



SAFEGUARDING POLICY AND PROCEDURES

For the Protection of Children and Adults at Risk

PREVENTION AND PROTECTION IN PARTNERSHIP

CHIEF EXECUTIVE'S FOREWORD

Armagh City, Banbridge and Craigavon Borough Council's Corporate Vision is to ensure that the Borough "will be **safe for families and older people** to live in." Council's Corporate Priority is to "improve everyone's quality of life, opportunity, **safety and wellbeing**." Council believes that everyone has the right to be safe from harm, to fulfil their full potential and to have their rights and choices protected - this Safeguarding Policy is Council's commitment to this.

The Policy contributes to the fulfilment of a Northern Ireland Executive Programme for Government and their commitment to deliver a package of measures to safeguard children and adults who are at risk of harm and to promote a culture where:

"safeguarding is everyone's business".

It is important that **everyone** working to safeguard children and young people understands their responsibilities and duties as set out in primary legislation and associated regulations and guidance.

Whatever the cause and wherever it occurs, harm caused to children and adults by abuse, exploitation or neglect is **not acceptable**.

This policy requires us to put all children and adults who may be at risk at the centre of what we do, to listen to them and to work in partnership with them and on an inter-agency basis to maintain Council's position as an organisation which **operates zero-tolerance** of harm to the most vulnerable living in our society.

This Safeguarding Policy sets out how Council, elected members, the individuals it employs and our partner organisations should work together to safeguard and promote the welfare of children in accordance with Section 12 Duties of the Safeguarding Board (Northern Ireland) Act 2011, and to safeguard and promote the welfare of adults who are vulnerable.

Council recognises that the Safeguarding Policy must be owned at all levels within the organisation and as such, **this policy is addressed to all elected members, employees, casual workers, volunteers, grant-aided organisations, those using our facilities, contracted services and the general public**. It provides a clear statement of the Council's responsibilities towards children and adults at risk.

As Chief Executive, I have directed that this policy be developed and I, with the Executive Management Team, will be responsible for its approval and ensuring it is fully implemented and reviewed. A key element of the safeguarding policy is the **nomination of a Safeguarding Champion** who will ensure that Council embraces best practice in this area.

I would request that **everyone** takes the time to familiarise themselves with the contents of this Policy, so that they are fully aware of their responsibilities and duties - **everyone** has a part to play in safeguarding.

Roger Wilson
Chief Executive

POLICY CONTENTS

1.	Policy Statement	5
2.	Aim of the Policy	5
3.	Safeguarding Principles	5-7
4.	Who is the Policy for?	7
5.	Legal and Policy Context	7-8
6.	Definition of Terms	9-11
7.	Recognising Abuse	11
8.	Assessing and Managing Risk	12
9.	Reporting Procedures	12-13
10.	The Role of Council's Designated Safeguarding Champion, Safeguarding Coordinator and Designated Safeguarding Officers	14
11.	Safeguarding Working Group	14

APPENDICES

Reporting Procedures

1.	Forms of Abuse	15-19
2.	Reporting Procedures	20-22
3.	Reporting flowchart for Safeguarding Issues/Incidents (Employees)	23
4.	Reporting flowchart for Safeguarding Issues/Incidents (Elected Members)	24
5.	Emergency and Referral Contact Details (Including Council Designated Officers)	25
6.	Safeguarding Reporting Form	26-27
7.	Referral Agency Recording Form	28
8.	Map of the Health and Social Care Trust Areas in Northern Ireland	29
9.	Council Roles and Responsibilities and Contact Details	30-33

Safeguarding Standards for the Workforce

10.	Recruitment, Selection and Vetting	34-35
11.	Safeguarding Training Procedures	36
12.	Safeguarding Code of Behaviour	37-38
13.	Risk Assessment Guidance	39

Photography Guidance

14.	Photography/Video/Audio and Mobile Phone Guidance	40-42
15.	Photography/Video/Audio Consent Form	43
16.	Photography/Video/Audio Consent Form (Groups)	44

Protocol for Working with Children and Young People

17.	Best Practice Ratios and Supervision	45-47
18.	E-Safety	48
19.	Consent and Registration guidance	49
20.	Registration Pack for Children and Young People	50-54
21.	Guidance for the Storage and Administration of Medicine	55
22.	Request for Storage and Administration of Medicine form	56
23.	Attendance record	57-58
24.	Trip Register Form	59-60
25.	Guidance for Intimate and Personal Care	61-62
26.	Managing Challenging Behaviour	63-66
27.	Guidance for Council Staff on How to Deal with Bullying Between Children and Young People	67-69
28.	Guidance for Residential Activities	70-71

Safeguarding Standards and Facility and Services Management

29.	Guidance for Users of Council Facilities	72-74
30.	Application for Extended Hire Form	75-78
31.	Leisurewatch Guidance	79-83
32.	Work Experience Guidance	84
33.	Guidance for Contractors	85-88

Screening Forms

34.	Policy Screening Form	89-96
35.	Rural Needs Impact Assessment	97-99

1. Policy Statement

Armagh City, Banbridge and Craigavon Borough Council are committed to **working in partnership** with others to **safeguard children and adults** from **all forms of abuse, neglect or exploitation**. This policy aims to ensure that a holistic approach to safeguarding is embedded within all Council services, and that elected members, employees, casual workers, agency workers, grant-aided organisations, contractors and volunteers understand their role and responsibilities in relation to safeguarding.

The implementation of this Policy will create an organisational culture where the reporting of abuse, neglect and exploitation is encouraged and where all council personnel feel supported and equipped with the skills to do so.

2. Aim of the Policy

This policy will set out the framework for safeguarding and ensure that Council meets all its legal and moral responsibilities to children, adults at risk and families that it **directly or indirectly** provides a service to.

This policy aims to:

- Promote **zero-tolerance** of harm to all children and adults at risk
- Continuously monitor and improve safeguarding procedures
- Influence the way the organisation thinks about harm to children and adults at risk by embedding a culture which recognises every person's right to respect and dignity, honesty, humanity and compassion in every aspect of their life
- Establish clear procedures for reporting and responding to concerns/ incidents
- Ensure safe recruitment, selection and other relevant Human Resources procedures are integral in creating safe environments for children and adults at risk
- Ensure effective and co-ordinated multi-agency responses are provided
- Promote a continuous learning approach to safeguarding

3. Safeguarding Principles

Safeguarding and protecting children and adults at risk is the responsibility of every individual in Northern Ireland across all disciplines and sectors.

All children and adults at risk have a fundamental right to be safeguarded from harm. Their welfare must be promoted and every opportunity given to develop to their full potential. The Council outlines the key principles of safeguarding as follows:

- The child's welfare is paramount
- Adults at risk must be empowered and involved in the decision making process
- Responses must be proportionate to the circumstances
- The individual involved whether child or adult has a right to be heard
- Action taken should be reported and recorded
- Agencies should work together

Effective safeguarding will prevent harm occurring through early identification of risk and appropriate intervention and, also implement adequate action when protection is required. There is an expectation that all elected members, employees, casual workers and volunteers

will work in partnership to safeguard children and adults at risk or in need of protection, whether the contact is **direct or indirect**. Effective safeguarding activity will:

- **Promote** the welfare for the child/ young person/ adult at risk
- **Prevent** harm occurring through early identification of risk and appropriate, timely intervention
- **Protect** children and adults at risk from harm when this is required.

Child protection is the process of protecting individual children identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect. **Safeguarding, and promoting the welfare of children, is a broader term than child protection.** It encompasses protecting children from maltreatment, preventing impairment of children's health or development, and ensures children grow up in safe and nurturing circumstances. All children have a right to protection against abuse, neglect, exploitation and violence and the Council has a statutory duty to safeguard and promote the welfare of children and young people.

Adult safeguarding is based on fundamental human rights and on respecting the rights of adults as individuals, treating all adults with dignity and respecting their right to freedom of choice. It involves empowering and enabling all adults, including those at risk, to manage their own health, well-being and safety. It extends to intervening to protect where harm has occurred or is likely to occur and promoting access to justice. All adults at risk should be central to any actions and decisions affecting their lives. Safeguarding adults is complex and challenging. The focus of any intervention must be on promoting a proportionate, measured approach to balancing the risk of harm with respecting the adult's choices and preferred outcome for their own life circumstances. The right of a person with capacity to make decisions and remain in control of their life must be respected.

A successful approach to the safeguarding of children and adults at risk requires multi-agency collaboration and the recognition of individual's wellbeing and welfare at the heart of the organisation.

2.1 The diagram in figure 1 below outlines good practice in relation to safeguarding



2.2 The diagram in figure 2 identifies the key safeguarding principles for adults and children.

SAFEGUARDING PRINCIPLES – ADULTS	SAFEGUARDING PRINCIPLES – CHILDREN
<p>Empowerment - People being supported and encouraged to make their own decisions and give informed consent.</p> <p>Prevention - It is better to take action before harm occurs.</p> <p>Proportionality - The least intrusive response appropriate to the risk presented.</p> <p>Protection - Support and representation for those in greatest need.</p> <p>Partnership - Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.</p> <p>Accountability - Accountability and transparency in safeguarding practice</p>	<p>Paramountcy - The welfare and best interests of the child as paramount.</p> <p>Parental Responsibility - Parental responsibility means all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and their property.</p> <p>Prevention - It is better to take action before harm occurs.</p> <p>Proportionality - The least intrusive response appropriate to the risk presented.</p> <p>Protection - Support and representation for those in greatest need.</p> <p>Partnership - Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.</p>

4. Who is this Policy for?

This policy applies to all employees, elected members, volunteers, grant-aided organisations, contractors, agency workers, casual workers and those using our facilities irrespective of their function, remit or role.

There is an expectation that all council personnel will work in partnership to as they apply this policy to children and adults at risk. Council will ensure that elected members, employees, casual workers, agency workers and volunteers are provided with the tools and knowledge to equip them to safeguard children and adults at risk and deal with situations that may cause them concern.

5. Legal and Policy Context

This policy has been developed in line with the following legislation, guidance and good practice guidelines, current at the time of publication.

5.1 Legislation/Policy

- UN Convention on the Rights of the Child 1989
- The Children's (NI) Order 1995
- Crime and Disorder Act 1998
- Section 75 NI Act 1998
- Human Rights Act 1998
- Immigration and Asylum Act 1999
- Every Child Matters 2003
- Children Act 2004
- Mental Capacity Act 2005
- The Safeguarding Vulnerable Groups (NI) Order 2007
- The Sexual Offences Order (NI) 2008
- Safeguarding Board Northern Ireland Act 2011
- Adult Safeguarding: Prevention and Protection in Partnership 2015
- Children Services Co-operation Act 2015
- Co-operating to Safeguard Children and Young People in Northern Ireland 2017

5.2 Good Practice Guidelines

- NIASP (NI Adult Safeguarding Partnership) - Adult Safeguarding Policy for NI
- SBNI – Safeguarding Board for NI - Policy standards
- Co-operating to Safeguard Children (DHSSPS) Guidance
- Our Duty to Care: Standards and Guidance for Keeping Children and Young People Safe (2014), Volunteer Now
- National Governing Body of Sport Guidelines
- Marshall Report – Report of the Inquiry into Child Sexual Exploitation in Northern Ireland 2014
- Sexting and the Law – Safeguarding Board for Northern Ireland
- National Crime Agency – CEOP (Child Exploitation and Online Protection)
- DOJ & DHSSPS Strategy document: "Stopping Domestic and Sexual Violence" March 2016

5.3 Relationship with other Council Policies and Guidance

This policy operates in parallel and is supported by other council policies:

Disciplinary; Equality & Good Relations; Training and Development; Whistleblowing; Social Media; Retention and Disposal Schedule; Health and Safety; Fraud and Corruption; Complaints procedure; Bullying and Harassment; Performance Review Scheme; Dignity at Work Policy; Data Protection Policy; Volunteer Policy; Code of Conduct; Exclusion Policy; Transgender Policy and Community Planning Policy.

The following guidance documents also support the implementation of this policy:

Staff Safeguarding Induction, Code of Conduct, Allegations against staff, Supervision Levels for activities, Photography and mobile phone guidance, Booking Council facilities, Consent and Registration guidance, Leisurewatch Guidance, Work Experience Placement Guidance, Guidance for Contractors, Managing Challenging Behaviour, Anti-bullying, Guidance for Residential Activities.

6. Definition of Terms

6.1 Safeguarding

Within this Policy the term 'safeguarding' encompasses both activity which **prevents** harm from occurring in the first place (Council Safeguarding Procedures) and activity which **protects** children and adults at risk where harm has occurred or is likely to occur (Council Reporting Procedures).

6.2 Preventative Safeguarding

This includes a range of actions and measures. Council personnel may come into contact with children and adults who may be at risk and so must recognise the potential for harm and put in measures to prevent it. In practice Council supports elected members, employees, casual workers, agency workers and volunteers by providing safeguarding procedures e.g.

- Recruitment, selection and vetting
- Code of Conduct for Councillors
- Employee Code of Conduct
- Block booking or extended lets of council facilities
- Photographic guidance
- Role of Designated Safeguarding Champion, Designated Safeguarding Officers and Safeguarding Co-ordinator
- Membership of Leisurewatch
- Supervision levels at activities
- Guidance for Work Placements
- Guidance/Protocols for contractors
- Managing Challenging Behaviour/Anti-Bullying

Protective Safeguarding is targeted at children and adults at risk who are in need of protection, that is, when harm from abuse, exploitation or neglect is suspected, has occurred, or is likely to occur. The protection service is led by Health and Social Care Trusts and PSNI. This Policy highlights Council's reporting protocols for concerns regarding children and adults at risk, which may lead to referrals to these statutory agencies.

6.3 Protective Safeguarding

This is targeted at children and adults at risk when harm is suspected, has occurred or is likely to occur. The protection service is led by the Health and Social Care Trusts and the PSNI. In practice the council has internal reporting concerns regarding children and adults which may lead to referrals to these statutory agencies.

6.4 Child/ Young Person

Refers to anyone under the age of 18.

6.5 Adult at Risk

It is not possible to definitively state when an adult is at risk as this will change on a case by case basis. The following definition is intended to provide guidance, as to when an adult may be at risk of harm:

An '**Adult at risk**' is a person aged 18 or over where there is an exposure to harm through abuse, exploitation or neglect. This may be increased by their:

- **personal characteristics** (which may include, but are not limited to age, disability, illness, physical or mental infirmity and impairment of, or disturbance in, the functioning of the mind or brain); **and/or**
- **life circumstances** (which may include, but are not limited to, isolation, socio-economic factors and environmental living conditions)

6.6 Adult in Need of Protection

Is a person aged 18 or over whose exposure to harm through abuse, exploitation or neglect maybe increased by their **personal characteristics** and/or **life circumstances**

And who is unable to protect their own well-being, property, assets, rights or other interests

And where the action or inaction of another person or persons is causing or likely to cause him/her to be harmed.

6.7 Abuse

Abuse can be a single or repeated act and neglect is something that can occur within many situations including the home, school, communities, public places and all forms of clubs and societies. There are different types of abuse and a child or adult at risk can be abused in more than one way and by one or more perpetrators.

6.8 Significant Harm

In relation to children:

The Children NI Order 1995 introduced Significant Harm as the threshold that justifies compulsory intervention in family life in the best interests of children. Physical Abuse, Sexual Abuse, Emotional Abuse, Neglect and Exploitation are all categories of Significant Harm.

Harm is defined as the ill treatment or impairment of health and development. This definition was clarified in section 120 of the Adoption and Children Act 2002 (implemented on 31 January 2005) so that it may include, "for example, impairment suffered from seeing or hearing the ill treatment of another".

There are no absolute criteria on which to rely when judging what constitutes significant harm. Sometimes a single violent episode may constitute significant harm but more often it is an accumulation of significant events, both acute and longstanding, which interrupt damage or change the child's development.

In relation to adults:

A key concept in adult safeguarding work is 'Significant Harm'.

The impact of harm upon a person will be individual and depend upon each person's circumstances and the severity, degree and impact or effect of this upon that person. The concept of Significant Harm is therefore relative to each individual concerned.

Contained in Appendix 1 is a list of the forms of abuse and definitions in relation to children and adults at risk (this list is not exhaustive).

7. Recognising Abuse

If you suspect a child or adult at risk is being abused and/or neglected it is essential that you recognise high risk situations and the signs and symptoms of maltreatment and exploitation. You must report your suspicions when you are concerned someone is being harmed as this may ultimately protect them and ensure that relevant support/ interventions are put in place.

The following list outlines some of the signs and symptoms of abuse, neglect and exploitation. This list is not exhaustive and so should be used only as a guide

- Physical signs of injury, such as bruises, sores, burns, cuts, or black eyes (Such injuries may be hidden)
- Implausible excuses made for injuries or absences
- Displays personality changes (angry, depressed, moody, irritable, defensive, etc.)
- Becomes withdrawn, anxious or suddenly fearful
- Distracted and has difficulty concentrating
- Has difficulty sleeping, or may display excessive tiredness (can be a symptom of depression)
- Low self-esteem/sudden changes in appetite
- Neglects personal hygiene (becomes smelly, goes unwashed; may be an attempt to ward off a sexual predator, or as a consequence of depression).
- Changes in personal appearance or poor/unsettling condition of living environment
- Complains of pain in the genital region (more common in children)
- Demonstrates inappropriate sexual knowledge of behaviour
- For older children and adults, the victim 'acts out', becoming sexually promiscuous, and/or using drugs/alcohol
- Lacks needed medical or dental care, immunisation or glasses
- Has not received help for medical or physical problems brought to the attention of parents/carers (injuries, etc.)
- Reluctance to go home (arrives very early, stays late)
- Runs away from family home/residence
- Frequent absences from school, work, activities
- Begs or steals for food or money
- Consistently dirty and inappropriately dressed for weather conditions
- Behaves irrationally or in a bizarre manner
- Reports lack of attachment/negative or hostile feeling towards parent/care giver
- Delayed physical/emotional development that is not related to medical conditions

8. Assessing and Managing Risk

Assessing and managing risks to children, young people and adults at risk should be integral to each department's risk management strategy. Assessment of risk is the process of examining what could possibly cause harm to a child, young person or adult, to the staff or volunteers or any other person in the context of the activities and services of the organisation. No endeavour or activity, or indeed interaction, is entirely risk free and even with good planning it may be impossible to completely eliminate risks from any activity, service or interaction. However, each Department should have in place risk assessment and management practice to reduce the likelihood of it occurring and to minimise the impacts of abuse by responding effectively when it does occur. All risks and risk-reducing measures are recorded in the form of a Risk Register. A section of the Council's risk register deals specifically with safeguarding risks and this is kept under regular review. A risk review is carried out annually and additionally during any change management process.

Risk assessment is fundamental to the whole process of safeguarding and is specifically concerned with the identification of specific risks to a person covered by the Safeguarding Policy and Procedures.

Risk assessment will seek to determine:

- What the actual risks are – the harm that has been caused, the level of severity of the harm, and the views and wishes of the adult at risk
- The person's ability to protect themselves
- Who or what is causing the harm
- Factors that contribute to the risk, for example, personal, environmental, relationships, resulting in an increase or decrease to the risk
- The risk of future harm from the same source

When unforeseen issues/risks arise, it is essential that mechanisms are put in place to combat the likelihood of them reoccurring. This is a dynamic process that requires consistent vigilance and monitoring with reassessment of the risk with every decision made to promote robust practices.

9. Reporting Procedures

It is fundamentally important that if any elected members, employees, casual workers, agency workers, volunteers, contractors and service users, have concerns about a child or adult at risk that they seek to report these concerns to the Designated Safeguarding Officers and/or Safeguarding Coordinator and follow the steps laid out in the Procedures. No promises should be made to maintain confidentiality (**if someone is at risk you must report it**).

Investigating child/adult at risk of abuse is a very complex and detailed process.

REMEMBER you are NOT responsible for deciding whether or not abuse has taken place,

BUT YOU ARE;

RESPONSIBLE FOR REPORTING your concerns to the relevant person and COMPLETING THE SAFEGUARDING RECORDING FORM (Appendix 6).

The reporting procedures in Appendix 2 should be followed when you have a concern, are in receipt of a disclosure or there is a safeguarding incident.

The flow chart in Appendix 3 outlines the procedure for the reporting of safeguarding issues for employees.

The flow chart in Appendix 4 outlines the procedure for the reporting of safeguarding issues for Elected Members.

Please note the relevant contact details for all the Council's Designated Safeguarding Officers, and relevant referral agencies for any safeguarding concerns are available in Appendix 5.

Please note that the Safeguarding Report Form which **MUST** be completed for any incidents, disclosures and concerns of abuse is available at Appendix 6.

In the event of the Safeguarding Coordinator and/or Designated Safeguarding Officers not being available, the individual reporting the incident/concern should proceed to the next stage of the reporting procedure.

The Safeguarding Coordinator should be advised of such actions as soon as practical.

See below for general reporting guidelines



Do

- Stay calm
- Listen carefully and hear exactly what is being said to you
- Reassure the individual that they have done the right thing in telling you
- Explain that you will have to pass this information on as you are concerned about their safety and/or well-being
- **Record** what was said as soon as possible and keep this record with your report
- Report this to your line manager or if not available to a Designated Safeguarding Officer as soon as possible or by the end of your working day whichever is soonest.
- Complete the Safeguarding Report Form (Appendix 6)



Don't

- Panic
- Ask leading questions (questions that influence someone to give a particular answer)
- Promise that you can keep the information a secret
- Ask for further details (this is not your job and will be undertaken by the PSNI/ Social Services)
- Advise the suspected abuser of your concerns or any of the information that you have received
- Require the child/adult at risk to repeat the story unnecessarily

The General Data Protection Regulations (GDPR) and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children or adults at risk/in need of protection safe. They are not a barrier to sharing information, where the failure to do so would cause the safety or well-being of a child/adult at risk/in need of protection to be compromised. Similarly, human rights concerns, such as respecting the right to a private and family life would not prevent sharing where there are real safeguarding concerns.

