

Policy Title	Ards and North Down Borough Council Safeguarding Policy 2025
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Policy Summary	<p>Council is committed to creating and maintaining a safe and positive environment that safeguards the welfare of all children and adults at risk involved in our activities. We also strive to ensure that our staff, volunteers, and services are protected from potential allegations by implementing necessary procedures.</p> <p>This Safeguarding Policy and Procedures apply to anyone associated with Ards and North Down Borough Council who may have direct or indirect contact with children and adults at risk.</p>
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Council Approval Date	

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2.0	April 2025	Director of C&W Designated Safeguarding Officers	Review to reflect legislation and processes.

Consultation

	CLT	HOST	SCC	Unions
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Screening

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The current version of this document is available to all individuals accessing the Council's information and other associated assets and is published on the Council's intranet.

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Policy Statement

Ards and North Down Borough Council is dedicated to ensuring the comfort and safety of all our service users. We acknowledge our duty of care and aim to protect children and adults at risk from harm when they visit our premises or attend our activities. Our Safeguarding Policy and Procedures outline the systems and procedures in place to achieve this goal. Achieving this requires the cooperation and partnership of our staff, volunteers, and users.

We are committed to creating and maintaining a safe and positive environment that safeguards the welfare of all children and adults at risk involved in our activities. We also strive to ensure that our staff, volunteers, and services are protected from potential allegations by implementing necessary procedures.

These Safeguarding Policies and Procedures apply to anyone associated with Ards and North Down Borough Council who may have direct or indirect contact with children and adults at risk.

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. The links are provided in the document for ease however if the links do not work, the current versions of Council Policies can be found [here](#).

- UN Convention on the Rights of the Child 1989
- The Children (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
- 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
- Data Protection Act 2018
- Protection from Stalking Act (Northern Ireland) 2022
- The Protection from Harassment (Northern Ireland) Order 1997
- Domestic Abuse and Civil Proceedings Act (Northern Ireland) 2021
- The Family Homes and Domestic Violence (Northern Ireland) Order 1998 8.2 Good Practice Guidelines
- NIASP (NI Adult Safeguarding Partnership) - Adult Safeguarding Policy for NI
- SBNI – Safeguarding Board for NI – Regional Policy & Procedures
- Co-operating to Safeguard Children (DHSSPS) Guidance 2017
- Our Duty to Care: Standards and Guidance for Keeping Children and Young People Safe (2022), Volunteer Now

- National Governing Body of Sport Guidelines
- Sexting and the Law – Safeguarding Board for Northern Ireland
- National Crime Agency – CEOP (Child Exploitation and Online Protection)

Policy Aims, Scope and Objectives.

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

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

Scope

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.

All Council personnel are expected to work in partnership as they apply this policy to children and adults at risk. The Council will ensure that elected members, employees, casual workers, agency workers, contractors and volunteers have the tools and knowledge to safeguard children and adults at risk and deal with situations that may cause them concern.

Objectives

The objectives of this policy are:

- To provide suitable training to all relevant employees, volunteers, and elected members.
- To assist employees, volunteers, and elected members in responding sensitively and seriously to anyone who discloses information about abuse and to be confident and able to take appropriate action swiftly, regardless of whom the allegation is about.
- To promote the general welfare and well-being of children and Adults at risk within Council facilities and services.
- To develop and implement effective procedures for recording and responding to complaints of alleged or suspected child/young person abuse.

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 opportunities must be given to develop to their full potential. The Council outlines the fundamental principles of safeguarding as follows:

- A 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 must be reported and recorded
- Agencies should work together
- Effective safeguarding will prevent harm from occurring through early identification of risk and appropriate intervention and by implementing 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 of the child or 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 because 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 ensuring 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 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 outcomes for their life circumstances. The right of a person with the capacity to make decisions and remain in control of their life must be respected.

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

Effective safeguarding includes robust recruitment practices. It is essential that the Council follows its recruitment policy and applies robust recruitment, selection and vetting processes for employees, casual workers, agency workers and volunteers particularly where there is substantial unsupervised contact with children and adults at risk.

SAFEGUARDING PRINCIPLES – ADULTS	SAFEGUARDING PRINCIPLES – CHILDREN
<p>Empowerment - People are supported and encouraged to make decisions and give informed Consent.</p> <p>Prevention - It is better to act 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 concerning the child and their property.</p> <p>Prevention - It is better to act 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>

Definition of Terms

Safeguarding

Within this policy, the term 'safeguarding' encompasses both activity that prevents harm from occurring (Council Safeguarding Procedures) and activity that protects children and adults at risk where harm has occurred or is likely to occur (Council Reporting Procedures).

Preventative Safeguarding

This includes a range of actions and measures. Council personnel may encounter children and adults at risk, so they must recognise the potential for harm and put in measures to prevent it. In practice, the Council supports elected members, employees, casual workers, agency workers and volunteers by providing safeguarding procedures. Examples of this support are:

- Recruitment, selection and vetting
- Code of Conduct for Councillors
- Employee Code of Conduct
- Block booking or extended lets of Council facilities with clear requirements detailed in associated paperwork
- Photographic guidance
- Safeguarding Manager and Designated Safeguarding Officers within Council
- Supervision levels at activities
- Guidance for Work Placements
- Guidance/Protocols for Contractors and Volunteers

Protective Safeguarding

This targets children and adults at risk when harm is suspected, has occurred or is likely to occur. The Health and Social Care Trusts and the PSNI lead the protection service. The Council has internal reporting procedures regarding children and adults, which may lead to referrals to these statutory agencies.

Child/ Young Person

Refers to anyone under the age of 18.

Adult at Risk

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 It is impossible 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 guide as to when an adult may be at risk of harm:

- disturbance in the functioning of the mind or brain; and
- life circumstances (which may include, but are not limited to, isolation, socio-economic factors and environmental living conditions)

Adults in Need of Protection

Is a person aged 18 or over whose exposure to harm through abuse, exploitation or neglect may increase by their personal characteristics and 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 them to be harmed.

Harm and Abuse

Harm and abuse can take many forms; it can be sexual, physical, exploitation, emotional, financial or neglect. It can include, harassment, bullying, stalking or coercion.

Abuse can be a single or repeated act. Abuse is something that can occur in many situations, including the workplace, home, school, communities, public places and all forms of clubs and societies. There are different types of abuse, and a child or adult can be abused.

Significant Harm

Relation to Children

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

There are no absolute criteria on which to rely when judging what constitutes significant harm. Sometimes, a single violent episode may constitute substantial harm. Still, 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 will depend upon each person's circumstances and the severity, degree, and impact or effect of this on that person. Therefore, the concept of Significant Harm is relative to each individual concerned.

Recognising Abuse

Recognising child abuse is not easy. It is not our responsibility in Ards and North Down Borough Council to decide whether child abuse has taken place or if a child or young person is at significant risk of harm from someone. However, we have both a responsibility and duty, as set out in our children and young people safeguarding policy and procedures, to act so that the appropriate agencies can investigate and take any necessary action to protect a child or young person.

