

## Safeguarding Awareness Introduction

During this pandemic and while we wait for various Council delivered programmes to commence, Armagh City, Banbridge and Craigavon Borough Council recognises that safeguarding must continue to be owned at all levels within the organisation so it is incumbent on all employees, workers, volunteers, contractors and elected members (both individually and collectively) to support the Council in safeguarding children and adults. It essential that the correct steps are taken to ensure that all children and adults are safe and protected from any form of harm.

While restrictions are being lifted and it is anticipated programmes will be delivered to customers, it is important that we can support any customers or colleagues where safeguarding may be a concern. It is fundamentally important that if any employee, worker, volunteer or elected member has any concerns about a child or adult or are aware of any incident or suspicious activity by any person, where safeguarding **could** be a consideration / factor they **must** report these concerns to their line manager who will follow the steps laid down in our Safeguarding Policy and in turn report the matter to a Designated Safeguarding Officers (Joanne Grattan, Brendan Snowden, Christine Allister, Fidelma McQuade) or the Safeguarding Co-ordinator (Gary Scott). See attached list of D.S.O's and contact telephone numbers.

**It should be noted that 'concerns' do not mean the circumstances of the incident have to be confirmed for it to be a safeguarding concern - any concern however minor should be reported through the Council Safeguarding Policy & Procedures as follows:**

### Responding to Allegations or Concerns

- Take the allegation or concern seriously
- Consider any allegation or concern to be potentially dangerous to the child, or adult at risk. (if necessary, ensure the safety of child/Adult at risk).
- Report to and inform your Line Manager (**dial 999 in Emergency**).
- Record factually, what you know/have seen, in writing on the attached Report Form (see attached form or refer to Appendix 6 of the Council Safeguarding Policy) and give report to your line manager as soon as possible.
- Line Managers will then return report to the Designated Safeguarding Officer (but retain the original paperwork securely, remember obligations under GDPR).
- The Designated Safeguarding Officer assesses information and relevant thresholds & if appropriate informs the relevant agency, i.e. Social Services, and/or the PSNI if appropriate and records this communication on the Referral Agency Recording form.

Note - It is important that all available information is captured when the concern/incident first comes to our attention. This includes but is not limited to: details of those involved (full names and dates of birth if possible), relevant addresses, witnesses, the facts relating to the concern/incident including surrounding circumstances if known/relevant and any potential risk to those involved. **You MUST make a full written record as soon as you can or at the latest by the end of the working day.**

**Please see the attached learning material:**

- **Safeguarding Awareness Presentation PowerPoint** – this contains the key definitions and guidance for recognising & responding to any Safeguarding concerns
- **Reporting flowchart for safeguarding issues/incidents** - this shows the process for reporting any safeguarding concern
- **Safeguarding Factsheet** -some of the physical and behavioural signs and indicators that someone may be being abused
- **Safeguarding Policy and Procedures** – Council full Safeguarding Policy

**Support Material is**

- **ABC - Designated Safeguarding Officers** – contact details for all DSO's
- **Safeguarding Report Form** – the form which you **must complete** for any safeguarding concern
- **Southern area card 2020** – electronic version of the Public Health Agency 'Z' Card which is a directory of support services in relation to mental health and emotional wellbeing in ABC Council area

Note - The Council Safeguarding Policy & Procedures can also be located through the Council website, selecting *Policies* and then *Safeguarding*.