10. The Role of Council's Designated Safeguarding Champion, Safeguarding Coordinator and Designated Safeguarding Officers

Key to the Council's ability to safeguard children in its care and enable its elected members and employees to provide a safe environment, Council has identified a Designated Safeguarding Champion together with a Safeguarding Coordinator and Designated Safeguarding Officers. The role of the Designated Safeguarding Champion is an important one since the expertise and experience of safeguarding is focused on one person who in turn will act as a pivotal point for all safeguarding matters.

11. Safeguarding Working Group

The Safeguarding Working Group (SWG) is a cross-departmental group set up by Council to oversee the practical implementation of this Policy and to develop, monitor and review safeguarding procedures.

Its role includes:

- Identifying safeguarding training needs within services
- Developing supplementary safeguarding procedures as they are required
- Promoting good practice within council services – to include procurement of services
- Discussing incidents and concerns raised in services to facilitate a council-wide response if necessary

Forms of Abuse

The following definitions have been obtained from www.nspcc.org.uk and www.hscboard.hscni.net (August 2017). Further information and detailed information in relation to recognising signs and symptoms can be found by using the links and will be complimented via training and the accompanying procedures.

Types of abuse and the commonly accepted definitions include:

CHILDREN

Physical Abuse

Physical abuse is the deliberate physical injury to a child or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only when they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Smothering a child's development through over-protection can also be a form of abuse. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose children to emotional abuse.

Sexual Abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or the production of pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's physical and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate foods, shelter and clothing, failing to protect a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Domestic abuse

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. But it isn't just physical violence – domestic abuse includes emotional, physical, sexual, financial or psychological abuse. Abusive behaviour can occur

in any relationship. It can continue even after the relationship has ended. Both men and women can be abused or abusers. Domestic abuse can seriously harm children and young people. Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships.

The definition of Domestic Violence is any “threatening, controlling, coercive behaviour, violence or abuse (psychological, physical, verbal, sexual, financial or emotional) inflicted on anyone (irrespective of age ethnicity, religion, gender, or sexual orientation) by a current or former intimate partner or family member”.

Exploitation

Exploitation is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature

Child Sexual Exploitation (CSE)

CSE is a type of sexual abuse in which children are sexually exploited for money, power or status. Children or young people may be tricked into believing they are in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation.

Child trafficking

Child trafficking and modern slavery are child abuse. Children are recruited, moved or transported and then exploited, forced to work or sold.

Children are trafficked for:

- Child sexual exploitation
- Benefit fraud
- Forced marriage
- Domestic servitude such as cleaning, childcare, cooking
- Forced labour in factories or agriculture
- Criminal activity such as pickpocketing, begging, transporting drugs, working on cannabis farms, selling pirated DVDs and bag theft.

Many children are trafficked into the UK from abroad, but children can also be trafficked from one part of the UK to another.

Female genital mutilation (FGM)

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It's dangerous and a criminal offence. There are no medical reasons to carry out FGM. It doesn't enhance fertility and it doesn't make childbirth safer. It is used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health.

Harmful Sexual Behaviour

Harmful sexual behaviour includes:

- Using sexual explicit words and phrases
- Inappropriate touching
- Using sexual violence or threats
- Full penetrative sex with children or adults

Children and young people who develop harmful sexual behaviour harm themselves and others. Sexual behaviour between children is also considered harmful if one of the children is much older – particularly if there is more than two years' difference in age or if one of the children is pre-pubescent and the other isn't. However, a younger child can abuse an older child, particularly if they have power over them – for example, if the older child is disabled. If you're not sure whether a sexual behaviour is harmful find out about the signs, symptoms and effects of harmful sexual behaviour by visiting www.nspcc.org.uk

Bullying and Cyberbullying

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying. A child can feel like there's no escape because it can happen wherever they are, at any time of day or night.

Cyber bullying is intentional and repeated cruel or hurtful behaviour that is carried out using technology, such as:

- SMS or text messages, Email
- Blogs, Chat rooms, Discussion boards, Instant messaging, Online games
- Photo sharing apps, i.e.; Snapchat and Instagram
- Social networking sites and apps like Facebook, Twitter and Ask.fm

Cyber bullying can include:

- Sending cruel and threatening messages or material
- Putting embarrassing photos of people on the web
- Creating fake profiles that are mean or hurtful
- Sending unwanted messages online, teasing and making of fun of others
- A cyber bully can be someone a young person knows or a stranger

Sexting

'Sexting' is when someone sends or receives a sexually explicit text, image or video on their mobile phone, computer or tablet. It can include sexual chat or requests for pictures/images of a sexual nature. Whether this is illegal or not depends on what the image is or what the chat involves and who it is sent between. However, it is a crime to possess, take, make, distribute or show anyone an indecent or abuse image of anyone under 18 years of age. Always remember that, while the age of consent is 16, the relevant age in relation to indecent images is 18.

A copy of leaflet 'Sexting and the Law' published by the Safeguarding Board for Northern Ireland (SBNI) can be obtained from www.safeguardingni.org

ADULTS

The types of abuse are not exhaustive, nor listed in any order of priority.

Physical abuse

Physical abuse is the use of physical force or mistreatment of one person by another which may or may not result in actual physical injury. This may include hitting, pushing, rough handling, exposure to heat or cold, force feeding, improper administration of medication, denial of treatment, misuse or illegal use of restraint and deprivation of liberty.

Sexual violence and abuse

Sexual abuse is any behaviour perceived to be of a sexual nature which is unwanted or takes place without consent or understanding. Sexual violence and abuse can take many forms and may include non-contact sexual activities, such as indecent exposure, stalking, being made to look at or be involved in the production of sexually abusive material, or being made to watch sexual activities. It may involve physical contact, including non-consensual penetrative sexual activities or non-penetrative sexual activities, such as intentional touching (also known as groping). Sexual violence can be found across all sections of society, irrelevant of gender, age, ability, religion, race, ethnicity, personal circumstances, financial background or sexual orientation.

Psychological/emotional abuse

Psychological/emotional abuse is behaviour that is psychologically harmful or inflicts mental distress by threat, humiliation or other verbal/non-verbal conduct. This may include threats, humiliation or ridicule, withholding security, love or support, provoking fear of violence, shouting, yelling, swearing, blaming, controlling, intimidation and coercion.

Financial abuse

Financial abuse is actual or attempted theft, fraud or burglary. It is the misappropriation or misuse of money, property, benefits, material goods or other asset transactions which the person did not or could not consent to, or which were validated by intimidation, coercion or deception. This may include exploitation, embezzlement, withholding pension or benefits or pressure exerted around wills, property or inheritance.

Institutional abuse

Institutional abuse is the mistreatment or neglect of an adult, by a regime or individuals, in settings within which adults who may be at risk reside or use. Institutional abuse may occur when the routines, systems and regimes result in poor standards of care, poor practice and behaviours, inflexible regimes and rigid routines which violate their dignity and human rights and place adults at risk of harm. Institutional abuse may occur within a culture that denies, restricts or curtails the privacy, dignity, choice and independence. It involves the collective failure of a service provider or an organisation to provide safe and appropriate services, and includes a failure to ensure that the necessary preventative and/or protective measures are in place.

Neglect

Neglect is the deliberate withholding, or failure through a lack of knowledge, understanding or awareness, to provide appropriate and adequate care and support, which is necessary for the adult to carry out daily living activities. It may include physical neglect to the extent that

health or well-being is impaired, administering too much or too little medication, failure to provide access to appropriate health or social care, withholding the necessities of life, such as adequate nutrition, heating or clothing, failure to intervene in situations that are dangerous to the person concerned or to others particularly when the person lacks the capacity to assess risk. Note that self-neglect and self-harm do not fall within the scope of this definition.

Exploitation

Exploitation is the intentional maltreatment, manipulation or abuse of power and control over another person; to take selfish or unfair advantage of another person or situation usually but not always for personal gain from using them as a commodity. It may manifest itself in many forms including slavery, servitude, forced or compulsory labour, domestic violence and abuse, sexual violence and abuse, or human trafficking, engagement in criminal activity, begging, benefit or other financial fraud. Exploitation can be sexual in nature

Domestic violence and abuse

Domestic violence and abuse is “threatening behaviour, violence or abuse (psychological, physical, verbal, sexual, financial or emotional) inflicted on one person by another where they are or have been intimate partners or family members, irrespective of gender or sexual orientation. Domestic violence and abuse is essentially a pattern of behaviour which is characterised by the exercise of control and the misuse of power by one person over another. It is usually frequent and persistent. It can include violence by a son, daughter, mother, father, husband, wife, life partner or any other person who has a close relationship with the victim. It occurs right across society, regardless of age, gender, race, ethnic or religious group, sexual orientation, wealth, disability or geography.

The definition of Domestic Violence is any “threatening, controlling, coercive behaviour, violence or abuse (psychological, physical, verbal, sexual, financial or emotional) inflicted on anyone (irrespective of age ethnicity, religion, gender, or sexual orientation) by a current or former intimate partner or family member”.

Human trafficking

Human trafficking involves the acquisition and movement of people by improper means, such as force, threat or deception, for the purposes of exploiting them. It can take many forms, such as domestic servitude, forced criminality, forced labour, sexual exploitation and organ harvesting. Victims of human trafficking can come from all walks of life; they can be **male or female; children or adults**; and they may come from migrant or indigenous communities.

Hate crime

Hate crime is any incident which constitutes a criminal offence perceived by the victim or any other person as being motivated by prejudice, discrimination or hate towards a person’s actual or perceived race, religious belief, sexual orientation, disability, political opinion or gender identity.

Reporting Procedures

It is essential that Council personnel understand fully their duties in relation to reporting incidents and raising concerns in relation to safeguarding children and adults at risk. Everyone is expected to adopt an “it could happen here” attitude so as to be aware of all types of abuse and so issues can be identified and help or protection measures put in place when required. If someone has concerns about an adult at risk or a child (as opposed to being in immediate risk) they should speak to the Safeguarding Coordinator or a Safeguarding Designated Officer in order to outline their concerns and to decide upon what action to take. Where there is immediate risk of harm a call should be made to the relevant authority (PSNI/Social Services). All communication/correspondence should be documented in the relevant Safeguarding Report Forms (Appendix 6 and Appendix 7).

It must be noted that the procedure for investigating allegations needs to be applied with common sense. For example, cases that do not meet the threshold for significant harm or do not warrant enquires with statutory agencies.

Managing Allegations

This guidance outlines the procedure that should be followed when it is alleged that an elected member, employee, casual worker, agency worker or volunteer may pose a risk or do pose a risk to children or adults at risk in their present position or in any capacity. This guidance should be adhered to in all cases where it is alleged that a member of the council personnel has:

- Behaved in a way that has harmed a child or adult at risk, or may harm a child or adult at risk
- Possibly committed a criminal offence against or related to a child or adult at risk
- Behaved towards a child or adult at risk in a way that indicates he or she would pose a risk to children or adults at risk

Allegations against Elected Members, Employees, Casual Workers, Agency workers or Volunteers

When a complaint or allegation has been made against an elected member, employee, casual worker or volunteer;

- Take the allegation or concern seriously
- Consider any allegation or concern to be potentially dangerous to the child, young person or adult at risk
- Report to and inform your Line Manager or if not available to a Designated Safeguarding Officer as soon as possible or by the end of your working day whichever is soonest.
- Record in writing on the Safeguarding Record Form provided at Appendix 6
- Send this information straight through to a Designated Safeguarding Officer

Note - If the allegation relates to your line manager, then report directly to any Designated Safeguarding Officer

If the Allegation/Complaint is made against an Elected Member.....

This should be reported to a Line Manager who (in conjunction) with a Designated Safeguarding Officer will report directly to the Chief Executive's Department. The Chief Executive and a Designated Officer (in conjunction), will conduct a thorough investigation in line with this Policy and the “Code of Conduct for Councillors”. If appropriate it will be reported to the relevant authorities, eg. HSCT, PSNI, and the details of the contact documented on a third party contact recording form (See Appendix 7). Decisions on whether or not to suspend an elected member from their duties must be fully documented and will be

managed by the Chief Executive and HR departments. In the case of an elected member, refer to the “Code of Conduct for Councillors” and related sanctions within.

If the Allegation/Complaint is made against an Employee, Casual Worker or Volunteer.....

It is the responsibility of the Line Manager and a Designated Safeguarding Officer (in conjunction), to conduct a thorough investigation in accordance with Council’s Disciplinary Policy and Procedure. The employee must be made aware of their rights under employment legislation and internal disciplinary procedures.

In all cases a risk assessment must be undertaken immediately to assess the level of risk to all service users posed by the employee, casual worker, agency worker or volunteer. This must include whether it is safe for them to continue their role or any other role within Council whilst the investigation is being undertaken. The consideration of risk must be considered in tandem with the rights of the employee. Decisions not to suspend an employee/volunteer from their work must be fully documented and will be managed by their service department and the HR department.

Actions to be considered will include the following:

- Is this a supervisory/training issue?
- Is it a matter for disciplinary procedure in the case of an employee?
- Does discussion need to take place with other agencies, e.g. the PSNI and Social Services?

Any child/adult at risk who makes an allegation against an elected member, employee, casual worker, agency worker or volunteer MUST be offered the support of an independent person. The child and or adult at risk or anyone acting on their behalf should be assured that they will not suffer harassment or reprisals as a result of raising safeguarding concerns.

Allegations of abuse against an elected member, employee, casual worker, agency worker or volunteer must be taken seriously and dealt with sensitively and expediently within the procedures of this Policy.

Responding to Allegations or Concerns Against Any Other Person i.e. Parent, Carer, Service User

- Take the allegation or concern seriously.
- Consider any allegation or concern to be potentially dangerous to the child, young person or adult at risk.
- Report to and inform your Line Manager as soon as possible or where not available & there is no immediate risk by the end of your working day, who in turn reports to the Designated Safeguarding Officer.
- Record in writing on the Safeguarding Report Form (see Appendix 6) all the details that you are aware of as soon as possible or at latest, by the end of your working day.
- Where appropriate, Designated Safeguarding Officer informs relevant persons, i.e. Social Services, and/or the PSNI if appropriate and records the details of the contact on a Referral Agency Recording form (See Appendix 7).

Reporting

Coming across possible abuse and neglect can be a stressful time for elected members, employees, casual workers, agency workers or volunteers particularly where they may be unfamiliar in this area or unsure or uncertain of what is happening. Council personnel

through fears about repercussions may find it difficult to raise child/adult at risk safeguarding concerns about colleagues, managers or elected members. Council is committed to the highest possible standards of openness, honesty and accountability. In line with that commitment, we encourage employees and others with serious concerns about any aspect of Council's work to come forward and voice those concerns.

It is fundamentally important that if any employees have concerns about an adult at risk, a young person or child that they report these concerns to their line manager who will in turn report the matter to a Designated Safeguarding Officer and follow the steps laid down in this policy. This will help protect employees and the wellbeing of the individual concerned. Council's **Whistle Blowing Policy** (For a copy of this please contact HR) does not just apply to concerns about the activities of employees, casual workers, volunteers of Council, it also applies to concerns about the activities of elected members and external organisations in their dealings with Council. If concerns are passed to Council's Designated Safeguarding Officers and in turn to Social Services or the PSNI the suspected abuse will be subject to assessment and where appropriate investigated. The investigation of abuse and neglect is governed by strict guidance that has been agreed by all the agencies concerned. In addition, the PSNI and Social Services have a Protocol for the joint investigation of child and adult at risk abuse concerns/allegations. This sets out in considerable detail the steps that will be taken in investigating complaints of child/adult at risk abuse and neglect.

It is important to remember, however, that referrals to the PSNI and Social Services may not involve all the steps – particularly where the abuse occurs outside of the family. In relation to abuse that occurs within a family context, the Children (NI) Order and best practice requires that, where problems can be dealt with through support and practical assistance this is the approach that may be adopted by the agencies concerned.

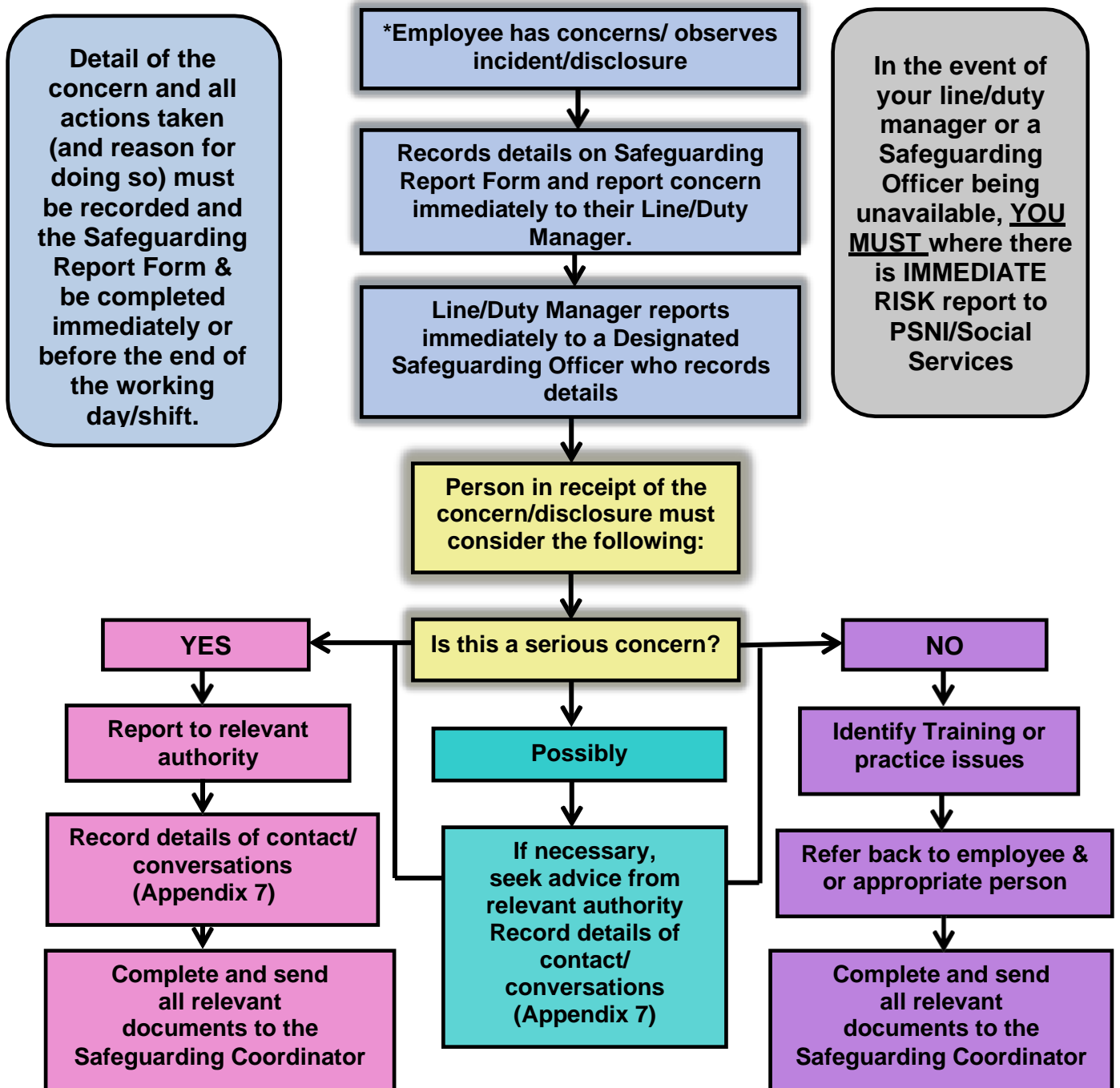
MANAGING RECORDS AND DATA PROTECTION

While all such matters are confidential officers should, at all times, adhere to the Council guidelines on the management of records including the requirements of Data Protection. While information about children, young people and adults at risk is confidential, it may be disclosed to external agencies to ensure the care and safety of an individual or of others or where a crime is suspected. This includes the disclosure of information to the HSC Trust or PSNI for such purposes.