Everyone who works with children or young people or encounters children or young people through their work should be able to recognise and know how to act on indicators that a child's or young person's welfare or safety may be at risk. Abuse can arise from several, but not limited to, the following sources

- Parents;
- Others with parental responsibility;
- Adults in a position of trust;
- People within the wider family circle or neighbourhood;
- Strangers;
- Other children. .

Abuse or harm occurs as much from omissions and lack of protection as from the commission of actual acts of abuse. Child protection/safeguarding processes should always consider the broader needs of the child and family; broad-based family support services should always be alert to potential indicators of abuse or neglect.

Disabled Children and Adults

Disabled children and adults are at increased risk of abuse because they can experience greater and created vulnerability. This results from negative societal values, attitudes, assumptions, and unequal access to services and resources. They have problems seeking help because of barriers to communication, isolation or inaccessible services. If staff or volunteers support people with disabilities who have limited knowledge and skills about a disability, this can increase the barriers to the recognition of abuse. The nature of a disability will be unique to each person. They are likely to have additional needs relating to physical, sensory, cognitive, and communication impairments.

The following are examples of reasons why disabled people are more vulnerable:

- More risk of social isolation
- Increased dependency on practical assistance, which may increase the risk of exposure to abusive behaviour
- Impaired capacity to resist/avoid abuse
- Speech and language communication needs can affect the ability to report abuse
- Lack of access to someone they trust
- Vulnerable to bullying and intimidation
- Looked after Children who are disabled and are vulnerable due to being in care but also vulnerable due to the additional dependency of their disability.

Types of Abuse

Harm can be suffered by a child or adults at risk by acts of abuse perpetrated upon them by others. Abuse can happen in any family, but children may be more at risk if their parents have problems with drugs or alcohol, mental health issues or if they live in a home where domestic abuse happens. Abuse can also occur outside of the family environment. Evidence shows that babies and children with disabilities can be more vulnerable to suffering abuse.

Although the harm from the abuse might take a long time to be recognisable in the child or young person, professionals may be able to observe its indicators earlier, for example, in the way that a parent interacts with their child. The key is practical and ongoing information sharing between professionals.

Harm from abuse is not always straightforward to identify, and a child or young person may experience more than one type of harm or significant harm.

Harm can be caused by:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect
- Exploitation

Physical abuse is deliberately physically hurting a child or adult at risk. It might take a variety of different forms, including hitting, biting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.

Sexual abuse occurs when others use and exploit people sexually for their gratification or gain or the gratification of others. Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via e-technology). Adult males do not solely perpetrate sexual abuse. Women can commit acts of sexual abuse, as can other children.

Emotional abuse is the persistent emotional maltreatment of a child or adult at risk. It is also sometimes called psychological abuse, and it can have severe and persistent adverse effects on a person's emotional development. Emotional abuse may involve deliberately telling a child that they are worthless or unloved and inadequate. It may include not allowing them to express their views, intentionally silencing them, or 'making fun' of what they say or how they communicate. Emotional abuse may involve bullying – including online bullying through social networks, online games, or mobile phones – by a child's peers.

Neglect is the failure to provide for a person's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter, that is likely to result in the severe impairment of a child's health or development. Children who are neglected often also suffer from other types of abuse.

Exploitation is the intentional ill-treatment, manipulation or abuse of power and control over a person to take selfish or unfair advantage of a 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 trafficking. It extends to recruiting, transporting, transferring, harbouring, or receipt of people for exploitation. Exploitation can be sexual in nature.

Although not categorised as abuse, it is essential to recognise and respond appropriately to people who may have self-harmed or are suspected of self-harming. Self-harm is a term used when someone injures or harms themselves on purpose (also called self-injury or deliberate self-harm) rather than by accident. Common examples include cutting, hitting, scratching or burning. Attempted suicide is the most severe form of self-harm.

Course of Action: If a person discloses that they self-harm to an employee, agency worker or elected member or if an employee, agency worker or elected member suspects a person could be self-harming, the procedure to follow is as per safeguarding concerns.

Accountability and Responsibilities

Chief Executive

The Chief Executive is ultimately responsible to ensure strict compliance with this policy and its procedures. However, the day-to-day responsibility for implementation is delegated through the management structure to individual managers and officers. It is their duty to ensure that every requirement outlined in this policy is strictly adhered to.

The Director of Community and Well-being

The Director of Community and Well-being is the Council's Safeguarding Manager and Adult Safeguarding Champion. It is the Safeguarding Manager's responsibility to ensure that the Safeguarding Children and adults at risk Policy and Procedures is made available to all employees, volunteers, and elected members and that they understand the importance of the policy and procedures. The Safeguarding Manager will also ensure that Elected Members, Designated Safeguarding Officers, Managers, and Duty Managers are adequately supervised and supported to implement these policies and procedures effectively. Where appropriate the Safeguarding Manager will attend the South Eastern Area Safeguarding Panel (SBNI) and the Local Adult Safeguarding Partnership (LASP) or send a Designated Officer in their absence.

Head of Human Resources and Organisational Development (HR/OD)

It is of paramount importance that the Head of OD/HR ensures the completion of employment checks on employees or volunteers who have substantial contact with children and young people. This will be done based on job descriptions where regulated activity takes place and representations from individual managers without any exceptions.

Additionally, the Head of HR/OD will ensure the proper storage of records of suspected abuse without any negligence.

During their induction training, it is mandatory that new employees, volunteers, and elected members are made fully aware of their roles and responsibilities in safeguarding children and adults at risk. This is not negotiable.

Furthermore, the Head of HR/OD will ensure that appropriate support mechanisms are in place without any delay for employees, volunteers, and elected members who have had any allegations made against them or are undergoing any investigation under this policy and procedures. Any deviation from this will not be tolerated.

Senior Management Team

Will ensure that the policy and procedures will be reviewed every three years in conjunction with the Designated Safeguarding Officers to take account of developments in the area of Safeguarding.

Managers and Supervisors

Managers and supervisors have a crucial responsibility to make sure that employees and volunteers are fully aware of this policy and to promptly notify the designated safeguarding Officer(s) in complete confidence of any concerns regarding safeguarding children or adults at risk. It is also the duty of managers and supervisors to ensure that their employees, agency workers or volunteers who have substantial contact with children and young people attend the necessary training sessions. (See appendix 1).

Current best practice

- Compliance with the policy and procedures throughout the Council
- That safeguarding training is delivered across the Council to employees, agency Workers, Volunteers and Elected Members at the appropriate level It is crucial that all employees, agency workers, volunteers, and elected members of the Council strictly adhere to this policy and procedures.

Volunteers and Elected Members

It is their responsibility to notify the Designated Safeguarding Officer(s) immediately on any matters involving Safeguarding Children and adults at risk. Moreover, it is compulsory to undertake the relevant training if they work with or have regular contact with children and adults at risk. Failure to comply with this policy may have serious consequences.

