

Child Protection Policy 2025 - 2027

The National Federation of Music Clubs (NFMC) provides musicians performance opportunities and encourages musical growth in judged audition events. All states need to look at this guide recently updated by the CDC that informs about: *Child Abuse and Neglect Prevention*.

In the NFMC publication JR 3-18, *Festival Procedure Manual*, it is plainly stated on page 8 that there must be a minimum of two (2) adults (who may be judges) be present at all times in the audition rooms. These two adults may not include the teacher or parent of the entrant. Take this policy extremely seriously as we are protecting children. The NFMC expects this to be enforced in all Federation Festivals (or any event that includes children) across the country. (Also see page x, *Federation Festival Bulletin*, Festivals Area Chair/Admin Responsibilities.)

We expect our volunteers to document and report any suspected incidents of abuse to our National Headquarters, where Tracy Hernandez is being trained in a response strategy if an allegation of sexual abuse is made.

- Each state in our organization must have a state liability chair.
- The liability chair is responsible for distributing the above-mentioned policy guide from the CDC to every club in their state.
- This guide is for informational purposes only. This guide (along with specific information your state uses to inform Festival Chairs) should be reviewed **prior** to submitting your request for insurance.
- The NFMC encourages you to distribute the guide *to all volunteers* before an event in a printed format, or follow this online link:

<https://www.cdc.gov/cihld-abuse-neglect/about/about-child-sexual-abuse.html>

The information below must be filled out and signed before any insurance requests will be processed. This form must be returned with your liability request form, and with the payment(s).

A signature is required only to ensure all members are aware of our policy and procedures, and to document that NFMC, and its members, are aware of the potential exposures involving children, and the need for proper policies and procedures.

Event Date _____

Event Name _____

Event Contact Name _____

Event Contact Email _____

Event Contact Signature _____

(Is a certificate required by the event venue?) Yes _____ No _____

To whom should the certificate be emailed to? Where? And to the attention of? Be specific.

Scan or mail this form, and send to:

Tracy Hernandez, Assistant Office Manager
1646 W Smith Valley Road
Greenwood IN 46142
Email: tracy@nfmc-music.org