When processing Safeguarding referrals/incidents the following must be followed:

- **All forms, reports and related matters will be retained with the safeguarding coordinator**
- **No copies to be retained by the departments/facilities (exception enforcement when it is evidence relating to a criminal proceedings)**
- **Clearly marked strictly confidential and for the attention of the safeguarding coordinator**
- **Information should only be shared on a need to know basis – if you want further guidance please contact the safeguarding coordinator/ a designated officer**

REPORTING FLOWCHART FOR SAFEGUARDING ISSUES/INCIDENTS (EMPLOYEES)



REMEMBER

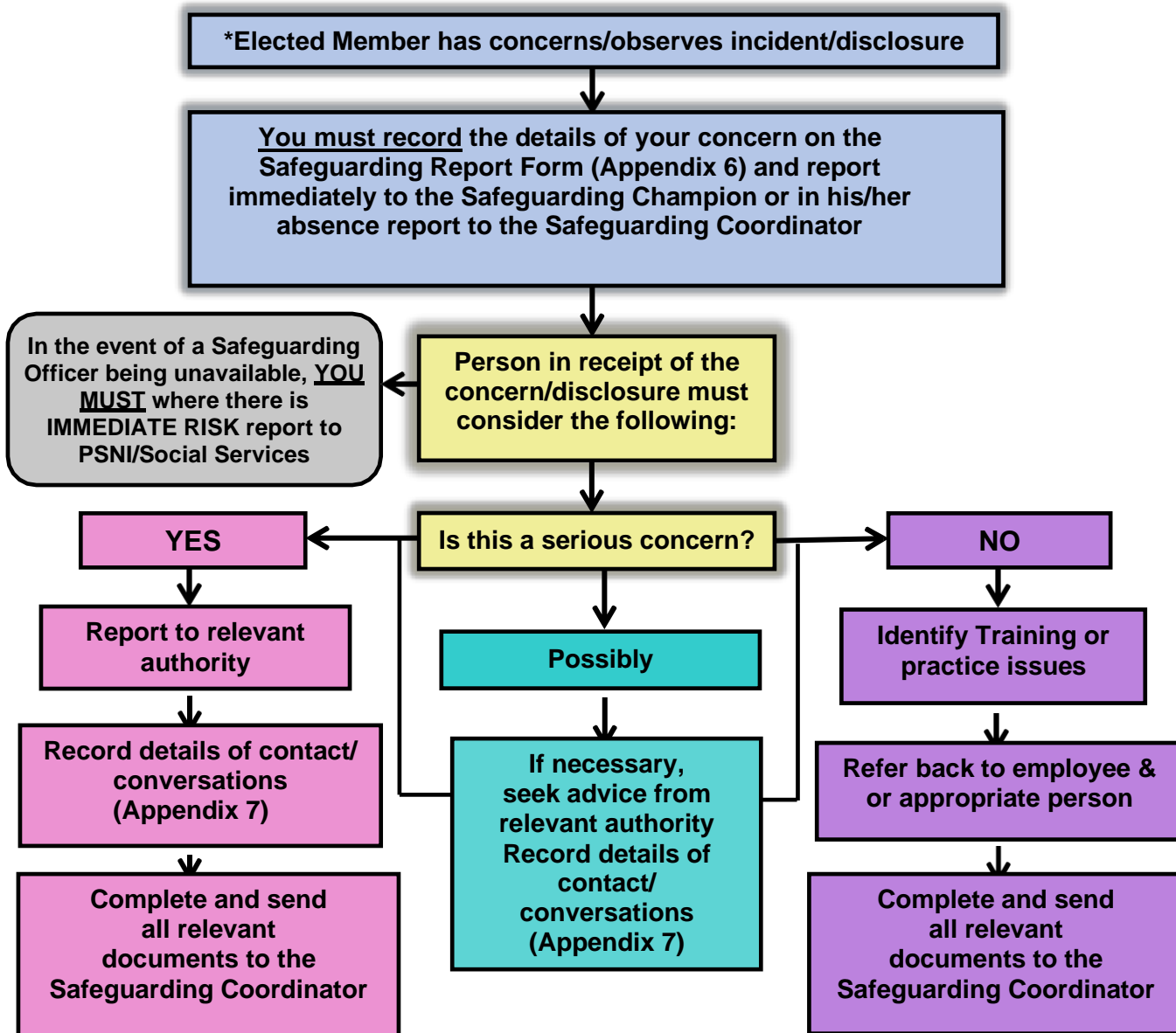
It is not your job to judge or investigate however it is your job to report and refer on to a Designated Safeguarding Officer.

Sharing of information is on a need to know basis – Respect for those involved and confidentiality in line with safeguarding process is essential at all stages.

NB: * Employee, refers to full time, part time, casual, agency, volunteer etc.

REPORTING FLOWCHART FOR SAFEGUARDING ISSUES/INCIDENTS (ELECTED MEMBERS)

If whilst representing Armagh City, Banbridge and Craigavon Borough Council
you become aware of any safeguarding concerns or incidents relating to either children or adults at risk of harm, you must report this via the following process.



If whilst representing your **political party/undertaking independent constituency duties** you become aware of any safeguarding concerns or incidents relating to either children or adults at risk of harm, **Elected Members are required to process safeguarding concerns/incidents through their respective internal guidance/structures.**

Emergency and Referral Contact Details

Organisation	Unit	Contact details
ABC Safeguarding Champion	Mark Parkinson	Telephone: 028 3831 2530
Safeguarding Coordinator	Gary Scott	Tel: 02838311665 Mobile: 07776165792
Designated Safeguarding Officers	Christine Allister Fidelma McQuade Brenda Snowden Joanne Grattan	Tel: 028 406 60600 Mobile: 07825157560 Tel: 028 37529605 Mobile: 07765005923 Tel: 02840660600 Ext 4457 Tel: 028 38 311681 Mobile:07885284602
Health and Social Care Trust	Regional Centralised Out of Hours Service for NI	02895049999
Southern Health and Social Care Trust	Southern Gateway Team (Children's)	028 3741 5285
Southern Health and Social Care Trust	Adult Safeguarding Gateway Team	028 3756 4423
PSNI	Central Referral Unit	02890259299
National Crime Agency (CEOP)	Child exploitation and Online Protection Team	Immediate risk – 999 Enquiries - 0370 496 7622
Leisure Watch	Central Team	Immediate risk – 999 01912323977

Safeguarding Report Form

**THIS COMPLETED REPORT IS STRICTLY PRIVATE AND CONFIDENTIAL
IT SHOULD BE SENT AS SOON AS POSSIBLE TO THE SAFEGUARDING COORDINATOR**

Please answer all the questions fully

INCIDENT/ DISCLOSURE/ CONCERN LOCATION: _____

NAME OF THE *CHILD/ADULT AT RISK: _____

(AGE): _____

* PARENT, DESIGNATED PARENTAL RESPONSIBILITY OR DESIGNATED CARER'S

FULL NAME: _____

HOME ADDRESS: _____

PHONE NUMBER: _____

Please complete those sections below that are relevant and mark 'not applicable' in those sections that are not relevant

DISCLOSURE/ INCIDENT/ CONCERN

When was the disclosure/concern/incident (dates and times)?

What were the circumstances of the disclosure/incident/concern? (Record factually what happened/ What was said)

What were the events leading to the disclosure/incident/concern?(Background Information)

Were there others present at the time?

Yes _____ No _____ Don't Know _____

If YES, please state who (name and position) and what role they played:

SIGNS

Describe any signs of physical injury/ behavioural changes evident on the child or adult at risk

Has the child or adult at risk alleged that any particular person is the abuser?

(If so , please record the details below)

Did the child or adult at risk (if appropriate) agree to any future course of action?

Was contact made with the parent/guardian/carer? (Name, relationship, Details of conversation)

SIGNATURES

TO BE SIGNED BY THE PERSON REPORTING THE CONCERN

Referred to Social Services (contact name): _____ ref: _____

Referred to PSNI (contact name): _____ ref: _____

Referral Agency Contact Form Completed: YES / NO

Additional Evidence/Records Attached: YES / NO

Signed:

Date:

Received by the Safeguarding Coordinator:

Date:



Referral Agency Recording Form

NAME OF THE *CHILD/ADULT AT RISK: _____

(AGE): _____

PARENT, DESIGNATED PARENTAL RESPONSIBILITY OR DESIGNATED CARER'S
FULL NAME: _____

HOME ADDRESS: _____

AGENCY CONTACTED: _____

DATE: _____ TIME: _____

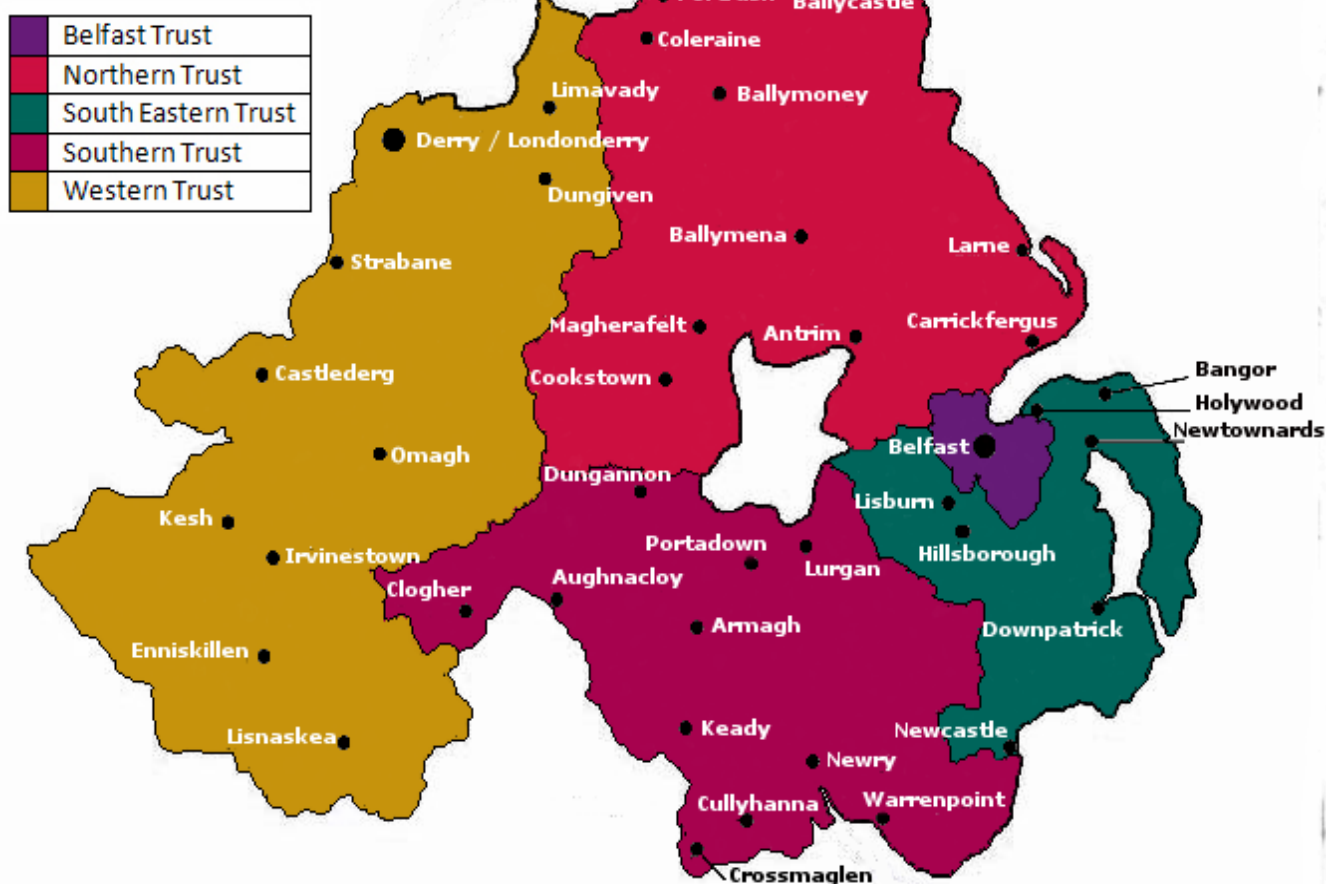
NAME OF PERSON RECEIVING THE REFERRAL: _____

DETAILS OF THE CONVERSATION

[illegible]

Map of the Health and Social Care Trust Areas In Northern Ireland

**Health and Social Care Trusts
in Northern Ireland**



Please note: Responsibility for safeguarding a child/adult at risk lies with the Health and Social Services Trust in which a child/adult at risk is resident. While this may on most occasions be the Southern Health & Social Care Trust area there will be times when children/adults at risk come from other Council and Trust areas. Where a child's/adult's at risk address is unknown or it is unclear referrals in the first instance should be made to Southern Health & Social Care Trust or the PSNI. If a child/adult at risk is known to live in another Trust area, referrals will be to the Senior Social Worker for Family and Childcare in that area.

Table of the Councils Roles, Responsibilities and Contact Details

ROLES	RESPONSIBILITIES	CONTACT DETAILS
Chief Executive Officer	<ul style="list-style-type: none"> • Raise the profile and support implementation of the Safeguarding Policy. • Designate a Safeguarding Champion • Promote the development of initiatives to ensure the protection of children and adults at risk within the Borough. • Allocate resources to enable the Council to meet its responsibilities. • Ensure that Safeguarding is a standing item on the Agenda of the Executive Management Team and other Management Team meetings as appropriate. • Support the development of a Safeguarding Working Group. • Ensure adequate Safeguarding training is provided to all elected members and employees, casual workers etc. • Resolve any inter-agency disputes in the capacity of Executive Lead for the organisation 	<p>☐</p> <p>Roger Wilson Chief Executive</p>
Designated Safeguarding Champion	<ul style="list-style-type: none"> • Promote good practice, make policy recommendations to corporate management • Advise the Executive Management Team of any immediate Safeguarding concerns and report annually via Section 12 Audit to the Safeguarding Board (NI). • Act as a Champion for safeguarding within Council by raising and maintaining awareness about safeguarding in the organisation. • Maintain representation on the Southern Region Safeguarding Panel. • Advise Council in conjunction with the Learning and Development Manager of any safeguarding training needs. 	<p>Mark Parkinson Telephone: 028 3831 2530</p>

	<ul style="list-style-type: none"> • Promote the inclusion of safeguarding in regular facility management teams' agendas. • Provide a link through regular liaison with senior members of the Southern Health and Social Care Trust to participate in any appropriate training and to be aware of new legislation and guidance etc. • Safeguarding Champion or Deputy is a member of the Local Safeguarding Partnerships in the Trust area • Oversee the review of the Safeguarding Policy and Procedures at least every three years. • Establish and act in the role of Chair of Council's Safeguarding Working Group (SWG) • Submit annual progress reports to the Council's Executive Management Team and relevant Committee to ensure that the child and adult at risk Safeguarding Policy requirements are met. 	
Designated Safeguarding Officers	<ul style="list-style-type: none"> • Assist the Safeguarding Champion and advise of any new legislation, guidance or training etc. • Issue operational guidance to employees/casual workers/volunteers/elected members etc. • Receive and record concerns • Monitor the implementation of the Safeguarding Policy and Procedures and specifically to inform the appropriate Statutory agency i.e. Social Services/PSNI within the appropriate Trust area of any concerns about a child or adult at risk • Ensure that any referral made by telephone is confirmed in writing or any documentation relating to concerns to be passed to Social Services or the PSNI • Act as source of advice and assistance on safeguarding matters in Council. • Be a member of the Local Government Safeguarding Network 	<p>Joanne Grattan Tel: 028 38 311681 Mobile: 07885284602</p> <p>Christine Allister Tel: 028 406 60600 Mobile: 07825157560</p> <p>Fidelma McQuade Tel: 028 37529605 Mobile: 07765005923</p> <p>Brenda Snowden Tel: 02840660600 Ext 4457</p> <p>Gary Scott (Safeguarding Coordinator) Tel: 02838311665 Mobile: 07776165792</p>

	<ul style="list-style-type: none"> • Be a member of Council's Safeguarding Working Group (SWG) • Assist with administration of the SWG • Act as a point of contact for safeguarding matters for Council • Communicate Safeguarding Procedures to all employees/casual workers/volunteers/elected members • Responsible for reporting all concerns to the Safeguarding Champion (SWG) • Attend training and development opportunities • Identify & procure training packages relevant to employees/casual workers/volunteers/elected members training needs (i.e. basic awareness for all employees/casual workers/volunteers & elected members and enhanced training for frontline services where appropriate) • Provide advice to employees/casual workers/volunteers/elected members with safeguarding concerns 	
Safeguarding Working Group	<ul style="list-style-type: none"> • Oversee the practical implementation of this policy and to develop/review safeguarding procedures. • Identify safeguarding training needs within services • Develop supplementary safeguarding procedures as they are required • Promote good practice within Council services • Discuss incidents and concerns raised in services to facilitate a Council-wide response if necessary 	Gary Scott Tel: 02838311665 Mobile: 07776165792

Elected Members	<ul style="list-style-type: none"> • Scrutinise Council's Safeguarding Policy and safeguarding reports to relevant Committees. • Responsible for approving any policy amendments. • Undertake relevant training in Safeguarding • Report any concerns regarding the safeguarding of children and adults at risk • Adhere to the "Code of Conduct for Councillors" 	
All Employees, Casual Workers and Volunteers	<ul style="list-style-type: none"> • Report any concerns regarding the safeguarding of children and adults at risk • Undertake relevant training in safeguarding • Familiarise themselves with the Policy requirements/procedures • Where appropriate advise & liaise with relevant Officer to ensure safeguarding is incorporated into the procurement of services and contracts • Regular team meetings, supervision and clear process to enable staff to highlight any potential concerns • Embed safeguarding in risk assessments for activities and events 	

Recruitment, Selection and Vetting

Recruitment Practices

It is important that the Council follows its recruitment policy for employees, casual workers, agency workers and volunteers where there is substantial unsupervised contact with children and adults at risk. The Council operates transparent and clearly defined recruitment and selection procedures in line with legislative requirements and best practice. Thorough procedures help to screen out those who are not suitable to work with children, young people and adults at risk.

AccessNI is a criminal history disclosure service in Northern Ireland. It supplies criminal history information to organisations and individuals on three levels of criminal record check (sometimes called disclosures) the level of checks will be determined at recruitment and the related processes will be managed by the Councils Human Resource Department. An AccessNI Enhanced Disclosure with Barred List Check is required for staff and volunteers in regulated activity (as defined under the SVG (NI) Order 2007 (as amended by the Protection of Freedoms Act 2012)). Therefore, before advertising a post or a volunteering role, Council will decide if it falls into the category of regulated activity.

The Council's recruitment and selection procedures for staff and volunteers include the following:

- Defining the post through clear job descriptions and personnel specifications for staff and clear role descriptions and volunteer specifications for volunteers. These identify the key skills, qualities, abilities and qualifications required to fill the post. The job/role description indicates whether the post constitutes regulated activity under the SVG (NI) Order 2007 (as amended by the Protection of Freedoms Act 2012); or if the post meets the pre-September 2012 definition of regulated activity;
- An open recruitment process
- Completion of an application form/registration form, which will cover past work/volunteering experience.
- Completion of a declaration and consent form. The applicant must declare any past criminal convictions, cautions and bind-overs which are not protected and any cases pending against them. The applicant must provide information on any investigation that has been carried out in relation to child or adult at risk abuse in which they have been the alleged perpetrator. They must also give consent for the relevant level of Access NI Disclosure Check to be requested if they are considered the preferred candidate for a post, and have been conditionally offered the job/role subject to the results of appropriate checks;
- Interview (or meeting in the case of a volunteer) appropriate to the job/role with at least two representatives from Council are present. Photographic identification and, where required, documentary evidence of qualifications and any accredited training should be produced by the candidate at the interview or meeting.

Following a conditional offer of employment/volunteering the following procedures apply:

- Request for two written references, which may be followed up orally as necessary;
- Appropriate checks will be undertaken where required. An Access NI Enhanced Disclosure with Barred List Check will be requested on the preferred candidate if the job/role constitutes regulated activity. Where the post meets the former definition of regulated activity (pre- September 2012) an Enhanced Disclosure without Barred List check will be requested. If required, a registration check with an appropriate Professional Body will also be required;

The Council will ensure that all information relating to recruitment and selection is securely and confidentially stored. Handling and storage of criminal history information complies fully

with Access NI's Code of Practice for the storage, retention and disposal of disclosure information. Copies of The Council's policy on the handling of Access NI information; the security policy regarding disclosure information; and the policy on the recruitment of ex-offenders are available on request.

Management and Supervision of Staff and Volunteers

Effective management of staff and volunteers ensures that everyone in the Council is clear about what we are trying to achieve and what their particular job/role is. The Council wants to prevent harm to the children, young people and adults at risk who engage in our services and the provision of appropriate training and support and supervision of staff and volunteers helps to achieve this. We also want staff and volunteers to feel valued and listened to. Employees, casual workers, agency workers and volunteers who have substantial contact with children and adults at risk should also have regular supervision from line managers where any child/adult at risk safeguarding concerns should be raised and discussed.

The Council's management procedures for staff and volunteers include the following:

- Induction, which covers;
 - The Council's ethos, activities, policies and procedures.
 - The job/role and the staff member/volunteer's area of responsibility.
 - What is expected of staff and volunteers and the boundaries within which they may operate.
 - Staff must receive a copy of the Safeguarding Code of Behaviour upon taking up their post.
 - Identify the support available to the staff member/volunteer.
 - Meeting fellow colleagues and volunteers.

Safeguarding Training Procedures

Armagh City, Banbridge and Craigavon Borough Council, as an employer, is responsible for ensuring that its elected members, employees, casual workers, agency workers and volunteers are competent and confident in carrying out their responsibilities for safeguarding and promoting the welfare of children and adults at risk. Council recognises that in order for elected members, employees, casual workers, agency workers and volunteers to fulfil their duties in line with statutory duties, they will have different training needs which are dependent on their degree of contact with children and/or with adults at risk, their level of responsibility and independence of decision-making. Council takes its responsibility very seriously in order to equip staff with the relevant skills and knowledge to effectively implement adequate safeguarding standards.

Therefore, Council will ensure that:

- **Safeguarding is incorporated into induction training for employees, casual workers, volunteers and elected members**
- **All those in contact or working with children and/or with adults at risk are clear about their responsibilities and the policy and procedures to be followed if they have concerns about a child's/adult's at risk safety or welfare.**
- **All employees working directly with children/adults at risk are appropriately trained in safeguarding and in how to recognise and act on potential signs of abuse and neglect.**
- **Appropriately qualified employees undertaking specialist roles in both children and adult at risk services receive the necessary training.**

Council has a responsibility to ensure that all elected members and employees are given opportunities to attend local courses in safeguarding and promoting the welfare of children and adults at risk, or ensure that safeguarding training is provided.

A live list will be maintained for elected members, employees, casual workers, agency workers and volunteers who require the various levels of safeguarding training. This will ensure that council personnel receive the correct level of training within 6 months of employment and that this is refreshed on a three yearly basis or as their level of responsibility changes.

Training will be provided at three levels:

TYPE	PERSONNEL	FREQUENCY
Safeguarding Introduction and Awareness	ALL STAFF AND MEMBERS	ONCE EVERY 3 YEARS
Full Safeguarding Children and Adults at risk Training	SERVICE STAFF AS REQUIRED (Regulated Posts)	ONCE EVERY 3 YEARS
Full Safeguarding Designated Officer Training	DESIGNATED OFFICERS	ONCE EVERY 3 YEARS

Written records will continue to be maintained for all areas of staff and volunteer management, development and support including records of team meetings, support and supervision, annual appraisal/review, training needs identified and training completed.

Safeguarding Code of Behaviour

It is important for all elected members, employees, casual workers, agency workers and volunteers to have a clear statement as to what appropriate conduct is in relation to any dealings with children and adults at risk.