Designated Safeguarding Officers

The Designated Safeguarding Officers will be a central point:

- For advice on Safeguarding Children and adults at risk matters
- For co-ordinating any action necessary within the organisation
- For liaising with the PSNI, Health and Social Services Trusts and other relevant agencies about suspected or actual cases of child / young person abuse
- If there are further issues to be addressed, the Designated Safeguarding Officers will contact the Safeguarding Manager. The Designated Safeguarding Officers will undertake safeguarding training and attend any necessary refresher training to update their knowledge and skills continuously.
- They will manage and deliver the Council's Safeguarding Policy on behalf of the Council Senior Management Team and take a lead role in safeguarding corporate protocols. The post holders' contact details will be contained within the appendices.

Designated Safeguarding Officers will be responsible for:

- Gathering information on any reports of safeguarding children and adults at risk

- Acting as an information service to other employees, agency workers, volunteers and elected members on Safeguarding Children and adults at risk issues.
- Keeping only relevant people within the organisation informed about any action taken to safeguard children and adults at risk and any further action required.
- Ensuring all records are kept confidential and safekeeping of individual case records.
- Ensuring that appropriate information is available to social services/Police at the time of referral.
- Promoting the implementation of Ards and North Down Borough Council Safeguarding Children or Adults at Risk Policy and Procedures among employees, agency workers, volunteers and elected members.
- Provide annual information about auditing, monitoring and reviewing the Safeguarding Children and Adults at Risk policy and procedures.
- Training Of Employees / Agency Workers / Volunteers and Elected Members
- Co-Operating to Safeguard Children and Young People in Northern Ireland,
- Safeguarding children and adults at risk training will be offered as per SBNI Child Safeguarding Learning and Development Strategy and Framework.
- Regularly facilitating employees, agency workers, volunteers, and elected members to update their knowledge and skills as appropriate.
- The Council will provide refresher training every three years. The training will be provided at three levels - according to job description and role.
- One DSO will attend the Local Safeguarding Government Network (LGSN) and attend the South Eastern Area Safeguarding Panel (SBNI) and the Local Adult Safeguarding Partnership (LASP) in the Safeguarding Managers absence.

Implementation Arrangements

Responding to Concerns and Allegations

- It is essential that all employees, volunteers and elected members are aware that the first person who has concerns or encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. However, employees, volunteers, and elected members have a duty of care to children and adults at risk and they must report any suspicions they may have.

Implementation plan & review

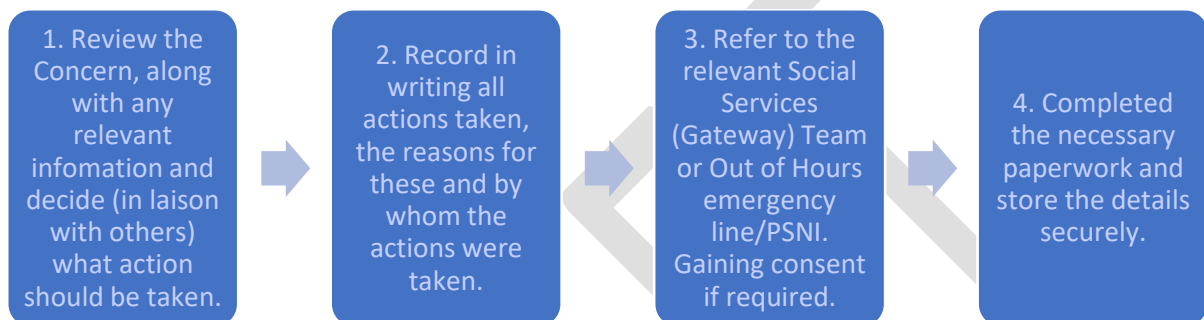
The following plan outlines the mechanisms that the Council will use to ensure that these policies and procedures are implemented effectively, efficiently and professionally. An annual report will be prepared for the Senior Management Team and Council by the Designated Safeguarding Officers as to the implementation of this policy and procedures and any possible recommendations for changes.

Basic Response Procedures / Actions Quick Glance

If you have a concern about the welfare or behaviour of a child or an adult at risk, YOU MUST: Record your concern in writing using the safeguarding incident reporting form found in appendix 3 and contact a Designated Safeguarding Officer

If the child or adult at risk is in imminent danger or harm, you should directly contact the Police at 999

The Designated Officer will:



Contact numbers

Children

Gateway team – 0300 100 0300 Monday to Friday: 9.00am – 5:00pm (excluding public and bank holidays)

