMME from an allegation of abuse, grooming or neglect.

Social media shall be used in a transparent and professional manner only and individual children must not be contacted by NEIMME personnel in a manner that cannot be openly identified to protect all personnel involved.

6. NEIMME Younger Members FB Group Admin Statement

The YMG Safeguarding Officer shall ensure that all NEIMME younger members receive a copy and sign for a copy of the 'NEIMME Younger Members FB Group Admin Statement' which will be held on file in a secure manner. The YMG Safeguarding Officer will ensure that the contents of such a document are up to date and relevant.

7. Risk Assessment

The YMG Safeguarding Officer shall conduct appropriate Risk Assessments (RA'S) in relation to the activities involving children (under 18 years of age), young people and vulnerable adults and the control measures of such RA's must be fully implemented and effectively managed.

RA's will be subject to periodic review at least annually.

8. Full Disclosure (DBS Checks)

The following will be subject to full disclosure (DBS) personal checks through application via the Institute (NEIMME):

- All current and future senior officials of the NEIMME;
- All current and future Junior officials of the YMG NEIMME;
- The Safeguarding Officer;
- The YMG Safeguarding Officer;
- All members of the NEIMME Council who will either be participating in activities involving children, young people or vulnerable adults or being in a position of influence or advice to children and young people in person or online.

9. NEIMME YMG Activities involving children and young people

Whenever the fully managed NEIMME activities involve the participation of children and / or young people then at least 2 NEIMME persons who have full disclosure certification must be in attendance at all scheduled times.

Where activities and visits are arranged through a third party, such as field trips, then it must be remembered that the hosts have a **'Duty of Care'** to protect persons as regards health and safety and safeguarding during such activities and whilst on their premises. As such NEIMME personnel and visiting Young People will be under the guidance, control and Policies of the hosts. These type of

activities may be co-ordinated by a NEIMME DBS checked person and as such the minimum number of NEIMME DBS checked personnel who join these activities may be 1 person, but preferably more where possible.

Where a member of NEIMME council is participating in YMG activities and lectures who has not received full disclosure checks, then that individual may only make contact with children and younger people with 'appropriate others' in attendance.

Volunteers will be subject to adequate supervision.

Under no circumstances may a council member (DBS checked or not) involve themselves in 'hidden' means of social media with children.

10. NEIMME Employees

As of March 2019 NEIMME has no full or part time employees.

As such time in the future the NEIMME wish to employ a person or persons then they will need to be subject to full disclosure checking process and receive the requisite training during their induction period.

11. Social Media Restrictions, Guidance and Actions

The use of social media regardless of name or type, e-mails or text may only be used in a transparent and professional manner.

Individual children must not be contacted by NEIMME personnel in a manner that cannot be openly identified to protect all personnel involved.

NEIMME personnel must not place themselves in a position where 'grooming' could potentially occur.

12. School Contact – A-Level Students (Engineering) Requirements

When contact is made by the NEIMME regarding certain NEIMME and YMG NEIMME activities with children (under the age of 18 years) who are in full time employment then this will be done via a nominated school contact such as the form tutor, head teacher, school administration manager or similar or their deputy.

13. The Written Alert

The NEIMME may choose to produce their own safeguarding alert record forms. An alert may at present be recorded on an approved form or not, but all written alerts information must include the following:

- Name of the person raising the concern / alert;
- Their personal contact details (for further possible investigations);
- Information regarding the venue and time;
- Type of abuse or neglect;
- Whether it involves social media abuse;
- Name of the potential perpetrator;
- Details of the alleged incident

14. Actions Following an 'Alert' Regarding Safeguarding Abuse or Neglect

The person making an alert (raising a concern) regarding safeguarding then they must do so via the appropriate safeguarding officer in writing.

NEIMME general safeguarding concerns should be reported to the safeguarding officer. However any YMG NEIMME concerns should be reported to the YMG safeguarding officer in the first instance.

Should the YMG safeguarding officer receive a concern / alert then they must conduct an initial investigation and record any details with 2 weeks of the alleged incident. The investigation will attempt to find out the facts for appropriate action.

It must be remembered that opinions are not to influence the outcome of any investigation

If the YMG safeguarding officer decides that there are grounds to continue the investigation then the safeguarding officer must then be informed by the YMG safeguarding officer.

Further investigation may or not be required. A joint decision will then be taken to forward this to the NEIMME senior officials to fully address and report to the relevant public authorities accordingly. Further action from the senior officials may include exclusion from the Institute and criminal action may follow from the relevant authorities.

Under no circumstances may the senior officials mask any suspected or proven safeguarding alert or required actions.

As with the 'Whistleblowing' Policy no person who has made an alert shall suffer any detriment, whether the concern was unfounded or not and NEIMME will not tolerate any harassment or victimisation.

NEIMME will make this Policy available to all current and future members of the Institute.