Underlying principles and philosophy

Council recognises that children and adults at risk should be listened to, taken seriously and have a right to the safe use of Council premises and services. Elected members, employees, casual workers, agency workers and volunteers have both a moral and legal responsibility to protect children and adults at risk through following these procedures and adhering to this policy.

As an organisation Council, through its policies, procedures and dealing with children and adults at risk, will involve them as much as possible (and where appropriate) in decisions that affect them. Council will promote a culture in the organisation where children/adult at risk participation is both encouraged and promoted. As stakeholders the council will endeavour to consult with children and adults at risk and ensure services are suitable to their needs.

It is possible to limit the situations where child, young person and adult of risk of abuse may occur, by promoting good practice and ensuring council run spaces are well managed and maintained. All Council personnel must be familiar with the policy and take an active role in ensuring concerns are reported and recorded.

The guidelines aim to promote positive practice and are examples of care, which should be taken by all while working with children, young people and adults at risk.

Good Practice Guidelines for Elected Members, Employees, Casual Workers, Agency workers and Volunteers

- Respect everyone and create a safe, transparent and positive environment.
- If any form of physical contact is required it should be provided in an open environment and according to appropriate guidelines, i.e. National Governing Body of Sport Guidelines, support organisation (Barnardos, Disability Sport NI, etc.)
- If supervision in open plan changing rooms or similar is required, ensure employees, casual workers, agency workers and volunteers work in pairs and never enter opposite sex changing cubicles.
- With mixed groups, supervision should be by a male and female employee, casual worker or volunteer where possible.
- Everyone must respect the rights and dignity of every person.
- Employees, casual workers and volunteers must place wellbeing and safety of the child, young person or adult at risk above the development of performance.
- All Council personnel must record and report concerns or worries about other elected members, employees, casual workers, agency workers or volunteers to the appropriate person in authority, i.e. Designated Safeguarding Officer.
- Where appropriate line managers and parents must be informed of all incidents and accidents at the earliest opportunity (in line with safeguarding procedures and confidentiality).
- If a child or adult at risk is accidentally injured as a result of anyone's actions, seems distressed in any way, misunderstands or misinterprets something you have done, always report such incidents as soon as possible to another colleague and make a written report.

- If a child, young person or adult at risk arrives at an activity or service showing any signs or symptoms that give you cause for concern you must act appropriately and follow the procedures detailed in this policy.
- Operate within the Council's photography guidance.

Elected Members, Employees, Casual Workers, Agency Workers and Volunteers

Should Never:

- Spend **ANY** time alone with children, young people and adults at risk away from others.
- Take children or adults at risk alone on a car journey, however short.
- Take children or adults at risk to your home.
- Arrange to meet children or adults at risk outside an organised activity or service.
- Engage in rough physical games including horseplay.
- Engage in sexual or provocative games.
- Allow or engage in inappropriate touching of any form.
- Allow children or adults at risk to use inappropriate language unchallenged, or use it yourself.
- Enter a private house when only children are present.
- Ask unnecessary questions about a child's personal details.
- Show favouritism – treat all children equally.
- Make sexually suggestive comments about or to a child, young person or adult at risk, even in fun.
- Request children or adults at risk as a friend on Facebook or any other form of social media or exchange personal telephone numbers.
- Let any allegation a child, young person or adult at risk make be ignored or go unrecorded.
- Do things of a personal nature for children, young people and adults at risk that they can do themselves, e.g. assist in changing (Where assistance is required the Personal and Intimate Care Guidance must be followed and this must only be completed by a someone in a regulated post with an approved Enhanced Access NI Check)
- Share a room with a child, young person or adult at risk whilst on residential
- Leave children unsupervised (when in responsible for supervision)
- Enter areas designated only for the opposite sex.
- Use the internet to access child pornography sites.
- Use a personal device (mobile phone, etc.) to take photographs of children/adults at risk.

N.B. It may sometimes be necessary for employees to do things of a personal nature for children and adults at risk, particularly if they are very young or are disabled. The tasks should only be carried out with the full understanding and consent of the parent/guardian or designated carer in the case of an adult at risk. In an emergency situation that requires this type of help, you should endeavour to have someone present and fully inform the parent/guardian, or designated carer as soon as it is reasonably possible. The type of care given should be recorded on the incident form. In such situations it is important that you are sensitive to the child or adult at risk and undertake personal care tasks with the utmost discretion.

Risk Assessment Guidance

It is the responsibility of each Directorate to carry out related Risk Assessments and Action Plans connected to this policy. Assessing and managing risks to children, young people and adults at risk should be integral to each department's risk management strategy.

Assessment of risk is the process of examining what could possibly cause harm to a child, young person or adult, to the staff or volunteers or any other person in the context of the activities and services of the organisation.

Risk of harm can be posed by actions and inactions in many different situations for example:

- intimidation and other threatening behaviours
- behaviours resulting in injury, neglect, abuse, and exploitation by self or others
- the misuse of drugs or alcohol
- aggression and violence
- suicide or self-harm
- a person's impairment or disability
- accidents for example, participating in an event or activity.

No endeavour or activity, or indeed interaction, is entirely risk free and even with good planning it may be impossible to completely eliminate risks from any activity, service or interaction. However, each Department should have in place risk assessment and management practice to reduce the likelihood of it occurring and to minimise the impacts of abuse by responding effectively when it does occur. For the organisation, the primary aim is to manage the risk of abuse to children, young people and adults at risk by establishing an organisational culture in which the rights of vulnerable groups are fully respected and by putting in place a range of procedures which support that culture. Establishing a culture, which is mindful of and has a 'zero tolerance' of abuse wherever it occurs and whoever causes it, and putting in place robust procedures are all part of an organisation's risk-reducing armoury.

The Council will adopt the following in order to reduce and manage related risks:

- Preventing unsuitable people from joining the organisation through good recruitment and selection practice
- Making staff and volunteers aware of the indicators of vulnerability and risk and the possible signs of abuse and equipping them to respond quickly to concerns about actual, alleged or suspected abuse
- Ensuring that staff and volunteers are properly inducted, trained, supported and supervised in their work with vulnerable groups and the general public
- Ensuring the importance and requirements to complete the necessary documentation are understood organisationally and by staff, volunteers etc
- Ensuring that staff and volunteers know what constitutes acceptable behaviours and good practice and that they are supported when they challenge poor practice
- Promoting a culture of inclusion, transparency and openness throughout the organisation and its services and activities
- Making staff and volunteers aware of how personal information about children and adults at risk should be handled
- Having in place good overall organisational management and practice supported by a range of organisational policies and procedures

RISK REGISTER

All risks and risk-reducing measures are recorded in the form of a Risk Register. A section of this organisation's risk register deals specifically with safeguarding risks and this is kept under regular review. A risk review is carried out annually and additionally during any change management process.

Photography/Video/Audio and Mobile Phone Guidance

This guidance applies to all photographs taken on film or digital camera (including mobile phones) and any form of moving pictures including video and audio recordings (and video streaming or live footage). It should be acknowledged that the great majority of images are appropriate and are taken in good faith; it is a fact that images can be misused and children can be put at risk if common-sense procedures are not observed.

Aim of this Guidance

Through this guidance the Council aims to avoid three potential sources of child abuse:

- The use, adaptation, or copying of images for child abuse, either on the Internet or in print.
- The possible identification of a child when an image is accompanied by significant personal information, which can lead to the child being 'groomed'.
- The identification and locating of children where there are safeguarding concerns.

Such cases would include, for example, children who could be compromised by an image because:

- They are removed from their family for their own safety.
- There are restrictions on their contact with one parent following a parental separation.
- They are a witness in criminal proceedings.

Elected members, employees, casual workers, agency workers and volunteers should be vigilant at all times and any person or persons using cameras (including smart phones) or videos at events or activities which involve children, young people and/or adults at risk (where it is ***practicable and reasonable** to do so) should be approached and asked to either complete a consent form or asked to desist immediately.

Parents/guardians must be informed that photographs/video/audio recordings of the child, young person or adult at risk may be taken during Council Services, activities or events and **Consent Forms** must be signed agreeing to this in advance. This will include information about where the photographs etc. will be used.

It is recommended that the names of children, young people and adults at risk **should not be included in photographs or video/audio footage, unless with the express permission of the parent, those with parental responsibility or designated guardian or carer.**

*For example it would not be deemed "**practicable and reasonable**" at large Signature Events i.e. Christmas Illuminations, Halloween firework displays, etc.

(NB: A copy of a Photography/Video/Audio Consent Form is attached at Appendix 15. Consent Forms must be signed by a parent or an adult with parental responsibility for the child or a designated guardian/carers with respect to an adult at risk).

Photography Equipment Use Signage

Notices **must** be placed throughout all facilities clearly stating that photography and the recording of images of any kind is only allowed with the written authorisation of the Management. Individual services will determine if complete prohibition is required in certain areas.

It will be necessary to ban the use by the **general public** of such equipment in certain areas. These will be determined by service but the following in Leisure Services are typical.

- All changing and toilet areas
- Sports facilities/Team changing facilities
- Health suite/Sauna areas/Steam rooms
- Swimming pools/Fitness suite and gyms
- Aerobic/fitness classes
- Crèches/ Play schemes
- Special events/Concerts/Shows etc.

The individual services will determine the areas in question and photography in such areas will only take place under the strict supervision of a Duty Officer/Line Manager after written permission has been granted. **The member of public will be given a signed letter that must be presented to staff on duty. The letter will be clearly date/day/time bound.**

Official photographers- Sporting Events/ Community Initiatives/Celebrations

In some cases sports clubs/community groups will ask a club member/officer to act as an official photographer for an event and in some cases they may employ a specialist photographer. Their role is to take appropriate photos that celebrate and promote the event/achievements of the participants.

When taking any images they should be directed to:

- Focus on the activity rather than the individual child.
- Include groups of children rather than individuals if possible.
- Ensure all those featured are appropriately dressed.
- Represent the broad range of youngsters participating - boys and girls, children with disabilities, members of minority ethnic communities.
- Screen applicants for their suitability, if applicable Access NI check (just as they would check any other member of staff or volunteer working with children) and then ensure they are familiar with councils safeguarding policies and procedures.
- The official photographer (whether a professional photographer or member of staff) should receive clear instructions, preferably in writing, from the organisers at an early stage.
- They should be provided with a copy of this guidance and a clear brief about what is appropriate in terms of content. Images should not be allowed to be taken outside the activity being covered.

The organisers of the event must determine who will hold the images recorded and what is to be done with them after they have served their purpose.

Event photography for the council's publicity purposes

In most instances it is practical to gain written consent for an individual or small number of people; however, it is not always possible to do so for large groups at public events, public meetings or photo calls on council owned property. As public meetings are held in publicly accessible areas, the council considers that any person in attendance automatically gives their consent to appear in the background of any photography or filming.

The council will however make every effort to make members of the public aware that a photographer is on site for publicity purposes. This will include, where possible, displaying signs at entrances to a venue warning attendees that photography and/or footage will be

taken at the event. Council staff or photographers commissioned by the council should be easily identifiable. The Communications Team will provide the relevant staff member/photographer with a form of identification to be worn whilst on location carrying out photography work. This will enable any person who doesn't wish to be photographed or filmed, the opportunity of taking steps to avoid being included.

Use of Names in photographs or filmed footage

It is recommended that individualised photographs should not be kept or published and certainly not with identifying names as this could lead to a child being approached and placed in a vulnerable position. The only exception to this guidance is where the child's parent or carer provides specific written consent to publishing photographs.

Emergency services personnel, who are on call while using facilities, may be granted blanket approval for mobile phones, etc. via the same application procedure. There will be a general requirement on the person given approval that if any customer complains or expresses concern they must respect the rights of other people and stop taking photographs, filming etc. Appropriate signage will be set out in order to encourage assistance from the general public. They will be encouraged to alert staff of any suspicious activity, particularly where children may be involved and encouraged to report any such incidents at the earliest opportunity to the duty manager/staff member. Leisure Watch training, signage and procedures will also be supportive in ensuring this is upheld and appropriate procedures followed in relation to those who pose a risk to children and adults at risk in public spaces regulated by Council personnel.

Important Points to Note

A photograph is personal data about the person(s) in the picture. You must process that data (photograph) correctly and in adherence with the DPA. Essentially the taking and use of the photograph must be reasonable and necessary. Photographs should only be stored for the purposes they have been captured for, and stored in adherence with DPA.

For example:

If a play scheme needs to display a child's photo in the Office/ folder in order to inform staff of the child's severe dietary allergy, they would be allowed under the DPA. If the area is used by other people (for example, if it is hired out to third parties at evenings or weekends), then the photo must be removed at the end of the play scheme session, ensuring that the processing of the data is fair, and that people who should not see the photo do not.

In relation to consent it is essential that:

- For children under 18 this must be a parent/person with parental responsibility.
- For persons of any age without capacity this must be from the person who has the power to make decisions on their behalf.
- That the photographs must not be distributed or released to third parties, unless a valid data sharing request or a subject access request is made.

See Appendix 16 for consent form in relation to photography where Council officers are working in partnership with school, youth groups, community organisations, etc. This form should only be used in circumstances where it is not feasible to obtain consent from parents/guardians directly but the partner organisation has previously obtained approval, i.e. one-day events, workshops, etc.

Photography/Video/Audio Consent Form

Armagh City, Banbridge and Craigavon Borough Council takes the publication and distribution of personal information (including images) very seriously. We would never knowingly use an image of your child without your prior consent. We would be grateful if you could give us your consent to your child being photographed or filmed by completing your contact details and signing below. These images will be used in order to promote the work of the Council and its partners with the public through the mediums of advertising, marketing, public relations and digital communications. This may also result in images being issued to the Media/Press for publicity purposes only. The Media may print the details of your child's first name, surname and/or school/club/activity which the photograph has been taken to promote.

Armagh City, Banbridge and Craigavon Borough Council will take all steps to ensure images taken are used solely for the purposes they are intended. If you become aware that the images which you consented to are being used inappropriately you should inform the Council's Event Organiser immediately.

Consent Information:

To be completed by Parent/Guardian/carer (please tick boxes below):

<input type="checkbox"/>	I consent to the Council photographing or filming the named person Individuals Name _____ Age: _____
<input type="checkbox"/>	I understand that photographs / filming taken will be used to promote the work of the Council through various mediums of marketing and communications and may be featured in the media <input type="checkbox"/>Yes <input type="checkbox"/>No
<input type="checkbox"/>	I also consent for the photographs / filming to be used in digital communications eg. social media sites and websites run by ABC Council <input type="checkbox"/>Yes <input type="checkbox"/>No
<input type="checkbox"/>	I can confirm that I have read and agree to the above guidance

Signature of Parent/Guardian/carer:	
Print Name of Parent/Guardian/carer:	
Date:	

Armagh City, Banbridge and Craigavon Borough Council Use only

Date photo/video/audio was taken
Event.....
Venue/Location.....
Photographer.....
Brief Description of images/footage/recording for identification purposes:
.....
.....
.....
Photograph Reference.....

Photography/Video/Audio Consent Form (Groups)

Armagh City, Banbridge and Craigavon Borough Council takes the publication and distribution of personal information (including images) very seriously. Council would never knowingly use images of children without receiving prior consent.

Council uses images/videos/audio in order to promote the work of the Council and its partners with the public through the mediums of advertising, marketing, public relations and digital communications. This may also result in images being issued to the Media/Press for publicity purposes only. The Media may print the details of the children's first name, surname and/or school/club/activity which the photograph has been taken to promote.

As the organisation with supervisory responsibility Council require a signature from a member of staff in order to give consent for images to be taken and used by Council for this event/activity.

Consent Information:

To be completed by Group leader:

Consent has been obtained from the parent/guardians of the children and young people who are being photographed or filmed in the named group:

Name _____ Age Range: _____

I understand that photographs/videos/audio will be used to promote the work of the Council through various mediums of marketing and communications and may be featured in the media ☐ Yes ☐ No

All those captured in the images/videos have given consent for their images to be used by organisations other than the school, youth group, etc. ☐ Yes ☐ No

Council has permission to use these images/videos to publicise the following:

Project/Event: _____ **Date:** _____

Signature of Group Leader:	
Job title:	
Date:	
Signature of Council Officer:	

Best Practice Ratios and Supervision

It is essential that anyone who has a responsibility for planning or delivering activities for children and young people, work within the following good practice guidelines. It is important to ensure that, in planning activities for children and young people, consideration is given to providing an appropriate staffing/supervision ratio of adults to participants. The reasons for this are as follows:

- To minimise any risks to participants
- To enhance the outcomes for children participating in the activity
- To reassure parents/carers
- To provide protection for those responsible for providing, funding or commissioning the activity in the event of concerns or incidents arising.

Key considerations:

Due to the number of potential variables, it is not possible to recommend “one size fits all” guidance to cover all activities involving children and young people. There are, however, a number of **key considerations** that are recommended as good practice. It is the responsibility of those planning or providing sessions/activities to ensure the suitability of those running the activity. This includes:

- being appropriately qualified for their role and the activity
- being subject to a safe recruitment process, including criminal records checks for eligible roles
- having insurance appropriate to their activity
- signing up to comply with a code of practice
- understanding their responsibility to safeguard children

What factors inform appropriate supervision ratios?

Whatever the recommended ratio of adults to participants is, **a minimum of two adults should be present**. This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the activity (e.g. in the event of one participant requiring the attention of an adult during the activity following an accident).

In the planning of all activities, and regardless of any other assessments that may be required (for example of equipment or for Health and Safety purposes), a risk assessment should be undertaken which specifically informs decision-making about appropriate supervision levels. Key factors to assess include:

- Ages of children
- Additional supervision/support needs of some or all participants (for example due to disability/ age/ behaviour/ nature of the group)
- Competence/experience of participants for the specific activity
- Nature of activity and the participants (for example swimming sessions may require higher levels of supervision than an art or drama class)
- Nature of the venue - whether closed (e.g. a swimming pool) or open (e.g. parkland); private and exclusive to the group or open and accessible to the public); and what types of equipment children may have access to.

Recommended minimum supervision ratios

While the risk assessment may well indicate the need for an enhanced level of supervision and staffing for a particular activity, the following table shows recommended adult to child ratios. These are based on Ofsted guidelines and would be suitable for most organisations working with children and young people.

Remember that regardless of the overall ratio a minimum number of two supervisors is recommended.

Child/Young Person's Age	Number of Adults	Number of Children
0 – 2	1	3
2 – 3	1	4
4 – 8	1	6
9 – 12	1	8
13 – 18	1	10

For sports coaching guidelines the governing body of each sport should be followed in terms of best practice.

It is essential that council personnel have considered all variables when organising activities and events in order to ensure they have clear rationale for determining the number of staff required. This should be outlined clearly in the planning documents and the risk assessments. Staff should be adequately trained and aware of all relevant reporting procedures should an incident/ disclosure/ accident arise while on duty.

Best Practice Supervision

- When staff have sole responsibility for children and young people during an event or activity (i.e. play schemes, coaching sessions) it is essential that a registration form is completed for every child.
- Staff should then ensure that they have access to all relevant contact details during sessions and when out on trips.
- Attendance lists and regular head counts must be completed for every session so staff are aware of the number of young people who they are responsible for.
- A trip register must be completed for every trip so as staff have access to emergency contact details if required.
- Buddy systems should be used to manage toilet breaks and when going on trips to ensure that children are never in a position when they are completely on their own.
- With large groups of children and young people staff should split them into smaller cluster groups and identify a leader to manage each group.
- When on bus journeys or moving around venues staff should disperse themselves among the group to ensure adequate levels of supervision.
- Staff must be vigilant during sports and activities to ensure safe and appropriate play at all times.

Procedure for Missing Children

Armagh City, Banbridge and Craigavon Borough Council has the highest regard for the safety of the children in our care. Staff will always be extremely aware of the potential for children to go missing. Even when all precautions are properly observed, emergencies can still arise therefore Council understand the need to have procedure in place to ensure staff are equipped to deal with all eventualities.

If for any reason a Leader cannot account for a child's whereabouts **within a facility** the following procedure will be activated:

1. The rest of the team must be informed that the child is missing.
2. A thorough search of the entire premises will commence.
3. All leaders will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
4. Leaders will conduct a search of the area surrounding the premises
5. All Leaders will be extra vigilant to any potentially suspicious behaviour or persons in and around the facility.
6. If after 5 minutes of thorough searching the child is still missing, the Leaders will contact the child's parents to establish if the child has returned home.
7. If the child has not returned home Leaders will immediately inform the police.
8. Leaders must inform the Safeguarding Coordinator if a child has gone missing.

If a child goes missing during a trip or an outing the Leaders must inform the police right away.

The Senior Leader will be responsible for meeting the police and the missing child's parents. The Senior Leader will co-ordinate any actions instructed by the police, and attempt to comfort and reassure the parents.

Once the incident is resolved, the Senior Leader and all other relevant staff will review relevant policies and procedures and implement any necessary changes.

All incidents of children going missing will be recorded on a Safeguarding Recording Form (Appendix 6) and sent to the Safeguarding coordinator.

You must call 999 in an emergency situation to alert the police (Complete Appendix 7).

E-Safety

Understandably, with use of mobile phones, text messaging, e-mail and other forms of electronic communication becoming common place, these methods of communicating have become a feature of all settings and environments. There is evidence of the use of mobile phones and other electronic communication for the purposes of abuse by those in positions of trust and the general public.

Council advises against the use of mobile phones and other forms of electronic communication for the purposes outlined below. Council recognises that mobile phones have a valuable role to play in ensuring the safety and welfare of all council personnel and the general public, particularly when an emergency occurs.

However, the use of mobile phones by coaches/play leaders during practical delivery, for the general purposes of either making or receiving calls, sending or receiving messages is considered to be unsafe and inappropriate conduct. The primary responsibility of the staff member must be the supervision and safety of the participants that they coach and the provision of a structured, quality coaching experience.

Interactive social media technology has revolutionised the way that people connect and interact. Facebook, Twitter, blogs, instant messaging and photo and video exchange sites are increasingly popular, and provide an opportunity for people to connect. However the use of social networking sites also introduces a range of potential safeguarding risks.