Out of Hours Contact the Emergency Duty Service on: (028) 9056 5444

Adult Services

Older people's services (if over 65) – 02895988098

North Down and Ards Physical and mental disability team (under 65) – 02891270352

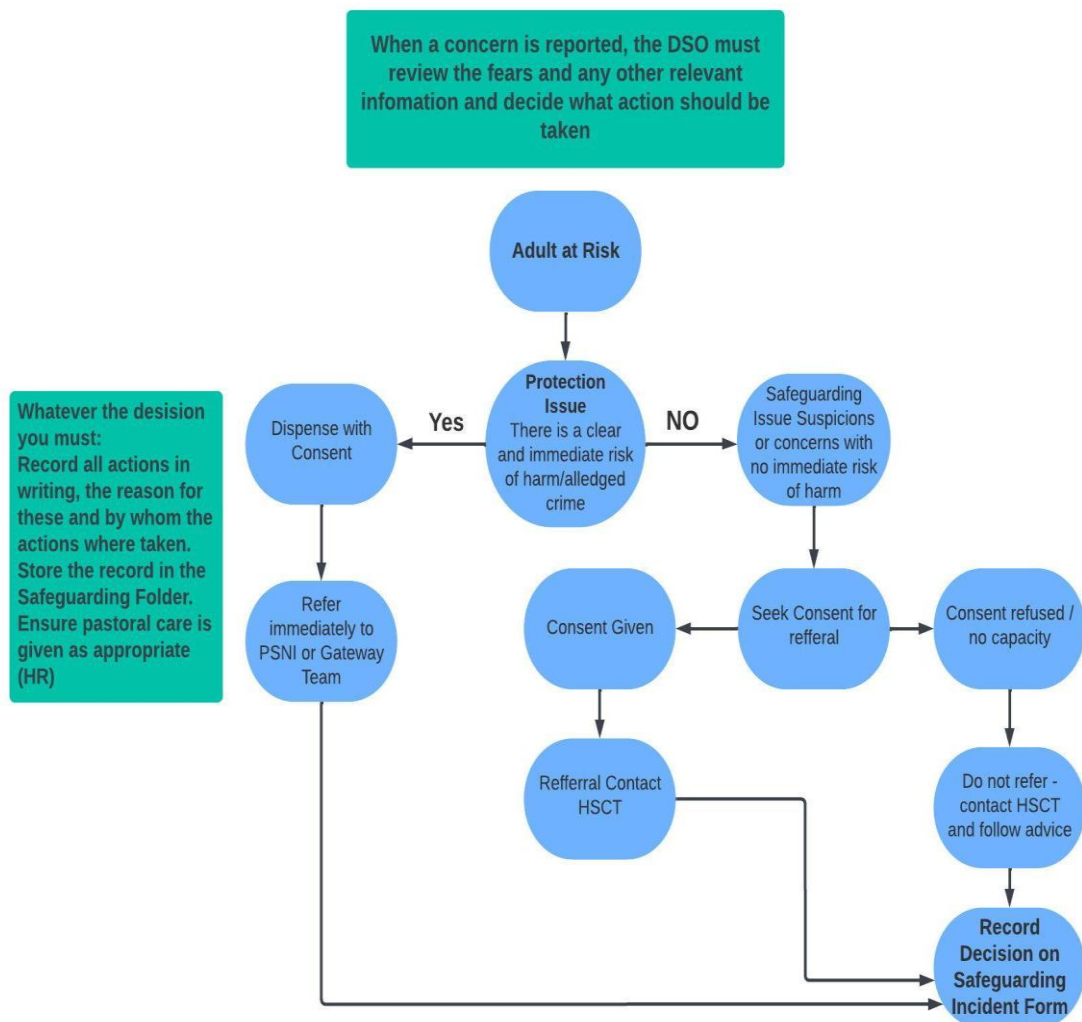
Community Mental Health Team

Ards Peninsula and Comber – 028 91512156 Bangor and Holywood - 0289151 1199

Social Work for older people – Ards Peninsula and Comber - (028) 9181 2661

Bangor and Holywood - (028) 9146 8521

Designated Safeguarding Officer Flow Chart



Responding to Abuse

Responding to a child or adults at risk making an allegation of abuse

People who have been or are experiencing abuse rarely talk about this and will only tell people they trust and with whom they feel safe. The following points are a guide to help you respond appropriately.

- Listen carefully to what is said.
- Find an appropriate early opportunity to explain that it is very likely that the information will need to be shared with others – do not promise to keep secrets.
- Ask questions for clarification only, and at all times, avoid asking questions that suggest a particular answer, i.e. leading questions.
- Reassure the person that they have done the right thing by telling you
- Tell them what you will do next and whom the information will be shared
- Seek Consent for referral, (Adult at risk only)
- Record in writing on a Safeguarding Incident Form all the details that you are aware of what was said using the child's own words, as soon as possible

If appropriate, a designated Safeguarding Officer informs the relevant person, i.e., Social Services and/or the Police.

Responding to Allegations of or concerns against a member of staff, agency worker, elected member or any other person

Take all allegations or concerns seriously

Record all the details you are aware of in writing on a Safeguarding Incident Form as soon as possible.

Report to and inform the Council's Safeguarding manager as soon as possible.

The Safeguarding manager will inform the relevant persons, i.e. social services and the Police, if appropriate.

The Safeguarding Manager should inform the Head of HR/OD immediately.

Depending on the allegation, the individual will be asked to stand aside from duties or be suspended pending an investigation.

Safeguarding Concerns / Allegations about a Designated Safeguarding Officer

If the concern/allegation is about a Designated Safeguarding Officer, staff /agency workers/volunteers should refer such concerns to the Council's Safeguarding Manager listed in appendix 6 who will follow the steps outlined above.

Concerns about failures to adhere to Safeguarding Policy and Procedures

If any employee, agency worker or volunteer of the Council has concerns regarding a colleague not fulfilling the requirements of the Council's Safeguarding Policy and Procedures, they should report their concerns to any member of the Council's Designated Safeguarding Team. The Designated Safeguarding Officer will then refer the matter to the Council's Safeguarding Manager for further action.

Support for External Service Providers

Should an external provider have concerns regarding the Council's staff/agency workers/volunteers, a visitor, or another contractor. They should report their concerns immediately to one of the Council's Designated Safeguarding Officers or line manager.

Providers should report their concerns to the Council's Safeguarding Manager, who may also wish to follow the Council's Whistleblowing policy. Advice on the relevance of this can be taken from Head of HR/OD.

Dealing with Disclosures

When dealing with a disclosure, you should follow the procedures for reporting safeguarding concerns, but there are some extra considerations for you to take:

- Ensure the immediate safety of the person. If urgent medical / police help is required, call the emergency services.
- Stay calm and listen attentively: Avoid expressing your views
- A reaction of shock or disbelief could cause the person to 'shut down', retract or stop talking, so try to stay calm.
- Express concern and acknowledge what is being said; They've told you because they want help and trust you'll be the person to believe them and help them
- Tell them it's not their fault. Abuse is never the person's fault, and they need to know this.
- Tell the person they did the right thing in telling you; Reassurance can significantly impact the person who may have been keeping the abuse secret. Say you believe them. A child or young person could keep abuse secret in fear they won't be believed. They've told you because they want help and trust, you'll be the person to believe them and help them
- Don't talk to the alleged abuser. Confronting the alleged abuser about what the child's told you could make the situation a lot worse for the child
- Explain what you'll do next. If age-appropriate, explain to the child or young person, you'll need to report the abuse to someone who will be able to help.
- Let the person know that the information will be taken seriously and provide details about what will happen next, including the limits and boundaries of confidentiality.
- Explain to them that you must share your concerns with your Designated Safeguarding Officer unless to do so could increase their risk → Reassure the person that they will be kept involved at every stage; explain that the Designated

Safeguarding Officer will seek their Consent before any referral is made to external agencies (refers to adults at risk only).

- If you think a crime has occurred, be aware that medical and forensic evidence might be needed. Consider the need for a timely referral to the police service and make sure nothing you do will contaminate it;
- Complete a Safeguarding Incident form (appendix 3) as soon as possible and report to your Designated Safeguarding Officer immediately.

Record keeping Confidentiality and Sharing Information

Confidentiality

Confidentiality is a top priority for Ards and North Down Borough Council when it comes to safeguarding the welfare of children and adults at risk. The Council has appointed highly trained designated safeguarding officers who are well-versed in confidentiality and record-keeping. It is important to note that the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (the DPA) govern the personal information collected by organisations in the course of their safeguarding duties. However, it cannot be stressed enough that failure to share information appropriately can severely hinder efforts to keep people safe.

How to record a disclosure

If you learn of abuse, complete a Safeguarding Incident Form (appendix 3) immediately and give it to a Designated Safeguarding Officer. They can help with this form as well to assist if there are literacy or language issues.

- Make a note, as soon as practical, of what was said, using their own words.
- Describe the circumstances in which the disclosure came about. Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate
- Be mindful of the need to be always confidential; this information must only be shared with your Designated Safeguarding Officer and others only on a need-to-know basis.