E-safety checklist

1. Understand the safety aspects including what is acceptable and unacceptable behaviour when using digital technology such as social networking sites (e.g. Twitter and Facebook), mobile phones, game consoles and the internet.
2. When engaging with digital technology/social networking companies (e.g. Facebook, Twitter) it is important to ensure that they adhere to relevant legislation and good practice guidelines.
3. Review existing safeguarding and social media policies and procedures to ensure that online safeguarding issues are fully integrated
 - reporting online concerns about possible abuse
 - reporting other breaches of terms.
4. Ensure that adequate privacy settings are in place either restricting or allowing access to photos, personal information, comments about others, friends and followers.
5. **Do not share or exchange personal information such as phone numbers, social media accounts with members of the public.** Always remember you are in your work environment and a professional distance should be maintained.

Consent and Registration Guidance

Children and Young people

Obtaining consent before providing services to children and young people is both a fundamental part of good practice and a legal requirement. When engaging children and young people in our services it is essential to obtain the consent of the person/s with parental responsibility.

The *Children Act 1989* sets out who has parental responsibility and these include:

- The child's parents if married to each other at the time of conception or birth;
- The child's mother, and the father if his name is registered on the birth certificate
- The child's legally appointed guardian – appointed either by a court or by a parent with parental responsibility in the event of their own death;
- A person in whose favour a court has made a residence order concerning the child;
- A local authority designated in a care order in respect of the child (but not where the child is being looked after under section 20 of the *Children Act*, also known as being 'accommodated' or in 'voluntary care');
- A local authority or other authorised person who holds an emergency protection order in respect of the child.

The following factors must be considered:

- Ensure parents/guardians understand the nature of the activity
- Ensure that any reasonably foreseeable consequences of the child's participation are understood (expected behaviour/terms and conditions)
- Provide parents/guardians with information about the ethos of the organisation in relation to safeguarding and participation

It is essential that for all activities/schemes where Council personnel will act in loco parentis consent is received from parents/carers prior to children and young people participating.

Registration forms must be completed fully by a person who has parental responsibility for the child. The purpose of registration is to ensure that staff who have sole responsibility for children and young people for a period of time (coaching sessions, play schemes, art classes, etc.) have all the relevant information to best care for and meet the needs of each individual. It also forms part of Councils risk assessment processes as staff are aware of any precautions they need to take in relation to allergies, etc.

Exceptions - One off activity sessions and large events where the parents/guardians are present do not require a registration form to be completed as the child/young person is under their observation and care. However if photos were to be taken the "Photography/Video/Audio and Mobile Phone Guidance" must be adhered to.

Adults at Risk

While it is not for Council Personnel to make a decision about whether an adult lacks capacity, it is important that you have an understanding of the notion of capacity when engaging adults at risk. Capacity refers to an individual's ability to make a decision or take a particular action for themselves at a particular time, even if they are able to make other decisions. For example, they may be able to make small decisions about everyday matters such as what to wear, what activity to participate in but they lack the capacity to make more complex decisions about financial matters.

Armagh City, Banbridge & Craigavon Borough Council Registration Pack for Children and Young People

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Armagh City, Banbridge and Craigavon Borough Council (The Council) recognises its legal and moral responsibilities to keep children and young people safe. The Council is committed to the creation and maintenance of a safe and secure environment for all those who use its facilities and amenities and to maintaining best practice when working with children and young people. We welcome registrations for children of all abilities and make reasonable adjustments in consultation with persons with parental responsibility where appropriate. It is important to note that we are unable to offer specialist support to individual children. This pack provides detailed information of what you need to know to enable children and young people to participate safely and enjoyably in all we have to offer. Within this pack is a standardised registration form which needs to be completed for every child – these details are used to facilitate programmes and activities on offer and to ensure safety at all times. The Council has a duty of care for the welfare, safety and protection of all children and young people using our services. This will be carried out via the implementation of the safeguarding policy which aims to ensure a safe and supportive environment is provided.

OUR SAFEGUARDING POLICY

The purpose of the safeguarding policy is to protect children, young people and adults at risk and to identify clear reporting procedures on the action to be taken where abuse or neglect is disclosed, observed or suspected. The overriding concern of all Council personnel must be the care, welfare and safety of the child/young person.

DEALING WITH SAFEGUARDING CONCERNS/DISCLOSURES

If a safeguarding issue or disclosure should arise, the following guidelines will be adhered to:

- The leader will listen and assure the child that they will try to help them.
- The leader will NOT promise to keep the information a secret as they will have to escalate as appropriate.
- The leader will record the incident on the Safeguarding Incident Report Form and report to the Safeguarding Coordinator or a Designated Officer
- The Safeguarding Coordinator/Designated Safeguarding Officer will engage the appropriate processes and liaise with the relevant authorities.
- Where there is immediate risk the PSNI and HSCT will be contacted.

STAFFING AND VOLUNTEERS

The Council will deliver the following good practice guidelines:

- All staff working with children will be recruited and vetted appropriately.
- All staff working with children will be appropriately trained.

To minimise risks to children in our care, appropriate Adults/Child ratios as outlined in the Council's Safeguarding Policy will be maintained for both on and off site activities. Staff and volunteers must adhere to the Code of Behaviour outlined in mandatory training/induction which dictates appropriate behaviour towards children and young people.

REGISTRATION AND CONSENT

To ensure the well-being of every child attending our schemes, parents and guardians are required to complete a registration form. This form provides us with important information about your child and provides your consent for them to attend and participate in activities. All information contained in this form will be held in confidence in line with the Council's Data Protection Policy.

Information required for registration is as follows:

- Name, address and D.O.B
- Emergency contact information.
- Health details such as medical conditions, allergies and medication to be taken.
- Any other special information about your child we need to know in order to cater to their needs.
- Consent from parents/guardians/carers for children to attend trips, participate in activities, etc.

It is important for parents/guardians/carers to disclose all information about each child.

If a child has any special requirements, we will discuss this with parents/guardians/ carers in advance. This will allow us to plan/manage activities, and make reasonable adjustments should they be required. Daily registration is recorded in order that each child's attendance is noted for health and safety reasons and, so that, we know exactly how many children are present at any given time. Similarly, on trips a register is taken of all the children attending and head counts take place regularly throughout the duration of the trip.

CODE OF CONDUCT

Good Practice including positive reinforcement will always be used by staff in the delivery of activities. At the beginning of each activity/scheme, staff will bring the children together to develop and agree a code of behaviour. Unacceptable behaviour will not be tolerated and will be challenged. Such behaviour includes dangerous horseplay, bullying of any form, verbal abuse, including racist, sexist, homophobic and sectarian language as well as consistent disruption of activities. In the event of unacceptable behaviour, sanctions may be applied. Unacceptable behaviour applies equally to children, staff, volunteers and parents and guardians. If the behaviour does not improve after these sanctions have been applied this may result in parents/guardians being asked to withdraw their child from the activity/scheme.

PROMOTING POSITIVE BEHAVIOUR

Council staff and volunteers will endeavour to promote positive behaviour and ensure that young people are listened to and supported to engage in all activities. Contained within the Council Safeguarding policy is a Code of Behaviour for staff, but it is also important that boundaries and expectations are in place for young people.

It is the aim of the Council to deal with unacceptable behaviour in a constructive, consultative manner with the children/parents/guardians/carers. Staff deal with unacceptable behaviour as it happens and in accordance with the anti-bullying and managing challenging behaviour guidelines. The leader will clearly explain to the child why the behaviour is unacceptable and explain the consequences/sanctions. Parents and guardians will be contacted by the

activity/scheme leader and consulted to help diffuse the behaviour. If unacceptable behaviour continues sanctions will be further explained to the child and the parents/ guardians/ carers will be notified. Management of unacceptable behaviours will be discussed at team meetings, to ensure a consistent approach.

OTHER IMPORTANT INFORMATION

CHILDREN REQUIRING MEDICATION

Wherever possible, children who are prescribed medication should receive their dose at home. However, if a child must complete a course of medication during the activity/scheme, parents are required to complete a '*Request for storage and administration of medicine form*' prior to any medication being given (available from the activity/scheme leader). All medicines must be provided by the parent/carer in the **GP/hospital/pharmacist's original container clearly labelled with the contents, child's name, dosage and timing of administration, date of issue and expiry**. The medication must be given to the activity/scheme leader by the parent/guardian and it is the responsibility of the parent/guardian to collect the medicine at the end of each day. Staff are not allowed to administer 'over the counter medicine' which has not been prescribed - such as Calpol etc. In some instances, however, if your child has been advised by the hospital/doctor to take specific over-the-counter medicines, a pharmacist must label this type of medicine for your child, showing their name, dosage etc., to allow us to use it. Again, the same procedure as above applies, that a parent must also sign a written consent form before we can administer this type of medicine.

Parents/ Carers should be aware there is no contractual obligation for Council staff to administer medication and staff will have the right to refuse to administer any medicine.

SUN HATS AND SUNSCREEN

On hot, sunny days, please ensure that your child brings a sun hat (clearly marked with their name). Sunscreen should be applied before the children arrive each day, should reapplication be necessary, parents/guardians/carers should supply sun cream for this purpose. Children will be supervised if reapplication is necessary. Children need to be able to apply their own sunscreen.

COATS/CLOTHING

Please ensure that your child brings a coat (clearly marked with their name) every day and has the appropriate footwear. **Football strips, items of clothing or emblems, which may cause offence to participants of the scheme, must not be worn.**

ARRIVAL AND COLLECTION

Children must not arrive any earlier than 15 minutes prior to the commencement of each session and must be collected promptly at the end of each session. Children must not leave the scheme unless the scheme play leader has been informed in writing in advance by the parent/guardian. It is up to parents to arrange suitable means of transportation for children to and from the activities/schemes.

MOBILE PHONES/ELECTRONIC EQUIPMENT

Children do not require mobile phones and electronic equipment at activities/schemes. Contact between children and parents/guardians/carers or vice versa can be made via the scheme leader. This will also help ensure no unauthorised photographs of the activity/scheme or young people emerge. The Council will not be responsible for any devices lost or stolen. If

children do bring devices to the scheme they must be warned that they are not permitted to take any videos or photographs at any time.

SWIMMING

Please ensure your child brings swimming gear on the appropriate day. Children need to be able to dry and dress themselves after swimming activities. Children who wish to swim must be over 8 years of age and must be competent and confident in the water on their own.

MONEY AND FOOD

The Council will not be responsible for any monies lost or stolen. If food is not provided in the activity/scheme please ensure children have their own lunch, snacks and drinks with them. If food is provided it is your responsibility to ensure staff are notified of any allergies or dietary requirements.

SAFEGUARDING CONTACT DETAILS

If you have any concerns about your own child or another child the contact details and organisations who can offer support and guidance are contained in the table below:

Organisation	Unit	Contact details
Health and Social Care Trust	Regional Centralised Out of Hours Service for NI	02895049999 (5pm-8am Mon-Thurs/ Fri 5pm – Mon 8am)
Southern Health and Social Care Trust	Southern Children's Gateway Team	028 3741 5285
PSNI	Central Referral Unit	02890259299
NSPCC	Child Safeguarding Helpline	0808 800 5000
Childline	Helpline	0800 1111
Armagh, Banbridge and Craigavon Borough Council	Gary Scott Safeguarding Coordinator	07776 165 792
Armagh, Banbridge and Craigavon Borough Council	Joanne Grattan Designated Officer	028 38311681 07885284602

Child Protection Court Orders or Exclusions

To ensure the safety of children and young people we should be informed of any court order or exclusion of a named adult/s who should not be in contact with a specific young person. By signing the registration form, the person with parental responsibility indicates that no such order exists. However if one does exist, the appropriate form should be obtained by the play scheme manager and completed.

Children and Young People's Registration Form

Child's full name: Date of Birth:

Home Address

.....

Name of Parent / Carer.....Relationship to child:

Home Tel: Mobile Tel.....

Email address:.....

Alternative Emergency Contact: Name:

Relationship to ChildContact Number:.....

Known Medical Needs/ Medication: Please detail if your child has any medical condition, disability, behavioural/ learning difficulty or is taking any medication we should know about**

.....

.....

Signed.....Date.....

Medical Emergency Permission: In the event of a medical emergency I consent to my child being treated by medical emergency services. If no, then please state alternative arrangements.

Please tick the box to declare that you agree to the following:

- ☐ I consent to my child going swimming
- ☐ I consent to my child going on the trips which may involve travelling on a bus
- ☐ I consent to my child being photographed
- ☐ I consent to my child walking to and from the scheme (must be over 10)
- ☐ I will inform the play scheme leader of any changes of relevant contact number given
- ☐ I will inform the play scheme leader of any changes to my child's medication or needs that could affect their participation

I hereby consent for my child to take part in the (insert activity/ scheme name) according to the terms and conditions outlined.

I confirm that the information given is correct, and I promise to contact the play scheme leader as soon as any of the details change.

Signature of parent/ carer:Date.....

Storage and Administration of Medicine Guidance

Children with medical needs have the same rights of admission to council activities and schemes as other children. Most children will at some time have short term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children however have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with well-controlled epilepsy or cystic fibrosis. Others may require medicines in particular circumstances, such as children with severe allergies who may need an adrenaline injection. Children with severe asthma may have a need for daily inhalers and additional doses during an attack. Most children with medical needs are able to attend school regularly and can take part in normal activities, sometimes with some support. However, staff may need to take extra care in supervising some activities to make sure that these children, and others, are not put at risk.

Wherever possible, children who are prescribed medication should receive their dose at home. However, if a child must complete a course of medication during the activity/scheme, parents/guardians are required to complete a '*Request for storage and administration of medicine form*' prior to any medication being given. All medicines must be provided by the parent/guardian in the **GP/hospital/pharmacist's original container clearly labelled with the contents, child's name, dosage and timing of administration, date of issue and expiry**. The medication must be received at the beginning of each session from the parent/guardian and it is the responsibility of the parent/guardian to collect the medicine at the end of each day. Staff are not allowed to administer 'over the counter medicine' which has not been prescribed - such as Calpol etc. In some instances, however, if a child has been advised by the hospital/doctor to take specific over-the-counter medicines, a pharmacist must label this type of medicine for the child, showing their name, dosage etc., to allow it to be used during the activity/ scheme. Again, the same procedure as above applies, that a parent must also sign a written consent form before we can administer this type of medicine. These forms must be kept in a confidential folder and only authorised staff must have access to the information.

Medication will never be given without the prior written request of the parent, which will include frequency, dosage, any potential side effects and any other pertinent information.

First Aid trained staff will be designated to administer medication or witness self-administration for each individual child concerned. They will also be responsible for ensuring that:

- Prior consent is arranged.
- All necessary details are recorded on the consent form and signed by the Parent.
- The medication is properly labelled with the child's name, date, the type of medicine and the dosage medication must also be safely stored and out of reach of other children.
- Another Leader must act as witness to ensure the correct dosage is given.

If for any reason the child refuses to take their medication, staff will not attempt to force them to do so but will notify parents/carers at their earliest convenience. Where children carry their own medication i.e. inhalers or insulin then the medication should be stored by Leaders until it is needed to minimise the possible loss of medication and to ensure the safety of other children (under 10s).

Request for Storage and Administration of Medicine Form

Details of the child

Surname:	Forename(s):
Date of Birth:	Condition or Illness:

Medication

Name/ Type of Medication (as described on the container)	
Length of the course of the medication	
Date Dispensed (Label must be clear and evident)	
Full Directions for Use	
Dosage	
Expiry Date	
Times to be administered	
Any Special Precautions/ Instructions	
Procedures to be taken in an emergency (if applicable)	

Inhaler (additional information)

Times to be administered			
No. of Puffs		No. of Breaths per Puff	

Contact Information

Name	Daytime Telephone Number
Relationship to Child	Mobile No.

I hereby give my consent for a play leader to administer the above medicine to the above named child.

Signature..... Date.....

ATTENDANCE RECORD

Date/Time: _____ Coach/Venue: _____

All participants completing the attendance record agree they have the appropriate consent to take part in this session/event/programme.

	Participant Name		Participant Name
1		41	
2		42	
3		43	
4		44	
5		45	
6		46	
7		47	
8		48	
9		49	
10		50	
11		51	
12		52	
13		53	
14		54	
15		55	
16		56	
17		57	
18		58	
19		59	
20		60	
21		61	
22		62	
23		63	
24		64	
25		65	
26		66	
27		67	
28		68	
29		69	
30		70	
31		71	
32		72	
33		73	
34		74	
35		75	
36		76	
37		77	
38		78	
39		79	
40		80	

Were there any Safeguarding concerns during this session? YES / NO

If YES - Details of Concern (including details of all persons involved and circumstances/context of incident or concern, time/date and detail of any injuries):

[illegible]

Where relevant were the parents/ guardians contacted? YES / NO

If **YES** - Name and contact details of person informed: _____

If **NO** – Details of reason why they were not informed: _____

Date/Time reported to the Community Sports Development Officer: _____

Date/Time Safeguarding Report Form completed: _____

Any other concerns or incidents of note?

[illegible]

TRIP REGISTER
Date: **Venue:**

Staff: **Activity:**

	Child's Name	Contact Name	Contact Number	Additional Info
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

	Child's Name	Contact Name	Contact Number	Additional Info
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				
41				
42				
43				
44				
45				
46				
47				
48				
48				
50				
51				
52				
53				

Guidance for Intimate and Personal Care

Intimate care encompasses areas of personal care which most people usually carry out for themselves but some people are unable to do so because of an impairment or disability. Very young and disabled children might require help with eating and drinking or other aspects of personal care such as washing, dressing, toileting, changing nappies and sanitary pads.

Where there is the need for a clinical procedure such as changing colostomy or ileostomy bags, managing catheters or other appliances the staff member must be appropriately trained in order for children and young people with acute conditions to be adequately supported and their needs fully met whilst engaging within Council services. Reasonable adjustments should be made in order to create an inclusive environment for all. Where highly specialised care is required it is in the best interests of safeguarding the child that a consideration is made as to whether the service or environment is suitable to meet their specific needs and deliver a high standard of care.

Principles

The following principles underpin the intimate and personal care provision and show be adhered to:

- Disabled children and young people should be able to participate in all aspects of community life and staff and carers should be able to carry out intimate care procedures in a variety of settings
- Children requiring intimate and personal care must be treated with sensitivity and respect so their experience is positive and in accordance with their age, background, ethnicity, need, ability and communication skills.
- Disabled children and young people can have a greater vulnerability to abuse and so their need to be safeguarded is fundamental.
- As far as possible the child should be able to exercise choice, be encouraged to develop personal safety skills and to enhance their self-esteem and be encouraged to assist in carrying out aspects of intimate care.

These principles are put in to practice by the following guidelines:

- Allow the child where possible to choose who provides their care
- Allow the child a choice in the sequence of care
- Ensuring privacy appropriate to the child's age and situation
- Allowing the child to care for his/herself as far as possible
- Being aware of and responsive to the child's reactions and emotions

Best Practice Guidelines

Support workers who provide intimate and personal care are in a position of great trust and responsibility. Therefore, the following guidelines should be adhered to in order to ensure best practice:

- Get to know the child and be familiar with their methods of communication and routines (discuss this with the parent/carers if appropriate)
- Always speak to the child personally by name so as they are aware they are the focus and their opinion is valued.

- Ensure the child's modesty is respected and protected
- Agree with the child and their family the appropriate terminology for the private parts of their body and functions.
- Always speak to older children in a way that reflects their age
- Be shown how to undertake/trained in the care activity by the parent/guardian (This relationship is fundamental).
- Ensure an agreement has been obtained from those with parental responsibility and knowledge of the tasks required.
- Attend to the safety and comfort of the child/young person and ensure they are always treated with dignity and respect.
- Where possible enable activities for intimate and personal care to offer opportunities for the individual's personal development and choice.
- Encourage children and young people to become aware of and value their own bodies and extend their personal skills and communication.
- Wherever possible ensure intimate care for children up to 12 is carried out by a support worker of the same gender.
- Ensure intimate care for teenagers is **always** carried out by a support worker of the same gender.
- Ensure religious and cultural values of children and their families are taken into account.
- Always keep records which note a child's response to intimate care and any changes in behaviour.

Managing Challenging Behaviour

Disruptive or challenging behaviour can be a frustration for many whose role involves contact with children and young people. Poor behaviour is a barrier to engagement and can easily threaten the health and wellbeing of the individual and others in contact with them. Below outlines four basic approaches to improve and manage behaviour:

Rules and procedures

Environments where children and young people come together are more orderly places when rules are clearly stated and children perform even better when rules have been negotiated, discussed and justified.

Here are steps to improving rules and procedures:

- Create rules and express them positively. It shouldn't just be a list of don'ts
- Justify rules and rehearse them! "because I say so" is not a persuasive justification
- Discuss rules with the group. Explain their purpose, i.e. to create a safe environment, to ensure we all have fun
- Negotiate with the young people to get commitment (create a contract/code of conduct). Ask for suggestions and remember to justify and compromise. Make a poster and get everyone to agree to it and sign up! This can be used to regularly review the rules together and decide whether everyone is adhering to what was agreed.
- Encourage children to devise rules and take ownership of them
- Remind everyone of any relevant rules before a potentially disruptive or boisterous activity, going on a trip, etc. This kind of response can drastically reduce inappropriate behaviour
- Encourage and develop team working (team rules for success) Remind everyone to consider their own needs/safety and that of others.
- Regularly get children to self-assess their own behaviour set against the rules.

Relationships

Relationships are fundamental to engaging children and young people in activities and developing mutual trust and respect. Below are some ways to ensure that relationship building supports the development of a

1. Meet and greet children and young people when they arrive. Get off to a good start.
2. When they do something positive, compliment them. A lot of inappropriate behaviour is attention seeking.
3. Show you care. Smile, ask for their opinion, make time for them and remove distractions re: mobile phones and focus your attention, comment on genuine effort or achievement.
4. Be fair.
5. Problem solve together. What's going on here? What can we do about this?
6. Build a sense of team and group work.
7. Be flexible.
8. Use humour with great care. What you might think is light may be damaging to the relationship, especially to children who may not understand sarcasm.
9. Check for understanding, reinforce learning goals and expectations.
10. Be a good role model by acting in the way that you want them to behave.

Interventions

A proactive approach to improving behaviour is usually much more effective. Remember managing behaviour is not just about responding to inappropriate behaviour. It is about creating conditions that encourage positive actions.

Try the following approaches:

- Remind everyone of the rules before activities take place
- Reinforce appropriate behaviour and compliment it.
- Encourage children to self-assess their behaviour
- Use individual and group rewards. To receive these, there needs to be very clear success criteria
- Create an inclusive environment
- Sanctions: what's important is the consistency and fairness of the sanction. Its success is also dependent on the assertiveness in which it is given.

Promoting Positive Behaviour

All young people have the right to positive experiences and opportunities for learning, growth and development. It is important for the staff that all young people feel safe, comfortable and able to participate in activities that support them to reach their full potential. The purpose of this guidance is to introduce a positive behaviour system to ensure issues around behaviours are dealt with safely and appropriately.

Expectations of Young People:

- Care for yourself
- Care for others
- Care for staff
- Look after the environment and the equipment
- Get involved
- Join in
- Achieve

Expectations of staff:

- Show commitment to all young people
- Be a positive role model
- Provide a good range of positive activities and programmes
- Build positive relationships with young people and parents
- Keep young people safe
- Help young people to learn from experiences
- Praise and encourage young people
- Follow the Council's policies and procedures

In order to achieve these expectations it is key that young people develop positive behaviours and are rewarded for their efforts. However, when young people choose to engage in behaviours that are unacceptable the following will be used.

Yellow and Red Card System

1. Before a card is given a staff member will speak to the young person giving the young person an opportunity to change their behaviour/s.
2. If the unacceptable behaviour continues a yellow card will be issued and the Senior Leader will be informed. At this stage the parent or legal guardian will be contacted.
3. A red card will be given if there is no improvement in behaviour.

Once the red card is issued the following will take place:

- The young people will be informed that a red card has been issued.
- The parent or legal guardian will be contacted and informed of their behaviour in the centre and asked to meet with the leader-in-charge to decide the way forward.
- In extreme cases this may result in time off from future session/s.

The following are examples of unacceptable behaviours:

- Not following instructions from staff
- Swearing
- Making personal statements that upsets others
- Misusing the equipment
- Use of personal electronic devices and or mobile phones to take photos or videos
- Leaving the activity without permission

Through continued co-operation from parents/legal guardians and young people the Council staff are committed to creating a safe environment and positive learning experiences for all young people.

Through completing registration parents or legal guardians are accepting this agreement.

Suspensions and Exclusions of Children

Persistent unacceptable behaviour from a child will result in the following:

Suspension

- Only in the event of an extremely serious or dangerous incident will a child be suspended from a scheme/activity with immediate effect. In such circumstances, the child's parent will be contacted and may be asked to collect their child, even if the child normally leaves on their own.
- After an immediate suspension has taken place, the Leader will arrange a meeting with the child concerned and their parents to discuss the incident and decide if/when it will be possible for them to return to the scheme/activity.
- Suspensions should be consistent, fair and proportionate to the behaviour concerned. In setting such a sanction, consideration is given to the child's age and maturity. Any other relevant information about the child and their situation will also be considered.
- Leaders should always keep parents informed about behaviour management issues relating to their child and attempt to work with them to tackle the causes of disruptive or unacceptable behaviour.

- No Leaders may impose a suspension from the scheme/activity without prior discussion with the senior member of staff.
- When a suspension is over and before a child is allowed to return to the scheme/activity there will be a discussion between Senior Leader, the child and their parent/guardian, setting out the conditions of their return.
- The information that is relevant from this meeting should then be disseminated to the rest of the staff team in order to ensure they implement a consistent and fair approach when the child returns to the provision. Staff will not discuss personal information given by parent/guardians with other members of staff, except where it affects planning for the child's needs.

Exclusion

- In an extreme situation whereby all strategies and other attempts to address persistent unacceptable behaviour have been unsuccessful, schemes/activities have the right to permanently exclude a child. This right will only be exercised where absolutely necessary, but will be done so whereby the duty of care provided to other children and users of the scheme/activity as well as where Council property is unduly compromised by irresolvable, unacceptable behaviour.

Guidance for Council Staff on How to Deal with Bullying Between Children and Young People

Definition of Bullying

Bullying can be defined as repeated aggression be it verbal, psychological or physical conducted by an individual or group against others. Bullying and harassment should be prevented by anticipation of an occurrence and having a planned course of action.

It includes behaviour such as teasing, taunting, threatening, and hitting and extortion by one or more children against a victim. A bully operates using secrecy, threats and fear. Bullying can therefore only survive in an environment where the victim does not feel able to tell someone who can help or in a situation where it is not safe to do so. Each case of bullying must be dealt with as soon as the symptoms are apparent or bullying is suspected.

Types of Bullying

Bullying can occur in a number of ways and in various forms. Traditionally bullying would take place where the opportunity arises for a bully to meet a victim face to face – e.g. in a changing room, going to or from venues/home, travelling on a bus, the street. This afforded a victim the opportunity to escape situations where they may be vulnerable. Unfortunately today the technological advance has meant that people are much more accessible through the use of mobile phones, email, social networking sites, etc. Bullying may be not be initially instigated within our provision/ facilities however if we are presented with a scenario where we feel a young person may be intimidated, isolated or at risk of or being subjected to physical or emotional distress then it is essential that we challenge this and put in place strategies to combat it.

Recognising the Signs of Bullying

The following indicators are possible warning signs that a young person might be the subject of bullying:

- Reluctance to come to a venue or take part in activities.
- Physical signs (unexplained bruises, scratches, or damage to belongings)
- Stress-caused illness – headaches, and stomach aches which seem unexplained
- Fearful behaviour (fear of being alone, going via different routes to and from facilities, asking to be driven)
- Frequent loss of, or shortage of, money with vague explanations
- Having few friends
- Changes in behaviour (withdrawn, stammering, moody, irritable, upset, distressed)
- Not eating/over eating
- Attempting suicide or hinting at suicide
- Anxiety (shown by nail-biting, fearfulness, tics)

What We Can Do?

Bullying is not an accepted behaviour towards anyone whether they are a child, employee, elected member or parent. Anyone found to be bullying must be challenged and the victim supported to continue to engage in the activities/provision. The possibility of people being bullied should be discussed openly within the programme/activity and all young people and staff informed of both the Councils' views on bullying and ways in which bullying can be

prevented/stopped. It should be emphasised that anyone can be the victim of bullying and that being or feeling bullied is not a sign of weakness. When bullying occurs it is essential that staff know what steps to take in order to ensure the issue is addressed and that they feel supported and equipped to challenge the behaviour or incident/s. Council personnel must be vigilant and work together in order to recognize and prevent bullying behaviour.

All young people should be given the time and the opportunity to say how they are being bullied and reassured that they were right to tell someone. The staff should keep the young person informed of the proposed action and to take the young person's feelings into account where possible. The child's parents should be informed and guided as to how the bullying will be dealt with. Where bullying behaviour is observed by council employees it is essential that it is challenged in a safe and constructive way. Staff should ask the perpetrator/s to stop in an assertive manner and highlight that they will be directed to leave the activity/ premises if they do not and that their parents/guardians will be informed.

Dealing with Bullying

The environment for children to raise issues of bullying must be encouraged and so staff need to ensure children are aware of how to raise issues. In order to try and resolve bullying it is best practice where possible to bring all parties together under adult supervision to discuss what has happened. This affords the bully the chance to understand the destructive nature of their behaviour without apportioning blame directly.

If there is no resolution advice should be sought from the Safeguarding Coordinator and the possibility of resolving the matter through a complaints process must be considered. It is important to provide support for any child who is a victim of bullying and obtain the cooperation of parents to help with preventative measures; bullying should never be ignored or left for someone to take the law into their own hands.

Steps to help deal with Bullying Issues

Step 1 –Talk to the victim

If you find that there has been an incident of bullying, first talk to the victim. At this stage find out who was involved, what exactly happened and how the victim is feeling.

Step 2 – Talk to the perpetrator/s

Talk to all those involved; this should include some witnesses, those who joined in and those who initiated the bullying. Ensure the severity of the topic is understood by all. Speak only of the hurt caused in general terms with no reference to the victim. To evoke empathy ask questions like: How would you feel if you were treated that way? Would you like it done to you?

Step 3 – Explain the problem/consequences

The distress being suffered as a result of the bullying incident is explained. At this stage the details of the incident or the allocation of the blame is not discussed. Explain the feelings of loneliness, feeling left out, rejected, laughed at.

Try asking questions:

- Would they like it if it happened to them?
- Someone here in this group was bullied by someone within the group; what could we do to see it does not happen again?

Staff should inform those involved of the implications of bullying behaviour and that their parents/guardians will have to be informed. Explain what controls may have to be introduced to prevent further incidents. This could range less free time, removal from certain activities/games, a time of absence i.e. less opportunity to interact which will make it difficult for the bullying behaviour to continue.

Step 4 – Decide on a solution

At this stage the group is encouraged to suggest ways that would make a victim feel happier and how to prevent bullying. All positive responses are noted. Use phrases “if it were you” to encourage a response. Listen to all suggestions and note them. Once the problem has been identified, solutions suggested, the problem is now handed over to the group/individual to decide on how best they would like to sort the problem. Everyone must agree to comply.

The parents of all the children involved should be informed of what has occurred and the steps staff will put in place to prevent it happening again. Staff may also wish to speak to the Safeguarding Co-ordinator in relation to sign-posting to organisations that can offer support and help to those involved in or subjected to bullying.

Step 5 – Continue to monitor the behaviour of those involved

Discuss how things are going and have there been other incidents. This allows for continual monitoring and also keeps everyone involved in the process. Again enforce the idea of looking after each other at regular intervals to ensure it is known that bullying or intimidating behaviour will not be tolerated.

Who Should Deal with Bullying?

Dealing with bullying behaviour which occurs in the public environments is the responsibility of all elected members, council employees and volunteers. More extreme forms of bullying can be defined as criminal behaviour and so would be considered a serious safeguarding issue. Incidents that may be regarded as physical or emotional abuse should be reported to the Health Services Executive/Health and Social Care Trust or the PSNI. The designated safeguarding officer should be notified and will consult informally with the statutory authorities if any concerns arise.

Guidance for Residential Activities

When a council facilitates or organises a residential or overnight stay for children and young people the following standards must be adhered to:

- Firstly a thorough risk assessment must be completed.
- The leaders **must** have obtained full Access NI. They should also have attended an approved safeguarding course.
- If the group contains male and female members then the escorting adults must include at least one man and one woman.
- The leaders should also have undergone some first aid training in order to be in a position to deal with any incidents which could occur, and must be in a position to deal with any bullying or harassment on the part of the young people in the group.
- If there are any such serious incidents, the group leaders should not be afraid to contact the parent/guardians and send those involved home.
- No adult should ever share a room with an individual child.
- The method of transportation must be clear to all and the timings of arrival and departure clearly agreed before the event with parents/guardians informed.
- Medical consent forms for each young person must be collected that include relevant medical and dietary information. These **must** be completed and signed by those with parental responsibilities before the event. If such form is not completed and given to the leader before the event begins, the young person cannot attend.
- Parents/guardians must receive a copy of the Senior Leaders contact details and an itinerary prior to the event taking place.
- No young person should sleep in a room on their own whilst on residential.
- Young people must be made aware that there should be no sexual activity whilst on residential.
- Leader ratios must be adhered to and individual risk assessments done where necessary.
- Leaders must ensure the young people are of a similar age and grouped appropriately in line with preventative safeguarding standards i.e. to nurture innocence and prevent exposure to inappropriate content/language, etc.

Role Specific

- The different roles of the adults attending the residential event should be made clear to ensure appropriate and continuous supervision and care for the group.

Codes of Conduct and Discipline

- The Code of Conduct for all council personnel must be adhered to. This exists not only to safeguard the children but to protect the staff on the residential.
- Codes of Conduct for children and young people are very important. The adults involved on the residential event must have developed these in partnership with the group to ensure that the children have been informed of the expectations prior to attending the event.
- The adults supervising the residential event must ensure that the children behave in a reasonable manner and must use appropriate sanctions if the child's behaviour is not acceptable.

Dealing with Unwell and Upset Children

- If a child in your care is ill or upset, as a concerned adult, you would express sympathy.
- If the adult has knowledge of an existing condition the parents should also have given instructions as to the appropriate treatment and these instructions must be followed.

- If there is no prior knowledge then the necessary first aid procedures should be followed including gaining medical assistance and if the situation warrants it alert the parent/guardian to come to the child. Always inform the parent/guardian of what is happening and document the action taken on an incident report form.
- If more than one child is ill with the same symptoms medical advice may be required.
- If the child is upset or possibly homesick, then the adult should talk to the child, discuss the reason for the distress and attempt to discover ways in which to allay the concerns.
- In some situations it could be necessary to allow the child a short conversation with the parent after first alerting the parent to the need for such contact and deciding whether it would enhance or reduce the child's upset.

Substance Abuse

- Substance abuse by any adult, child or young person while on residential is not allowed
- Young people may not possess or consume alcohol, illegal or performance enhancing drugs, or smoke on the residential event.
- Any adult abusing any substance whilst working at the residential event, whether waged or a volunteer could be subject to disciplinary action and would be asked to leave.

Transportation

- It should be made clear that, it is the responsibility of the parents, and not the organisation, to transport their child to and from the nominated meeting point. If the parents make arrangements between themselves, this is a private arrangement and at the parents' discretion.
- If the organisation formally arranges transport then children and young people must always be accompanied by leaders on the bus e.g. mini-buses, coaches, people carriers, etc.
- Drivers must have a valid driving license and the appropriate insurance must be in place.
- The vehicle must be suitable for the number of passengers and have operational safety belts and appropriate child car seats.
- When Council will hire a coach from a reputable commercial coach company, it is entitled to assume the company properly maintains and insures the vehicles and employs properly licensed drivers.
- In the event of a late collection of children, coaches and volunteers should attempt to contact the parents, wait with child, preferably in the company of others. Parents should be notified by the organisation of their responsibility to collect their child promptly.

Guidance for Users of Council Facilities

Groups/individuals hiring Council facilities must provide, at the time of application, an up-to-date Safeguarding Policy. The Council Policy can be adapted by the potential hirer if they do not have a relevant policy. Council prefer that hirers have their own policy as its evidence to a proactive approach to the issues related to prevention and protection. All hirers are responsible for conducting their pre-employment checks, where appropriate, and any related training for their staff.

The requirements also relates to contractors, sub-contractors, groups working as part of a Council Sponsored Events as well as Franchisees or similar in any council outlet.

The responsibilities of the group leader/organisation are as follows:

- The group leader or organisation who has made the booking must accept responsibility for the general conduct, well-being and safeguarding of the group they are responsible for. This means they must be adequately supervised and directed of appropriate behaviour within the facility.
- At no time must children be left unattended in an area.
- Dangerous and inappropriate behaviour must be challenged and dealt with effectively.
- Must ensure that no photos of children and young people are taken without consent from the parent/legal guardian.
- Must have in place adequate insurance and Access NI checks for groups who work with children and adults at risk.
- Must have in place risk assessment procedures.
- Must operate a “buddy system” for children under 10 years of age when going to the toilet.

Protocol for Sports Clubs/Coaches

Any sports club or organisations that operate within council facilities must follow the guidance and policies laid out by the governing body to which they are affiliated. Best practice must be followed and all relevant checks in place prior to coaches and volunteers having contact with children and adults at risk. The NSPCC Child Protection in Sport Unit (CPSU) is committed to advising and supporting sports organisations in this important work and these standards will provide clubs with the confidence to safeguard children in their care, for further information go to www.cpsu.org.uk.

If a sports club is operating without an umbrella organisation governing their policy an individualised policy must contain the following:

- Clear procedures in place in respect of safeguarding, which provide step-by-step guidance on what action to take if there are concerns about a child or adults at risks’ safety or welfare.
- The procedures are available to all (including parents/carers) and actively promoted on joining organisation.
- At a national level child protection procedures are consistent with *the Safeguarding board for NI* (SBNI) standards. At a local level there is a need to be aware of local arrangements and relevant contacts.
- There is a designated person/s with clearly defined role and responsibilities in relation to child protection, which are appropriate to the level at which he/she operates.
- All staff in regulated posts are Access NI Checked.

- There is a process for recording incidents, concerns and referrals and storing these securely in compliance with relevant legislation.
- There is a process for dealing with complaints by parents/carers and by young people about unacceptable and/or abusive behaviour towards children, with clear timescales for resolving the complaint.
- There is guidance on confidentiality and information sharing.

In the absence of their own safeguarding policy a sports club must adopt the Council's policy and comply with all procedures relevant to their setting and needs.

Protocol for Birthday Parties

The adult making the booking for the party is responsible for:

- The general conduct, well-being and safeguarding of the group. This means all children must be adequately supervised and directed of appropriate behaviour within the facility.
- Must operate a "buddy system" for children under 10 years of age when going to the toilet.
- Must challenge dangerous and inappropriate behaviour effectively to ensure it does not continue.
- Obtaining Council approval to take photos during the event.
- Obtaining consent from all of the parents/guardians of the children who attend the party.
- Must ensure that no unauthorised images of children are created during the event.
- Ensure that they have contact details for the parents/guardians of the young people attending.
- Take responsibility for any facilitators they have in during the party, i.e. magicians, face-painters and ensure they are supervised at all times when in the party setting.

GRANTS

All Departments awarding or facilitating grants should ensure that the recipients, where applicable, have in place, full Safeguarding Policies (children and adults at risk) along with all relevant up to date procedures.

CHILD PERFORMANCE LICENCES

The Education Authority issues performance licences in respect of children (babies up to children of compulsory school leaving age) who live in Northern Ireland and propose to engage in public performances in Northern Ireland. If as part of the hire of Council facilities, any child (up to and including 16 years of age) is involved in any public performance then they need a licence issued by the Education Authority.

If you think this may apply to you while at our venue, please contact: ceet@eani.org.uk (to ensure compliance with the law)

Further information can be found at: <http://www.eani.org.uk/i-want-to/apply-for-child-employment-children-in-entertainment-and-chaperone-applications/>

CODE OF CONDUCT FOR USERS OF FACILITIES

The use of arts, cultural, recreational and leisure facilities brings members of the public, including children and adults at risk into contact with each other. In areas such as swimming pools, concert halls, changing rooms or other activities where there is contact between users and children and adults at risk sharing the same facility. These areas present the opportunity in which acts of abuse to children and adults at risk may take place through selecting targets, grooming children; etc, and as a result high vigilance is required to monitor such areas.

Furthermore in these circumstances where people come together in social interaction situations, to this end it is vital that there be in place a set of rules to guide members of the public when sharing facilities with children and adults at risk; raising their awareness of safeguarding issues and the standard of behaviour which Council expects of them towards vulnerable groups in such circumstances. Such a code presents staff with guidance as to what is acceptable and what is unacceptable behaviour in Council facilities and allows them to deal more effectively with instances of poor or bad behaviour on the part of members of the public when the need arises.

This Code should be displayed in all Council facilities and will be enforced by all members of staff. User groups should be made aware of these and ensure they operate in a way that is in-keeping with best practice safeguarding standards. At all times users should be aware of the presence of children and adults at risk and we would ask that they adhere to the following basic rules for the safety and enjoyment of all users of our facilities. The Council anticipates and expects all users to have maximum enjoyment of these facilities. In order to do so it is necessary that all users have mutual respect for their fellow users and the staff who are there to assist them in their use. To this end all members of the public using these facilities must be made aware of the following:

- ☐ Treat each other with respect
- ☐ Show consideration for others using the facilities
- ☐ Treat the facilities provided with due care and respect
- ☐ Provide an example of good conduct that you wish others to follow
- ☐ Refrain from any behaviour that involves racism, sexism, sectarianism and bullying and in addition report any instances of such behaviour to council staff
- ☐ At all times you should be aware of the presence of children and adults at risk and the appropriateness of your language and behaviour towards them
- ☐ Everyone must adhere to the photography guidance outlined and obtain consent for any photos of others (Consent in this instance means not only the consent of Council but also parental/guardian consent being obtained)
- ☐ At all times we would ask adult users to act with proper decorum in dressing rooms, toilets etc.
- ☐ At all times we would ask users to refrain from using vulgar or abusive language or language of a sexual nature including innuendo whilst in the presence of or within earshot of children
- ☐ Users should also refrain from horseplay whilst using council facilities
- ☐ Inappropriate behaviour should be reported to council staff and escalated as appropriate
- ☐ All users of council facilities should ensure they do not litter and dispose of all waste appropriately

Any person contravening this code will be asked to leave the premises or facility and may be refused admission on future occasions.

APPLICATION FOR EXTENDED HIRE FORM

Please complete all sections in BLOCK CAPITALS



Name of Club, School or Organisation _____

Contact Name _____	2 nd Contact Name _____
Address _____	Address _____
Town/Postcode _____	Town/Postcode _____
Tel: Mobile: _____	Tel: _____ Mobile: _____

Type of Event or Proposed Use _____

Your Leisure Pass Membership No. (if appropriate) _____

BOOKING DETAILS ADULT ☐ JUVENILE ☐ (Please Tick)Proposed Method of Payment (Tick one box) Invoice ☐ Pay on Day ☐

Any special equipment or arrangement you require _____

Day/Date of First Booking	Start Time	Finish Time	Facilities Required	Last Date (if series)	Max No Participants

Please indicate any dates not required (if known) _____

Please Note:

- ☐ Customers selecting to pay on the day **must** do so at the beginning of their session.
- ☐ Charges will still apply if a booking is cancelled with insufficient notice given. (Min. 24hours notice required for cancellation).
- ☐ Invoices **must** be paid within 30 days of issue or bookings **will** be cancelled.
- ☐ All hirers who have an extended hire must re-apply on annual basis and extended hire bookings will be granted on a first come first serve basis regardless of previous history. The hirer must complete the conditions of hire form in **full**. Forms that are not completed in full will **NOT** be processed and may result in the timeslot being allocated to another hirer.
- ☐ When your form has been received and processed we will send you confirmation with details of all your booking dates for your records.
 - I have read and I accept the "Terms and Conditions of Single Event/Function Hire and/or Extended Hire of Facilities".
- ☐ No bookings will be confirmed until all relevant safeguarding documents have been produced, if applicable.