The form will be kept securely and confidentially by the Council's Designated Safeguarding officers and only accessed by designated officers. Personal data is held in compliance with GDPR and the Council's Records Retention and Disposal Schedule.

If a child or adult at risk is involved in an organised group, the Council's Designated Safeguarding Officer will inform the group leader and make every effort to agree on an appropriate course of action.

Confidentiality should be maintained for all concerned, and information should be handled and disseminated on a need-to-know basis only. This means that only Safeguarding Managers, Designated Safeguarding Officers, Line Managers, Social Services, Police, the child, parents/carers, and employees should have access to this information.

Allegations or concerns should only be discussed if it is essential. Any breach of confidentiality could harm the person, their family, and any protection investigations that may follow.

If you need to inform the parents of a child or young person, it should be done sensitively and in consultation with a designated Safeguarding Officer. The process must be transparent and open.

Safer Recruitment

Recruitment and Selection Guidance

Council operates transparent and clearly defined recruitment and selection procedures by legislative requirements and best practices as set out in the Local Government Staff Commission, Code of Procedures for Recruitment and Selection, which can be found here: [Code of Procedures](#)

Appointments to posts with Council are subject to a series of pre-employment checks which include satisfactory references, proof of identity and right to work in the UK, satisfactory Access NI check (for regulated posts where applicable) and Criminal Convictions Disclosure.

As part of the Council's commitment to safeguarding children and adults at risk, we undertake 'Safer Recruitment' for posts which involve working unsupervised with children or adults at risk, requiring an enhanced Access NI check.

An enhanced Access NI check for a post which includes 'regulated activity' will consist of a check with the Disclosure and Barring Service (DBS), which lists people who are unsuitable for work with children and vulnerable adults. Details of which can be found at ([Criminal record checks](#))

Therefore, before advertising a post or volunteering role within the Council or contacting an agency, the HR officers will determine if the post falls into the category of regulated activity.

Disclosure

The Council will only seek disclosure information after a candidate has been made a conditional offer of employment. Once a disclosure certificate has been received by Ards and North Down Borough Council, the information provided will be used to determine an applicant's suitability for the post for which they have applied. Disclosure information will be held securely in lockable, non-portable storage containers with access strictly controlled.

Following a recruitment decision, disclosure information will be securely destroyed and not retained for any longer than 6 months. Ards and North Down Borough Council adheres to the AccessNI Code of Practice. For further information, refer to [Access NI Code of Practice](#).

The Council's Procedure for handling and assessing disclosure information is available upon request.

Regulated Activity

What is Regulated Activity with Children?

This is a position which requires working frequently (once a week or more) or intensively (any period of four days in a row or overnight) unsupervised with children. For example, a regulated activity involves:

- Teaching, training, instructing, caring for or supervising children
- Providing advice/guidance on well-being to children
- Driving a vehicle only for children
- Working in a school, children's home or childcare premises with the opportunity for contact with children
- Providing personal care, for example, washing, dressing or health care to children

What is Regulated Activity with Adults?

Regulated activity with adults refers to treatment or care for an adult, which makes them vulnerable at that time; for example, you are considered vulnerable when you are receiving dental treatment.

Work in regulated activity with adults involves:

- Providing healthcare as a GP, pharmacist, nurse, dentist, surgeon or specialist
- Providing personal care such as dressing or washing
- Providing social work
- Help with general household matters such as handling cash, shopping or paying bills.
- Helping manage personal affairs such as legal papers
- Conveying an adult in a vehicle to receive personal care, healthcare, or social care

Learning and Development

The Council recognises the importance of learning and development practices. Management is responsible for identifying our staff and volunteers' individual and joint training needs. In addition to induction, all staff and volunteers in the Council will receive ongoing training appropriate to their needs and jobs/roles. In relation to safeguarding, all staff and Elected members shall receive awareness training in Safeguarding Children and Adults at Risk of Harm. This training will include familiarisation with the Council's policy and procedures.

Safeguarding training will include:

- Awareness of Safeguarding issues, policy and the legal context
- Develop Codes of Behaviour for staff/volunteers and children

- Implement procedures for reporting concerns
- Discuss what abuse is and what we know about abuse
- Create a safe, child centred environment

Learning and Development Management

The Council will keep records of all training completed by staff and volunteers. If additional training needs are identified, they will discuss them with their line manager.

Use of Council Facilities

Clubs, Organisations using Council Facilities (Including private hire)

All clubs and organisations hiring or using Ards and North Down Borough Council facilities must have an acceptable Safeguarding Children and Adults at Risk Policy. Those clubs and organisations that do not have a Safeguarding Policy must comply with Ards and North Down Borough Council Safeguarding Policy & Procedures, and it is the responsibility of the manager to ensure that the club/organisation/hirer receives a copy of ANDBC Safeguarding Policy and signs a declaration form with terms and conditions agreed. This must be a proactive engagement with the hirer to ensure understanding and compliance.

As a minimum requirement, all clubs and organisations using the Council's facilities must complete and sign a Declaration of Safeguarding Children and adults at risk Form (See appendix 2) and confirm that they will comply with the Council's Policy.

Where clubs and organisations have booked leisure facilities, the Council would encourage these groups to ensure that adequate safeguarding checks have been carried out on members with unavoidable, substantial access to children and young people.

The Declaration of Safeguarding Children and Adults at Risk Form will be made available to hirers of Council facilities with the Terms and Conditions of Hire information. It is the responsibility of the relevant manager to ensure Declaration of Clubs or Organisations (appendix 2) is completed.

All clubs, organisations, or individual tutors who use Council facilities or services must also report any concerns if they encounter a case of alleged or suspected abuse to a Designated Safeguarding Officer within the Council, as per the safeguarding flowchart.

External Service Providers

External Service providers hired by Ards and North Down Borough Council must have an acceptable Safeguarding Children and Adults at Risk Policy. Those that do not have a Safeguarding Policy must comply with Ards and North Down Borough Council Safeguarding Policy & Procedures, it is the responsibility of the liaison staff member to ensure that the agency receives a copy of the Policy and procedure and records a signed declaration form (appendix 4) with terms and conditions agreed. This must be a proactive engagement with the hirer to ensure understanding and compliance.

Events or Using Council Lands

When using Council Lands, Councils Land and property Policy must be adhered to, this can be found here. [ANDBC Land and Property Policy](#)

Those outside agencies using Ards and North Down Borough Council land must have an acceptable Safeguarding Children and Adults at Risk Policy. Those agencies that do not have a Safeguarding Policy must comply with Ards and North Down Borough Council Safeguarding Policy & Procedures, it is the responsibility of the Lands manager to ensure that the agency receives a copy of the Policy and procedure and records a signed declaration form of Clubs or Organisations (appendix 2) is completed.

Photography and video guidance

This guidance's purpose is to protect the interests of the Council and the privacy and protection of visitors, especially in relation to safeguarding children and Human Rights Legislation. It is not feasible to always ban cameras or camera phones, so we must consider how to reduce the risk to children and adults at risk.