Signed _____ Date _____

EXTENDED HIRE/BOOKING REQUIREMENTS CHECKLIST

(A) PUBLIC LIABILITY INSURANCE

Any organisation hiring our facilities on an extended hire basis may be required to have their own public liability insurance. A copy of the insurance certificate needs to be attached to this form for your application to be considered. You may be Public Liability insured under your affiliation to your Governing Body, if so please state, and provide documented proof.

Copy of public liability insurance certificate (or proof of PL insurance from Governing Body) enclosed ☐

If appropriate please state amount of cover £ _____

(B) SAFEGUARDING POLICY

ONLY FILL OUT THIS SECTION IF YOUR ORGANISATION WILL BE FACILITATING CHILDREN UNDER 18 YEARS OF AGE &/OR ADULTS AT RISK

To hire our facilities on an extended basis it is mandatory that if your organisation is working with individuals Under 18 years of age or adults at risk, they have an acceptable Safeguarding Policy in place and submit this with the application. Alternatively organisation can sign up to the Councils Safeguarding policy and accept and apply the standards of care outlined until an organisational specific policy is submitted.

(Please tick one option)

Organisation's Own Safeguarding Protection ☐

Policy Signed up to ABC Safeguarding Policy ☐

Council can offer a 2 hour training course on Safeguarding Awareness – Please enquire at Reception

(C) ACCESS NI CHECKS

ONLY REQUIRED IF YOUR ORGANISATION WILL BE FACILITATING CHILDREN UNDER 18 YEARS OF AGE & ADULTS AT RISK

Access NI checks have been completed for all adults associated with the club/organisation, who will work with children/ adults at risk on a regular basis.

YES ☐

NO ☐

(D) COACHING AND INSTRUCTION

- CERTIFIED QUALIFICATION AND/OR GOVERNING BODY CERTIFICATE

To hire our facilities on an extended let basis it is mandatory that your organisation submits a current (last 24 months) letter or certification from their governing body stating that all activity **coaches/instructors** being used for the identified activity are registered and authorised/qualified to deliver this service. Please identify which is applicable below.

Registered certifications for all coaches/instructors ☐

OR

Letter/certification from governing body ☐

(E) Child Performance Licence

As part of your hire of our facilities if your group/organisation will, at any stage during the hire, be Using our facility to conduct performances involving children performing to the public you confirm that you have obtained a performance licence in respect of the children.



The Education Authority issues performance licenses in respect of children (babies up to children of compulsory school leaving age) who live in Northern Ireland and propose to engage in public performances in Northern Ireland, whether amateur or professional and may include drama, music, song or dance. The performance license must be obtained in advance of the performance.

If you are unsure and think this may apply to you while at our venue, please contact : ceet@eani.org.uk (to ensure compliance with the law)

Further information can be found at: <http://www.eani.org.uk/i-want-to/apply-for-child-employment-children-in-entertainment-and-chaperone-applications/>

Extended Let Child & Adult at Risk Safeguarding Form

1. Name of Individual
2. Name of Organisation.....
3. Address.....
-
4. Work Number Mobile Number.....

I confirm that

I have read Armagh City, Banbridge and Craigavon Borough Council Safeguarding Policy and acknowledge my understanding of the following:

- ☐ Aims of the policy
- ☐ Code of Conduct.
- ☐ Reporting Guidelines.
- ☐ Inappropriate Behaviour
- ☐ Indicators of abuse

I ensure that when hiring space from ABC Council I will only use my position for work purposes and understand that I am responsible for:

- Consent form individuals under my supervision for any photographs or recording of moving images taken within these facilities.
- Alerting the appropriate members of staff prior to anyone taking photos or recording moving images in Council facilities.
- Displaying the appropriate authorisation and identity badges when taking photos or recording moving images in Council facilities.
- Ensuring that the supervision of individuals involved in my organisation/group is adequate and appropriate at all times
- Acting in a professional manner at all times and will avoid putting myself in a potentially vulnerable situation by ensuring an adult is present at all times.

Signed: _____

Print name: _____ Date: _____

Leisurewatch Guidance

Leisurewatch is an annual membership scheme which includes training for your frontline staff and managers, on-site signage and branding, a thorough assessment of the site to gauge risk, a reporting system linked directly to the Police, and mystery visits to test the resilience of the systems in place.

The Council will implement the key elements of Leisurewatch as follows:

- Training for at least 80% of frontline staff, consisting of a three hour workshop to help them identify, assess, and manage sex offender risk
- A site audit examining physical, design and security issues that enable potential offenders to operate more easily on your premises
- The establishment of an official protocol with the Police whereby concerns recorded by staff will be reported to, and acted upon where appropriate by the Public Protection Unit of your local constabulary
- Training for site managers to co-ordinate contact with the Police, to manage the risk presented by sex offenders and create safer working environment
- Provision of on-site signage and other branding materials to demonstrate that your site is a member of the scheme, helping to deter potential offenders and reassure the public
- Regular mystery visits with follow-up advice and support to check implementation of the scheme and ensure that Leisurewatch protection is effective
- Newsletters and regular briefings from TDI on key issues and changes in legislation of which your staff must be aware.
- A top-up training session during the first membership year for new employees, ensuring that the majority of frontline staff are trained.

Safeguarding and Leisurewatch

One of the questions often asked by both people considering the Leisurewatch scheme and by established members is 'What is the difference between safeguarding and Leisurewatch?' Being able to distinguish the two is important in deciding when to make a Leisurewatch referral, and when to follow your own internal safeguarding procedures.

Safeguarding is about preventing the physical, mental or emotional abuse of a child or adult at risk and about promoting their well-being. Every organisation which comes into contact with children and adults at risk will have policies in place to prevent harm and to act on concerns. These will ultimately involve referring concerns to the Social Services department of the Local Authority who act to protect the individual who is at risk. Council will provide staff with training to enable them to identify the signs of harm and to understand what they should do next.

Leisurewatch is about preventing sexual offending, primarily of children and adults at risk but also of adults more generally. It is different from safeguarding because of its focus on sexual harm. It refers concerns to the local Police, who act to protect the public in general, rather than a specific individual.

Examples of safeguarding concerns would include cases where a child or adult at risk (such as an adult with a disability or who is cared for by someone) shows signs of physical violence, has told a member of staff that they are being hurt by someone, or

appears to be neglected by those who should be looking after them. In these cases, you should refer to your internal safeguarding policy and reporting procedures.

Examples of Leisurewatch concerns would include cases where a known offender is seeking to use your site, people without children are regularly turning up when children are using the site, or people are trying to use cameras or camera phones in places they are not permitted.

If you are ever in any doubt over whether you should make a Leisurewatch referral, or whether you should be using your own internal safeguarding procedures please contact the facility manager or Safeguarding Coordinator for further guidance.

LEISUREWATCH REFERRALS

All concerns/incidents/disclosures that take place within facilities where there is a sexual element must be processed via the Leisurewatch system. The online referral must be completed as soon as possible.

- **Where there is immediate risk – call 999 immediately**
- **In addition to the Leisurewatch referral form the Safeguarding Report Form (Appendix 6) should also be completed and forwarded together with the Leisurewatch documentation (online or written reports) to the safeguarding Coordinator**
- **Any actions/advice given should also be recorded on a third-party contact recording form (Appendix 7).**

For more information visit: <http://www.tdi.org.uk/leisurewatch/>

Contact details for Leisurewatch are as follows:

T: 0191 2323 977

F: 0191 2323 803

E: info@tdi.org.

HOW TO MAKE A LEISUREWATCH REFERRAL

Has an actual crime been committed? If yes, then phone the Police.

Remember, if you witness a crime being committed or a high-risk situation ring the police immediately, using either the non-emergency number 101 or the emergency number 999. When time permits, please send us the information in a referral form and we will log it 'for info only'.

If no crime has been committed but the behaviour is concerning, then make a Leisurewatch referral. To achieve this there are 2 formats available to you:

- Online in the Members' section of our website <http://www.tdi.org.uk/join-leisurewatch/>. For detailed instructions on how to do this, see (1) below.
- Using the PDF form. The latest version can be found in the 'Downloads' section of the Members' section of our website <http://www.tdi.org.uk/join-leisurewatch/>. For detailed instructions on how to do this, see (2) below.

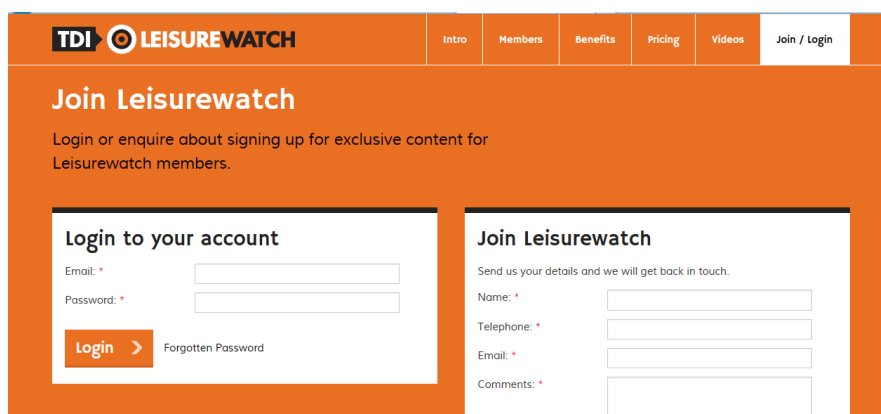
A referral should be made as soon after the incident occurs as possible, in order to retain as much detail as possible. If you are informed of an incident days after it happened, please

still make the referral. This type of 'soft intelligence' is still useful to the Police and can help them identify individuals.

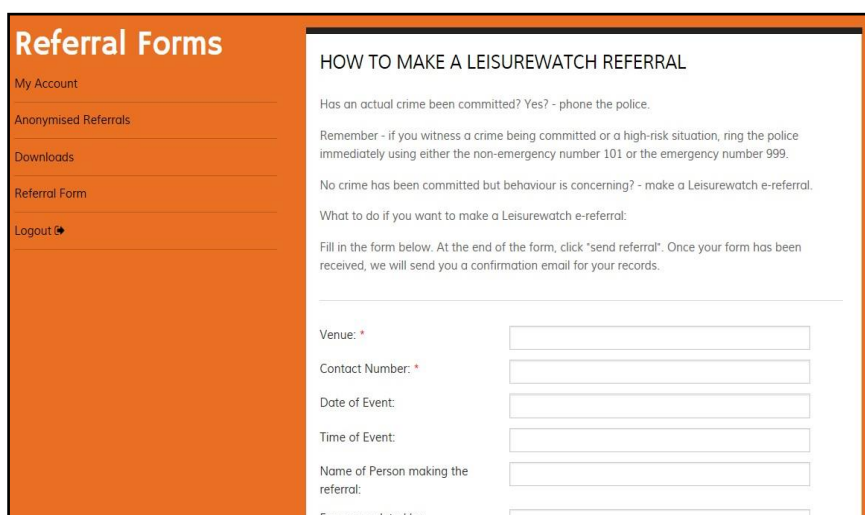
Under no circumstances are personal details (name, address, etc.) to be included in the referral form – either of the person/people giving concern or the victim/s. Simply tick or complete the boxes which confirm you have retained these personal details on site. This conforms to current Data Protection Policies and the Police will contact you directly for this information.

1. Online referral:

In order to access this form you must have submitted a Membership Information Form with your log-in and password. This can be done very quickly if you haven't already done so.

The screenshot shows the top navigation bar of the Leisurewatch website with links for Intro, Members, Benefits, Pricing, Videos, and Join / Login. Below the navigation bar is a large orange banner with the text "Join Leisurewatch" and "Login or enquire about signing up for exclusive content for Leisurewatch members." There are two white boxes on the banner. The left box is titled "Login to your account" and contains fields for Email (marked with a red asterisk) and Password (marked with a red asterisk), a "Login" button with a right arrow, and a "Forgotten Password" link. The right box is titled "Join Leisurewatch" and contains a text input field for Name (marked with a red asterisk), a text input field for Telephone (marked with a red asterisk), a text input field for Email (marked with a red asterisk), and a text input field for Comments (marked with a red asterisk).

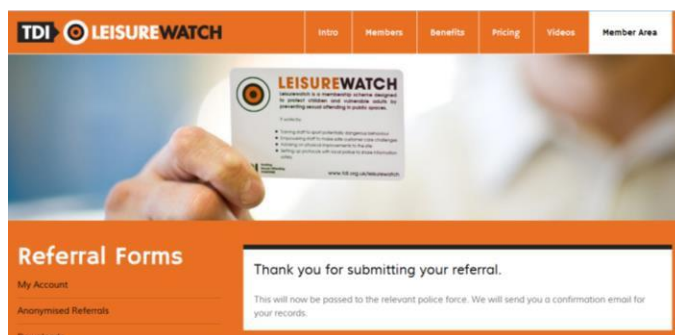
The initial boxes on the form will automatically fill up with the details held on your membership form. **Fields with a red * must be completed.**

The screenshot shows the "Referral Forms" page. On the left is a sidebar with a navigation menu containing "My Account", "Anonymised Referrals", "Downloads", "Referral Form", and "Logout" with a dropdown arrow. The main content area is titled "HOW TO MAKE A LEISUREWATCH REFERRAL" and contains the following text: "Has an actual crime been committed? Yes? - phone the police.", "Remember - if you witness a crime being committed or a high-risk situation, ring the police immediately using either the non-emergency number 101 or the emergency number 999.", "No crime has been committed but behaviour is concerning? - make a Leisurewatch e-referral.", "What to do if you want to make a Leisurewatch e-referral:", "Fill in the form below. At the end of the form, click 'send referral'. Once your form has been received, we will send you a confirmation email for your records." Below the text are several text input fields: "Venue: *" (marked with a red asterisk), "Contact Number: *" (marked with a red asterisk), "Date of Event:", "Time of Event:", "Name of Person making the referral:", and "Form completed by:". Each field has a corresponding text input box.

The form will then be forwarded to your local Police Public Protection Unit via Leisurewatch and a member of our staff will email you, confirming receipt of your referral and attaching a copy which you should put in the Leisurewatch lever-arch file for future reference.

You may choose, at this point, to take a number of screen shots of the form, in case there are problems sending it (some of our members firewalls prevent sending due to the forms contents e.g. sexual words).

N.B. When you press the send button on the bottom of the form, you will receive this message:



If you do not receive this confirmation window, please contact us as the form hasn't completed or been sent to us.

We will confirm receipt of your referral within two working days, enclosing a copy for you to save in your Leisurewatch file. If you haven't heard from us by then, please contact us by phone to ensure we've received your form.

2. Using the PDF referral form. The latest version can be found in the 'Downloads' section of the Members' section of our website <http://www.tdi.org.uk/join-leisurewatch/>. **OR** ring our office on 0191 2323 977 and we will send you one by email.

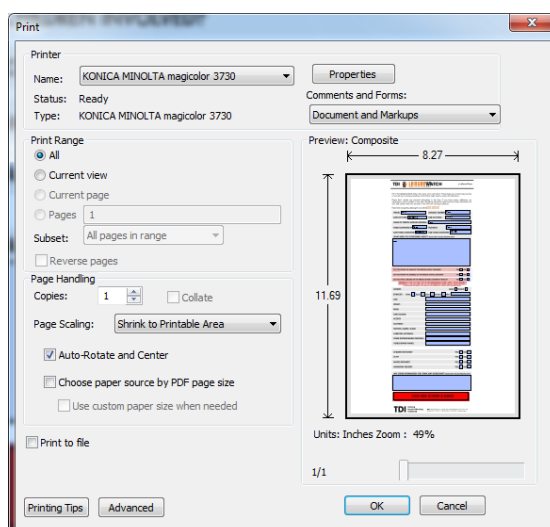
Under no circumstances are personal details (name, address etc) to be included in the referral form – either of the person/people giving concern or the victim/s. If the form you are using has a box that asks for these details – you are using an out of date form. Please download the latest version of the form before proceeding.

Fields bordered in red must be completed. When you have completed the form, you can press the red button at the bottom to print and send the form:

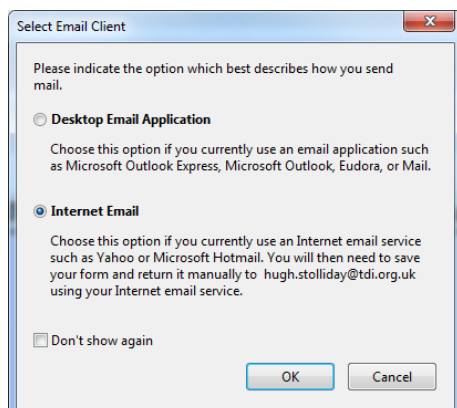


On clicking this button, a copy will automatically print off for you to file.

Or, if you have multiple printers, you will be presented with the 'Print options' box, select your printer and OK.

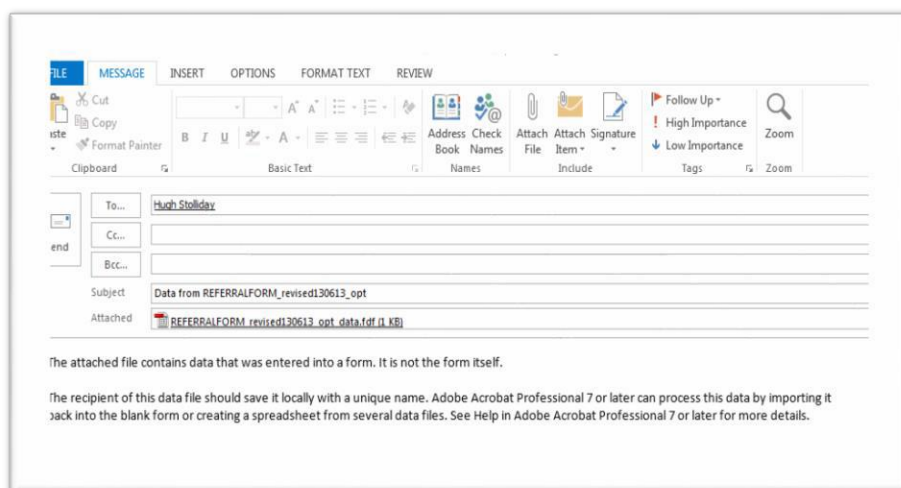


You will then see a pop-up box asking how you are going to send the form to us. It asks whether you use a desktop or a web-based email client.



A desktop application is a piece of software which is installed on your computer and that you open up by clicking on an icon or by selecting it from your start menu.

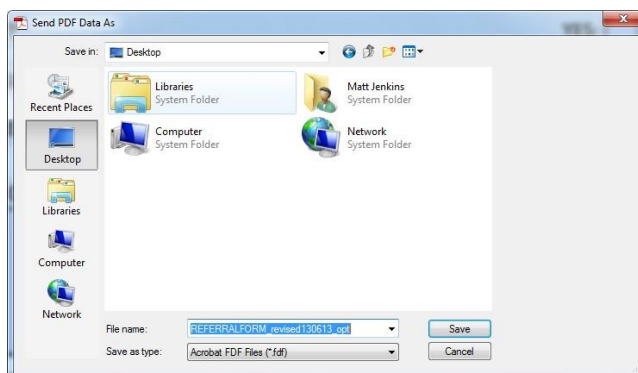
Internet email is accessed through an internet browser like Internet Explorer or Chrome, which you then use to log-in to your account.



If you are using a Desktop Application, clicking 'OK' will open up a new email addressed to us with the information from the form attached.

If you use Internet email, there is another step – you are asked to save the information from the form.

Save it somewhere obvious, as you will need to attach it to an email. Open your email account in the normal way, create a new email to us (info@tdi.org.uk), and attach the file. Then you can send it to us.



When we receive the form and check it, we will then forward it to your local Police Public Protection Unit.

We will confirm receipt of your referral within two working days, enclosing a copy for your files. **If you haven't heard from us by then, please contact us by phone to ensure we've received your form.**

Work Experience Placement Guidance

The Council recognises the benefits of providing work experience placements and values the contribution and engagement of the public within all services. While this is an important element of learning and development for young people and it is essential that appropriate measures are put in place to ensure a safe environment for all involved. In considering the aim of providing work placement, the Council like many employers may be forgiven for making the assumption that any work placement is better than no work placement at all. In reality the opposite is true. Ill-considered, poorly planned and badly managed work placement can do a great deal of damage, not only to the unfortunate participant but to the attitudes and expectations of those with whom he/she subsequently has contact. In the long term the Council has a vested interest in the quality of work placement in order to raise the profile and image of the organisation and achieve its vision for the Borough.

Therefore the following guidance outlines the best practice standards for facilitating work experience placements:

- The Council does not permit work experience placements where one young person is working continuously in a one on one scenario with an adult. A young person should not be on their own for a substantial period of time with one adult, and consideration needs to be taken in placements to the practicalities and arrangements to ensure this does not happen.
- Always adhere to the code of conduct and act in a way that promotes dignity and respect for all.
- Avoid being in an enclosed room alone with a young person, always conduct interviews or one to one meetings in public spaces where possible, or have the door open.
- The location for all aspects of the programme should be agreed well in advance. Never change the location or job role at short notice or without consent from the school/parent/guardian.
- Placements should not include any area of work where direct physical contact is an element of the job. Employers should refrain from overfamiliarity and maintain a professional barrier at all times.
- Personal Details should not be exchanged (phone numbers, social media accounts, etc.)
- If a student has not arrived within an hour of their agreed start time, it may be a safeguarding matter. Please contact the Safeguarding Coordinator/Designated Safeguarding Officer.
- Students should not be placed unsupervised in environments where there is inappropriate or confidential material.
- Travel between venues with one adult is acceptable on work experience if journeys are on foot or on public transport and **not** in a private vehicle.