For events and programmes, organised by Council, it is essential to have consent from parents/guardians/individuals for promotional or marketing purposes.

Even if personal details are kept confidential, other information identifying the organisation, school or club, or, e.g. their favourite sportsperson or team, can also be used to identify the child or young person.

Photo or video content may be inappropriate, or images may be used inappropriately or out of context. Some individuals may deliberately target the Council activities and set out to take inappropriate photos in potentially illegal ways and harmful, such as:

- images of children changing (e.g. For drama activities)
- photos taken in the toilets
- using a camera at ground level to photograph up girls' skirts
- images that appear ambiguous can be misused and out of context by others (for example, images from some angles of children playing, etc.)
- images can easily be copied and edited, perhaps to create child abuse images
- images shared privately online can be re-shared, possibly entering the public domain on websites or social media

In relation to all of the above, the Council must ensure that if a member of staff/agency worker or volunteer suspects that someone is taking inappropriate images, they should report this immediately to the Designated Safeguarding Officer or their line manager.

Staff / Agency Workers / Volunteers

Staff / Agency Workers / Volunteers should not take photographs or films of Children or adults at risk attending Council activities with their own personal mobiles. If photographs of children and young people are needed for promotional reasons, Consent should be sought from a parent/guardian.

General Visitors

Visitors are allowed to take photos with their personal cameras of their friends and family within the Council premises. However, staff, agency workers, and volunteers need to be mindful of the potential misuse of photography, where adults may take pictures of children or young people who are not their family members. Such behaviour is not acceptable as it goes against our policy and procedures of safeguarding children and adults at risk. Therefore, if noticed, staff should politely but firmly ask the person to stop.

CCTV

To raise awareness of the use of CCTV on Council sites, signs are placed at prominent positions to inform staff, customers, contractors and visitors that they are entering a zone where CCTV is in operation. All signs stipulate the purpose of the CCTV surveillance, and a contact number should any person want further information regarding the system. There must be a point of contact for members of the public, which will be identified on signage in the area/s covered by the scheme. The point of contact must be available to the public during office hours. Further information can be found on the Council's CCTV and Surveillance policy here: [ANDBC CCTV and Surveillance Policy](#)

Body Worn Cameras

Camera users will endeavour, as far as possible, to ensure that children/ young persons are not included in recordings. This may consist of directing the camera lens away from children/ young persons while ensuring that the audio recording is not compromised. This will not be the case if the alleged offender is a juvenile and the recording needs to be carried out. Further information can be found on the Council's CCTV and Surveillance policy here: [ANDBC CCTV and Surveillance Policy](#)

Managing risk and supervision

The Council interacts with children and young people in various activities such as sports development, theatre, arts development, play area maintenance, and more. It is not feasible to set a fixed adult-to-child ratio for each activity, so a risk assessment must be conducted to determine the appropriate adult-to-child ratios based on the specific activity and potential risks, safeguarding issues, and health and safety requirements.

Adequate supervision levels must be maintained, regardless of whether the activity is held at the Council's facilities or on an external visit. Therefore, when deciding how many adults are needed to supervise, assessors must consider any practical factors that may be relevant and the number of participants in the group. The risk assessment may indicate the need for additional supervision and staff for a particular activity.

NSPCC Best Practice Guidelines (August 2024) suggest the following:

- under 2 years - one adult to three children
- 2 - 3 years - one adult to four children
- 4 - 8 years - one adult to six children
- 9 - 12 years - one adult to eight children
- 13 - 18 years - one adult to ten children

Children who have special educational needs, additional needs and disabilities

If you are working with children and young people who have special educational needs or disabilities (SEND) or additional needs you may need more supervision than the minimum ratios above.

You should carry out a risk assessment for each activity to help you decide on supervision ratios. This should take account of children and young people's behaviour, ability and mobility. As far as possible, include input from children and young people and their parents and carers in risk assessments to ensure children's needs are met.

Toilet ratios

Adults who haven't previously volunteered and haven't had the necessary vetting checks shouldn't be left alone with children or take them to the toilet unaccompanied. In larger groups of children, encourage groups to take a comfort break together with one responsible adult while the other adult(s) supervises the remaining children and keep a head count.

Further details can be found here: [Recommended adult to child ratios for working with children | NSPCC Learning](#)

Grant aid recipients

A grant is defined as a sum of money awarded by the Council, for a particular project, event, activity, or the purchase of equipment as a result of a competitive application process.

Recipients of grant aid from Ards and North Down Borough Council especially organisations that have substantial access to children and adults at risk, are required to demonstrate to the Council that they have fully embraced safeguarding issues as per the Council Grants Policy found here: [Grants Policy](#).

Individuals and organisations working with children or adults at risk must have an extant policy for the protection and safeguarding of children and adults at risk that ensures good practice guidelines are followed. Where a current policy is not available a requirement exists to adhere to the Ards and North Down Borough Council's Safeguarding children and adults at risk, a copy of which will be provided to the grant aid recipient.

Anonymous complaints about safeguarding issues

Anonymous complaints about safeguarding issues can be difficult to deal with but should not be ignored. They should be taken seriously and brought to the attention of the Designated

Safeguarding Officers, who will treat them in accordance with this policy or the Council's Whistleblowing policy. The information will be checked out and handled in a confidential and appropriate manner.

Lost or Found Children or Adults at Risk

At events where the public will be present, there should be a clearly identified 'area' for information/lost/found children and adults who may at risk from harm, which should be always manned and clearly signposted. Please see appendix 6 for Lost Child Flowchart. If a child goes missing during an event, the club, organisation, event manager will apply the following procedure:

- Ensure that all other children continue to be supervised appropriately while a search for the child concerned is carried out.
- Organise the remaining available responsible adults to conduct a search of the surrounding area allocating each individual to a specific area. Request all those searching report back within a short time, dependent on the size of the area being searched.
- If the child cannot be found after a good search of the immediate surroundings, contact the child's parents to advise them of the concern and reassure them that everything is being done to locate the child.
- Make a note of the circumstances in which the child has gone missing and where they were last seen and prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing they were wearing, as this will be required by the police. If photographs of the child have been taken at the event, these could also be useful to the police. Refer to Appendix 6 for forms.
- Report the concern to the police if the search is unsuccessful and no later than 20 minutes after the initial missing person report if the search is ongoing follow police guidance if further action is recommended and maintain close contact with the police.
- Report the incident to the designated safeguarding officer of the club or organisation.
- Ensure that you inform all adults involved including the parents, searchers and police if at any stage the child is located.

If a child or adult who may at risk from harm is reluctant to go with the parent, carer or guardian claiming to have responsibility for the individual a second opinion must be sought from the PSNI. In all instances proof of identity and a signature from the parent, carer or guardian must be obtained.

Ensure a Safeguarding Incident report form (Appendix 3) is completed and returned to the Council's Safeguarding team.