Students may in some circumstances disclose personal information to a workplace supervisor or mentor which outlines a form of abuse or neglect, please follow the reporting procedures previously outlined in the flowchart (Appendix 1) if this happens.

If you have any concerns or require further guidance please contact the Safeguarding Coordinator or HR Department.

Guidance for Contractors

This guidance has been drawn up to ensure the effective safeguarding of children and adults at risk where contractors are used in Councils facilities where vulnerable groups are present. This will apply to all contractors irrespective of what the work is that is to be undertaken. The objective of this guidance is to ensure that effective systems are put in place to safeguard children and adults at risk when building works, routine maintenance, emergency repairs, facilitators (musicians, artists, magicians, instructors) are employed to undertake work within Council premises.

The guidance also advises on those who come into contact with children on an ad hoc or irregular basis for short periods of time such as building contractors, maintenance companies, delivery personnel and the like. This guidance considers what arrangements should be employed by facility managers where contractors are employed to work at their premises.

The aim of the safeguarding measures will be to manage the risk of harm to children and adults at risk. **The measures adopted shall be proportionate to the risk.**

Safeguarding measures to be considered will include any or all of the following depending on the outcomes identified by the school in their security risk assessment:

- 1) **Segregate**
To avoid contact* between contractors and vulnerable groups as far as possible
- 2) **Supervise**
To supervise any contact* that does take place
- 3) **Code of conduct**
To require contractors to observe a code of conduct
- 4) **Regulate Access**
To regulate access to the premises
- 5) **Checks**
To undertake checks where appropriate.

* 'Contact' in this context shall be taken to mean any opportunity for contractors' staff to converse with children and adults at risk or to communicate with them in any other way, without a member of staff being able to monitor the contact and intervene where necessary.

Segregate

The risk of harm can be managed if contact between non-vetted contractors' staff and vulnerable groups can be avoided altogether. Segregation can be achieved by physical means or by time, or by a combination of both. For larger building projects lasting a number of weeks physical separation would normally be achieved by the contractors' staff working within secure areas behind fencing, hoardings, barriers and the like and would normally be excluded for routine health and safety concerns. For routine maintenance visits or for emergency repairs lasting less than a day physical separation can be achieved by simply confining the movements of contractors to within clearly defined areas and specific times.

Supervise

Measures should always be instigated to segregate non-vetted contractors' staff from vulnerable groups as much as is possible not just in the context of this document but also for

H&S reasons. However, where such measures to segregate are in place but some contact may occur between non-vetted contractors' staff and the public then it may be appropriate that such contact should be supervised by a member of staff.

As noted above, 'contact' shall be taken to mean any opportunity for contractors' staff to converse with vulnerable groups or to communicate with them in any other way. It is acknowledged that it may not be feasible nor reasonable to monitor the contractors for prolonged periods of time and so the response to the perceived level of risk must be considered. For example a facilitator at a children's party should always be accompanied by the adult who is organising the party, but when contractors are working in an open space where there is consistent traffic (i.e. a hallway/public park) it is adequate to have Council staff undertake regular checks.

Code of Conduct

A code of conduct should be used to inform all contractors (both vetted and non-vetted) what might be considered inappropriate behaviour. It will enable any inappropriate behaviour to be recognized and challenged by all concerned.

The Code of conduct for contractors is as follows:

- Work safely and responsibly and be aware of responsibility for own actions and behaviour.
- Avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- It is the responsibility of all adults to safeguard and promote the welfare of children and adults at risk.
- **Never** give your personal contact details to children, young people or adults at risk, including mobile telephone number, social media accounts.
- Work and be seen to work, in an open and transparent way.
- Never be in a one to one contact situation with a child or adult at risk.
- Stay within the agreed work area and access routes.
- Obtain permission if you need to go outside the agreed work area or access routes.
- Keep staff informed of where you are and what you are doing.
- Do not use profane or inappropriate language.
- Dress appropriately i.e. dress in a way that:
 - a) Is unlikely to be viewed as offensive, revealing, or sexually provocative.
 - b) Does not distract, cause embarrassment or give rise to misunderstanding.
 - c) Is absent of any political or otherwise contentious slogans.
 - d) Is not considered to be discriminatory and is culturally sensitive.
- Observe the code at all times.
- Remember your actions no matter how well intentioned could be misinterpreted. Be mindful of the need to avoid placing yourself in vulnerable situations.

Any order for works or building contracts should be let with a clear condition that failure to observe the code will entitle the Council to exclude a member of a contractors' staff from the premises.

To ensure the effectiveness of any code it shall either be:

- a) Issued to contractors when quotations or tenders are invited
- b) Stated as a condition on any order for works or building contract no matter how or by whom the contractor is appointed.
- c) Issued to all contractors when they first attend and before any work has commenced

within a facility.

Additionally, where appropriate, the code should be:

- d) Highlighted and discussed in any pre- start meetings for larger building contracts/events/activities
- g) Included as part of any contractors site safety briefings
- h) Issued to contractors staff in the form of a card (the 'Blue Card' Appendix 3)

Identify

To ensure that as far as possible only genuine personnel are afforded access, a suitable means of identification shall be provided by contractors and be agreed and produced for checking by the facility manager in advance of any works taking place. If a contractor fails to produce such ID they may be refused entry to the site. The means by which any contractors' staff are to be identified will be determined in each case to suit the location and nature of the work being undertaken.

Typical methods may include:

- a) ID badges
- b) Photo ID
- c) Branded workwear
- d) Signing in book

Identification should only ever be used as a supplementary measure to the principal safeguarding measures of segregation and supervision.

Access NI Checks

The risk assessment should take account of the likely amount of contact that the contractors' staff might have with vulnerable groups, and after other measures such as segregation and supervision have been considered. In most cases where sufficient measures to segregate and supervise are in place it is not necessary to consider checks unless the contractors have a supervisory remit in relation to children or adults at risk. However, where contractors are likely to have either frequent or prolonged contact with vulnerable groups then it would be appropriate to obtain a check in addition to measures to supervise any contact, e.g. a freelance artist who had been contracted to run a pottery programme for children on Monday from 4-6pm for 6 weeks. **(Where checks are necessary then the contractor must confirm in writing to the Council that these are in place).**

It should be noted that not all contractors engaged by the Council will have been vetted in any way and Access NI checks are not routinely requested unless specifically required due to the nature of the work they are undertaking.

If you require further information please contact the Human Resources Team and/or Safeguarding Coordinator who give direction in relation to the checks required.

Planning

The safeguarding measures should be determined and agreed with any contractor well in advance of any planned works e.g. building contracts, starting on site. This will enable sufficient time for council staff to be briefed on the supervision required and on access arrangements agreed with contractor and also enable checks where necessary to be completed and in place before works start.

The table below is a “Blue Card” that can be used to give to contractors prior to work beginning

CONTRACTORS CODE OF CONDUCT

1. Work safely and responsibly and be aware of responsibility for own actions and behaviour. Avoid any conduct which would lead any reasonable person to question their motivation and intentions.
2. It is the responsibility of all adults to safeguard and promote the welfare of children and adults at risk.
3. **Never** give your personal contact details to children or young people or adults at risk, including mobile telephone number, social media account details.
4. Work and be seen to work, in an open and transparent way.
5. Never be in a one to one contact situation with a child or adult at risk.
6. Stay within the agreed work area and access routes.
7. Obtain permission if you need to go outside the agreed work area or access routes.
8. Keep staff informed of where you are and what you are doing.
9. Do not use profane or inappropriate language.
10. Dress appropriately i.e. dress in a way such that:
 - It is not likely to be viewed as offensive, revealing, or sexually provocative.
 - Does not distract, cause embarrassment or give rise to misunderstanding
 - Is absent of any political or otherwise contentious slogans
 - Is not considered to be discriminatory and is culturally sensitive
11. Observe the code at all times.
12. Remember your actions no matter how well intentioned could be misinterpreted. Be mindful of the need to avoid placing yourself in vulnerable situations.

Policy Screening Form

Policy Scoping

Policy Title: Safeguarding Policy and Procedures

Brief Description of Policy (please attach copy if available). Please state if it is a new, existing or amended policy.

Armagh City, Banbridge and Craigavon Borough Council is committed to working in partnership with others to safeguard children and adults at risk from all forms of abuse, neglect or exploitation. This policy is amended from the previous policy in September 2015.

The Council will raise awareness of safeguarding issues to ensure that the needs and interests of children and adults at risk are taken into account in order to appropriately inform service delivery.

Intended aims/outcomes. What is the policy trying to achieve?

The policy aims to ensure that an overarching approach to safeguarding is embedded within all Council services and that elected members, employees, casual workers, grant aided organisations, those delivering contracts on behalf of the Council and volunteers understand their role and responsibilities in supporting all residents to live a life free from abuse, exploitation and intimidation.

Policy Framework

Has the policy been developed in response to statutory requirements, legal advice or on the basis of any other professional advice? Does this affect the discretion available to Council to amend the policy?

The policy has been developed in line with the following legislation, guidance and good practice guidelines

Legislation

- The Criminal Law Act 1967
- The Children's (NI) Order 1995
- UN Convention on the Rights of the Child 1989
- The Mental Health (NI) Order 1986
- The Safeguarding Vulnerable Groups (NI) Order 2007 (as amended by the Protection of Freedoms Act 2012)
- The Sexual Offences Order (NI) 2008
- Section 75 NI Act 1998
- Safeguarding Board (Northern Ireland) Act 2011 (the Act)
- Adult Safeguarding: Prevention and Protection in Partnership 2015
- Human Rights Act 1998

Good Practice Guidelines

- NIASP (NI Adult Safeguarding Partnership) – Adult Safeguarding Policy for NI
- Volunteer Now – Safeguarding Children and Vulnerable Adults – Policy Standards 2012

- SBNI – Safeguarding Board for NI – Policy Standards
- Co-operating to Safeguard Children (DHSSPS) Guidance
- Our Duty to Care: Standards and Guidance for Keeping Children and Young People Safe (2014), Volunteer Now
- National Governing Body of Sport Guidelines
- Marshall Report – Report of the Inquiry into Child Sexual Exploitation in Northern Ireland 2014
- Sexting and the Law – Safeguarding Board for Northern Ireland

Are any Section 75 categories which might be expected to benefit from the policy? If so, please outline.

The policy sets out a framework for ensuring that the Council meets all its legal and moral responsibilities to children, adults at risk and families that it directly or indirectly provides a service to. A child is someone under 18 years. An 'adult at risk of harm' is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their personal characteristics or life circumstances. It is expected that having such a policy in place will have a positive impact on children and adults with a disability. Many of the adults may also fall into the older person's category.

Who initiated or wrote the policy (if Council decision, please state). Who is responsible for implementing the policy?

Who initiated or wrote policy?

Colleen Morrison

Who is responsible for implementation?

The Council is responsible for implementation

Are there any factors which might contribute to or detract from the implementation of the policy (e.g. financial, legislative, other)?

No

Main stakeholders in relation to the policy

Please list main stakeholders affected by the policy (e.g. staff, service users, other statutory bodies, community or voluntary sector, private sector)

The policy applies to all elected members and employees, who perform work for the Council, including full time, part time and temporary as well as casual workers, work experience placements, trainees, volunteers, contractors, sub-contractors (where appropriate and grant aided organisations. The policy is designed to protect children and adults who may be at risk of harm or in need of protection.

Are there any other policies with a bearing on this policy? If so, please identify them and how they impact on this policy.

The policy operates in parallel and is supported by other council policies and guidance namely:
 Disciplinary; Equality & Good Relations; Training and Development; Whistleblowing; Social Media; Retention and Disposal Schedule; Health and Safety; Fraud and Corruption; Complaints Procedure; Performance Review Scheme: Dignity at Work Policy; Data Protection Policy; and Community Planning Policy

Available Evidence

Council should ensure that its screening decisions are informed by relevant data. What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories.

Section 75 category	Evidence
Religious belief	N/A
Political opinion	N/A
Racial group	N/A
Age	The policy has been specifically developed to safeguard children and adults at risk from all forms of abuse, neglect or exploitation. The policy was informed by a range of legislation, guidance and good practice guidelines.
Marital status	N/A
Sexual orientation	N/A
Men and women generally	N/A
Disability	The policy has been specifically developed to safeguard children and adults at risk from all forms of abuse, neglect or exploitation. Many adults at risk will also have disabilities. The policy was informed by a range of legislation, guidance and good practice guidelines.
Dependants	N/A

Needs, experiences and priorities

Taking into account the information gathered above, what are the different needs, experiences and priorities of each of the following categories in relation to this particular policy/decision?

Section 75 category	Needs, experiences and priorities
Religious belief	N/A
Political opinion	N/A

Racial group	N/A
Age	The policy has been specifically developed to safeguard children and adults at risk from all forms of abuse, neglect or exploitation.
Marital status	N/A
Sexual orientation	N/A
Men and women generally	N/A
Disability	The policy has been specifically developed to safeguard children and adults at risk from all forms of abuse, neglect or exploitation. Many adults at risk will also have disabilities.
Dependants	N/A

Screening Questions

1. What is the likely impact on equality of opportunity for those affected by this policy for each of the Section 75 categories?		
Category	Policy Impact	Level of Impact
Religious belief		None
Political opinion		None
Racial group		None
Age	The equality impact is intentional as the policy has been specifically developed to safeguard children and adults at risk from all forms of abuse, neglect or exploitation.	
Marital status		None
Sexual orientation		None
Men and women generally		None
Disability	The equality impact is intentional as the policy has been specifically developed to safeguard children and adults at risk from all forms of abuse, neglect or exploitation. Many adults at risk will also have disabilities	
Dependents		None

2. Are there opportunities to better promote equality of opportunity for people within the Section 75 categories?		
Category	If yes, provide details	If no, provide reasons
Religious belief		No
Political opinion		No
Racial group		No
Age		No, the policy has been specifically developed to safeguard children and

		adults at risk from all forms of abuse, neglect or exploitation.
Marital status		No
Sexual orientation		No
Men and women generally		No
Disability		No, the policy has been specifically developed to safeguard children and adults at risk from all forms of abuse, neglect or exploitation. Many adults at risk will also have disabilities.
Dependents		No

3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion, or racial group?

Category	Details of Policy Impact	Level of impact (major/minor/none)
Religious belief		None
Political opinion		None
Racial group		None

4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Category	If yes, provide details	If no, provide reasons
Religious belief		No, this policy has no impact on any good relations category.
Political opinion		
Racial group		

Multiple Identity

Generally speaking, people fall into more than one Section 75 category (for example: disabled minority ethnic people; disabled women; young Protestant men; young lesbian, gay and bisexual people). Provide details of data on the impact of the policy on people with multiple identities. Specify relevant s75 categories concerned.

There will be a positive impact on older disabled people as the policy is specifically developed to safeguard adults at risk of harm.

Disability Discrimination (NI) Order 2006

Is there an opportunity for the policy to promote positive attitudes towards disabled people?

N/A

Is there an opportunity for the policy to encourage participation by disabled people in public life?

N/A

Screening Decision

A: NO IMPACT IDENTIFIED ON ANY CATEGORY – EQIA UNNECESSARY

Please identify reasons for this below

B: MINOR IMPACT IDENTIFIED – EQIA NOT CONSIDERED NECESSARY AS IMPACT CAN BE ELIMINATED OR MITIGATED

Where the impact is likely to be minor, you should consider if the policy can be mitigated or an alternative policy introduced. If so, EQIA may not be considered necessary. You must indicate the reasons for this decision below, together with details of measures to mitigate the adverse impact or the alternative policy proposed.

This policy has been specifically developed to safeguard children and adults at risk from all forms of abuse, neglect or exploitation. The equality impact is positive and intentional for children and older disabled people. No mitigations are necessary. The designated safeguarding champion and safeguarding officers will be responsible for promoting good practice and issuing operational guidance to employees/casual workers/volunteers/elected members.

C: MAJOR IMPACT IDENTIFIED – EQIA REQUIRED

If the decision is to conduct an equality impact assessment, please provide details of the reasons.

Timetabling and Prioritising

If the policy has been screened in for equality impact assessment, please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3 with 1 being the lowest priority and 3 being the highest, assess the policy

in terms of its priority for equality impact assessment.

Priority criterion	Rating (1-3)
Effect on equality of opportunity and good relations	
Social need	
Effect on people's daily lives	

The total rating score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist the council in timetabling its EQIAs.

Is the policy affected by timetables established by other relevant public authorities? If yes, please give details.

Monitoring

Effective monitoring will help the authority identify any future adverse impact arising from the policy. It is recommended that where a policy has been amended or an alternative policy introduced to mitigate adverse impact, monitoring be undertaken on a broader basis to identify any impact (positive or adverse).

Further information on monitoring is available in the Equality Commission's guidance on monitoring

Identify how the impact of the policy is to be monitored

The policy will be reviewed at least every three years or sooner if there are changes to relevant legislation or guidance

Approval and Authorisation

A copy of the screening form for each policy screened should be signed off by the senior manager responsible for that policy. The screening recommendation should be reported to the relevant Committee/Council when the policy is submitted for approval.

Screened by	Position/Job title	Date
Colleen Morrison	Safeguarding Coordinator	January 2018
Approved by	Position/Job Title	Date
Catriona Regan	Head of Health and Recreation	January 2018

Please forward a copy of the completed form with policy attached to either mary.hanna@armaghbanbridgecraigavon.gov.uk or Stephanie.harte@armaghbanbridgecraigavon.gov.uk who will ensure that screening forms and policies are available on the Council website.

This officer is also responsible for issuing reports on a quarterly basis on those policies "screened out for EQIA". This allows stakeholders who disagree with this

recommendation to submit their views. In the event of any stakeholder disagreeing with the decision to screen out any policy, the screening exercise will be reviewed.

Rural Needs Impact Assessment

Name of the policy, strategy, plan or service	Safeguarding Policy and Procedures
--	---

Step 1: Define the Issue

Key questions to consider:

- *What are the objectives of the strategy, policy plan or service?*
- *What impact do you intend it to have in rural areas?*
- *How is 'rural' defined for the purposes of this policy/strategy/service/plan?*
- *What would constitute a fair rural outcome in this case?*

Armagh City, Banbridge and Craigavon Borough Council is committed to working in partnership with others to safeguard children and adults from all forms of abuse, neglect or exploitation. This policy aims to ensure that a holistic approach to safeguarding is embedded within all Council services, and that elected members, employees, casual workers, agency workers, grant aided organisations, contractors and volunteers understand their role and responsibilities in relation to safeguarding.

The implementation of this Policy will create an organisational culture where the reporting of abuse, neglect and exploitation is encouraged and where all Council personnel feel supported and equipped with the skills to do so.

This policy will set out the framework for safeguarding and ensure that Council meets all its legal responsibilities to children, adults at risk and families that it directly or indirectly provides a service to.

This policy aims to:

- Promote zero-tolerance of harm to all children and adults at risk
- Influence the way the organisation thinks about harm to children and adults at risk by embedding a culture which recognises every person's right to respect and dignity, honesty, humanity and compassion in every aspect of their life
- Establish clear procedures for reporting and responding to concerns/ incidents
- Ensure safe recruitment, selection and other relevant Human Resources procedures are integral in creating safe environments for children and adults at risk
- Ensure effective and co-ordinated multi-agency responses are provided
- Promote a continuous learning approach to safeguarding

This policy does not distinguish between rural and urban areas. It is a council wide policy that's purpose is to promote safe experiences for all within the Borough.

Step 2: Understand the situation

Key questions to consider

What is the current situation in rural areas?

What evidence (statistics, data, research, stakeholder advice) do you have about the position in rural areas?

If the relevant evidence is not available, can this be sourced?

Do you have access to the views of rural stakeholders about the likely impact of the policy?

Are there existing design features or mitigations already in place to take account of rural needs?

This policy does not distinguish between rural and urban areas. It is a council wide policy that's purpose is to promote safe experiences for all within the Borough.

Step 3: Develop and appraise options

Key questions to consider

Are there barriers to delivery in rural areas?

If so, how can these be overcome or mitigated?

Will it cost more to deliver in rural areas?

What steps can be taken to achieve fair rural outcomes?

This policy does not distinguish between rural and urban areas. It is a council wide policy that's purpose is to promote safe experiences for all within the Borough.

Step 4: Prepare for Delivery

Key questions to consider

Do the necessary delivery mechanisms exist in rural areas?

Have you considered alternative delivery mechanisms?

What action has been taken to ensure fair rural outcomes?

Is there flexibility for local delivery bodies to find local solutions?

Are different solutions required in different areas?

This policy does not distinguish between rural and urban areas. It is a council wide policy that's purpose is to promote safe experiences for all within the Borough.

Step 5: Implementation & Monitoring

Key questions to consider

Have you set any rural specific indicators or targets to monitor?

How will the outcomes be measured in rural areas?

Are there any statistics or data that you will collect to monitor rural needs and impacts?

This policy does not distinguish between rural and urban areas. It is a council wide policy that's purpose is to promote safe experiences for all within the Borough.

Step 6: Evaluation & Review


Key questions to consider


What processes are in place to evaluate and review the implementation of the policy, strategy, plan or service?

Have rural needs been factored into the evaluation process?

How will lessons learned in relation to rural outcomes be used to inform future policy making and delivery?

This policy does not distinguish between rural and urban areas. It is a council wide policy that's purpose is to promote safe experiences for all within the Borough.

Rural Needs Impact Assessment undertaken by	Colleen Morrison
Position / Job title:	Safeguarding Coordinator
Signature:	
Date completed:	29/1/18

Rural Needs Impact Assessment approved by:	Catriona Regan
Position / Job title:	Head of Health and Recreation
Signature:	
Date approved:	29/1/18