A debrief should take place within a week of the event to enable learning to take place and policies amended where necessary. Learning must be shared with all relevant parties across the council.

Safeguarding Code Of Behaviour

In light of varied activities across business units within Ards and North Down Borough Council, it is recognised that it is not practical to provide definitive instructions that would apply to all situations at all times to guarantee the protection of children and adults who may be at risk and also the safety of staff/agency workers/volunteers / regular contractors or external service providers.

However, the standards of behaviour required of staff/agency workers/volunteers / regular contractors and external service providers to fulfil their roles within Ards and North Down Borough Council are stated below. This should assist in the safeguarding of children and adults at risk and provide protection for staff/agency workers/volunteers / regular contractors or external service providers.

Staff / Agency Workers / Volunteers / Regular contractors

MUST:

- Implement the Safeguarding Policy and Procedures at all times ensuring good practice is always implemented
- Create a climate conducive to a positive experience, engaging with children and adults at risk of building up self-esteem, knowledge and skill
- Use positive and affirming language in communicating and show respect and inclusiveness
- Maintain the well-being, physical and emotional safety of children and adults at risk during their visit
- Be mindful of their language and behaviour while at work about gender, sexuality, race, religion, class or political background.

Staff / Agency Workers / Volunteers / Regular contractors

MUST NEVER:

- Leave children or adults at risk unsupervised at any time.
- Engage in rough, physical games, including horseplay, with members of the public at Ards and North Down Borough Council.
- Allow or engage in inappropriate physical contact of any kind
- Make sexually suggestive comments to members of the general public at Ards and North Down Borough Council

It is strongly recommended that staff/agency workers/volunteers / Regular contractors DO NOT as part of their role, except in emergencies:

- Accompany children to the toilet unless in exceptional circumstances to meet the needs of the person and, where possible, another adult should be present.
- Spend time alone with a child. Staff / Agency Workers / Volunteers should make sure to remain in public areas with the child or return to public areas as soon as possible.

Staff / Agency Workers / Volunteers / Regular contractors must learn to recognise vulnerable safeguarding situations. There may be times when it is impossible to avoid such situations, however, the decision by staff/agency workers/volunteers/ regular contractors who place themselves in such a situation should be influenced by what is in the best interests of the child's or young person's welfare.

Physical Contact with Council Visitors who are Children & Young People

As part of their role, staff/agency workers/volunteers / regular contractors should not have gratuitous or unnecessary physical contact with members of the general public who are visiting Ards and North Down Borough Council.

However, there will be times when it is necessary and appropriate for staff/agency workers/volunteers / regular contractors to have some physical contact with the general public. This may be to:

- develop specific skills or techniques within an activity;
- treat an injury;
- meet the requirements of the activity;
- comfort a distressed child or young person or celebrate their success.
- Intervene in an emergency

The main principles of appropriate physical contact are:

- Physical contact should always be with the person's permission – resistance should be respected (depending on the age and developmental stage of the child, the capacity of the adult, or the level of risk to the child, adult, or others).
- Physical contact should always be in response to the person's needs, i.e. physical safety, emotional well-being and educational guidance
- Do not do things of a personal nature for children or adults at risk that they can do for themselves or that their parent/leader/carer can do for them.
- Physical contact should always be appropriate to the age and stage of development of the child or young person.
- Children or young people should be encouraged to voice concerns they have if any physical contact makes them feel uncomfortable or threatened.
- You should explain the nature of and reason for the physical contact to the person.
- Physical contact should always take place in an open or public environment and not take place in secret or out of sight of others.
- Physical contact with breasts, buttocks, or groin area should be avoided. If such parts of the anatomy require physical contact due to intimate care or assistance in physical activities, others should be made aware.

If staff/agency workers/volunteers / regular contractors feel uncomfortable about the way a child or young person has instigated physical contact, this should be discussed with the Designated Safeguarding Officer and recorded on a Safeguarding Incident Form.

Children or Adults who need specific assistance due to disability or injury

In the case of a child or young people with a disability-specific support or assistance may be required:

- Parents/carers, essential aids, or delegate care providers should be asked to undertake all intimate or personal care tasks for the visitor. This is not an appropriate role for staff/agency workers/volunteers / regular contractors.
- When children or adults with disabilities are lifted or manually supported, they should be treated with dignity and respect.
- Relevant health and safety guidelines must be followed to ensure the safety of the child or adult.

Physical intervention with a child or young person

On rare occasions, it may be necessary to intervene with a child or adult physically without their permission to:

- Prevent physical injury of the individual or other visitors or staff/agency workers/volunteers or yourself
- Prevent an injury or accident from occurring
- Prevent damage to any property
- Prevent or stop the commission of a criminal offence.

In all circumstances, such physical intervention must be appropriate and reasonable; otherwise, your action can be defined as assault.

Implications for staff and agency workers/

Staff and agency worker who breach the code of behaviour will be subject to the disciplinary procedure. If an allegation against a staff member, agency worker has occurred, an investigation will follow Ards and North Down Borough Council disciplinary procedure, including making contact with Disclosure and Barring Service as appropriate.

Implication for Volunteers

For volunteers the following problem-solving procedure below will be applied:

The investigating Officer will be required to liaise with the Designated Officers or Safeguarding manager to clarify if they have any relevant records of safeguarding information concerning the individual. Where an overlap in the roles could jeopardise an investigation and the principles of natural justice, the business unit manager will make a temporary appointment as required. If the investigation finds that the member of staff has acted inappropriately or not acted in the best interests of the child or adult at risk, the disciplinary procedure/problem solving procedure will be invoked, including making contact with Disclosure and Barring Service as appropriate.

Implications for External Service Providers

A breach of the Safeguarding Code of Behaviour may, after investigation, where inappropriate behaviour is believed to have occurred, leading to the External Service Provider's contract being terminated. Furthermore, Ards and North Down Borough Council will, where a contract has been terminated due to posing a risk to children or adults at risk will inform the will inform the Disclosure and Barring Service when a contract has been terminated. If an allegation against an external service provider has occurred, the incident will be referred to the External Service Provider's management and an investigation will be carried out. The Safeguarding Manager will liaise with the External Service Provider's Manager to clarify any information. The matter will be referred to the social service Gateway team and the PSNI as relevant.

Out of Hours Arrangements

In the event of the Designated Safeguarding Officers or Safeguarding Manager not being available or the issue has taken place outside the hours of 9 am to 5 pm Monday to Friday; the employee/agency worker or volunteer should:

- Refer any concerns they have to their immediate line manager
- Complete the Safeguarding Incident Form (appendix 3)
- Ensure the Safeguarding Incident Form and details are given to the Designated Safeguarding Officer as soon as possible

Should the line manager believe there could be a risk to a child or adults at risk, they should contact the Regional Emergency Social Work Service (RESWS) for further advice. Telephone (028) 9504 9999 or contact the PSNI by dialling 999

Further Information

Please note that the information and guidance provided in this policy is subject to change. Employees/Agency Staff/ Elected Members and Volunteers are advised to regularly review this policy for any updates or modifications. For any questions or queries relating to this policy and procedures, please see appendix 7 for the contact details of Councils safeguarding team.

APPENDIX 1 Training Procedure

Training will include employees, volunteers, agency workers & elected members. Training will be provided at three levels:

Level	Type	Staff	Frequency	Method
1	Induction and awareness training	All staff, volunteers, agency workers & Elected Members	Every year or at induction	eLearning module
2	Full Safeguarding training	For staff & agency workers working in a regulated position	Every three Years	Face-to-Face training
3	Full Designated Officer Safeguarding Training	Designated Safeguarding officers	Ongoing as required or every three years	Outside agency

Level 1 - Available as an eLearning Package

General awareness for all employees, agency workers, volunteers and elected members. Attendees will learn basic signs and indicators of abuse and contributory factors, agency/staff policy and procedures, reporting procedures/processes, and record keeping. Learning outcomes will include the ability to recognise and respond appropriately to children and adults at risk of safeguarding issues and understand their role and the role of others within the organisation using the safeguarding policy and procedures. This will form part of the Council's corporate induction programme. This training to be mandatory every year.

Level 2

Safeguarding children and young people training for relevant managers, employees, agency workers and volunteers who have substantial contact with children and young people. Attendees will gain more in-depth knowledge of the values and principles of safeguarding children and young people, the code of behaviour, recording skills, relevant legislation, and the referral process. Learning outcomes will include the ability to contribute to assessing and managing risk, assist in safeguarding and promoting the welfare of children and young people, and understand the importance of one's behaviour and boundaries. Refresher training every 3 years.

Level 3

Comprehensive training for Designated Safeguarding Officers, Relevant Managers and Duty managers. Attendees will gain knowledge of critical tasks to safeguard children, national, regional and local policies, standards and guidance.

Learning outcomes will include developing working relationships with other professionals, identifying learning from case management reviews, and contributing to interagency safeguarding plans.

Where appropriate, the Council will partner with other bodies to deliver training

APPENDIX 2 - Declaration of Safeguarding Form

(Children and Adults at Risk)

Safeguarding Declaration Clubs & Organisations

"Ards and North Down Borough Council" is committed to creating and maintaining the safest environment for children and adults at risk who use its facilities".

Clubs, Organisations and private hire of Council facilities

All clubs or organisations with contact with children or adults at risk of membership and those seeking to use any council-owned facilities must demonstrate that they are committed to the principles of safeguarding. The following information must be completed before any such club or organisation is granted authorisation to use Council facilities.

Name of Club/ Organisation or person hiring Council facilities;

.....

Address & Contact Tel Number of Chairperson/ Secretary or responsible person:

.....

ESSENTIAL

1. The club/organisation has a Safeguarding Children and Adults at Risk Policy/Procedures in place (if so, please attach a copy)	Yes	No
2. Where a policy is not in place, they are willing to adopt the Council Safeguarding Children and Adults at risk Policy and Procedures. A copy of the Council's policy will be provided for them	Yes	No
3. At no time will any adult be left alone with any child or young person during activities	Yes	No
4. All incidents of reported or suspected abuse, no matter how trivial, will be reported to the Designated Safeguarding Officer immediately or to other appropriate authorities as appropriate	Yes	No
5. Persons using facilities without their own policy, at all times, follow all guidelines in the Ards and North Down Borough Council Safeguarding Children and Adults at Risk Policy & Procedures.	Yes	No
6. All adults involved in supervising children and young people within the club/organisation have been subject to appropriate AccessNI checks (where applicable)	Yes	No

Signed: _____ Print Name: _____

Position in Organisation / Club: _____ Date: _____

Signed by Council: _____ Print Name: _____

Position in Council: _____ Date: _____

APPENDIX 3 Safeguarding Reporting Form

Please complete this form and pass it to your Designated Safeguarding Officer or safeguarding Manager within 24 Hours of the incident or concern arising.

If the person at risk is in imminent danger of harm you should refer directly to the Police without delay.

1a. Your Details	
Name	
Role	
Designated Safeguarding Officer	

1b. Person at Risk Details	
Child/Young Person <input type="checkbox"/>	Adult <input type="checkbox"/>
Surname:	Known as:
Forename:	
Address:	Gender:
	Male: <input type="checkbox"/>
Postcode:	Female: <input type="checkbox"/>
Telephone:	Other: <input type="checkbox"/>
Date of Birth:	Language Spoken:
Does the person have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/>	Any other needs:

1c Parent/Guardian/Carers Details	
Parent/Guardian/Carers Name	
Contact information	
Have Parents/guardians or Carers Been Notified of the incident or Concern? Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide details:	

2 Details of Incident/Concern	
Concern <input type="checkbox"/>	Incident <input type="checkbox"/>
Does the Concern/Incident involve:	
Staff/ Volunteers <input type="checkbox"/>	General Public <input type="checkbox"/> Teacher/Group Leader <input type="checkbox"/>
What are you worried about?	
Who are you worried about?	
Where did the incident happen/where did the concern arise?	
When (date and time of incident)?	
Any witnesses? (Continue on a separate sheet if necessary)	
Individual's Account of the Incident: If recording a verbal disclosure by an individual, use their own words.	

Please provide details of any person involved in this incident or alleged to have caused the incident/injury:

Have You Reported the Incident to an External Agency?

Yes ☐

No ☐

Please provide details:

Print Name:

Date:

Signature:

To be completed by the Designated Safeguarding Officer

I confirm that I received this form on (date):

I confirm that I have reviewed the information on this form within 24 hours of receipt and have decided to take the following action:

- ☐ Refer immediately by telephone to Gateway Team / Regional Emergency Social Work Service / PSNI / Ambulance.
- ☐ Contact External Agencies for advice/information.
- ☐ Refer to the Gateway Team in writing. Remember that it is important to gain Consent for any referrals to Adult Services if the person has capacity.
- ☐ Contact the external agency to follow up on referrals for staff/agency workers/volunteers.
- ☐ Take no Further Action.
- ☐ Contact Safeguarding Manager

Please explain your decision, and if you have contacted an external agency for any reason, please provide details about what agency and what was said/action agreed: (continue you on a separate sheet as necessary)

Signature of DSO: _____ Date:_____
Whatever your decision, you MUST: 1. Record in writing all actions taken, the reasons for these, and by whom the actions were taken. 2. Save records (securely) to re: Safeguarding Case File (in line with GDPR guidelines) 3. Keep a complete record of all actions and decisions 4. Ensure pastoral care is provided to staff/volunteers as appropriate (HR)
Further Action/Outcomes:

APPENDIX 4 Safeguarding Agreement for External Service Providers

Business / Organisation Name: _____

Business / Organisation address: _____

I hereby confirm that Ards and North Down Borough Council has provided me with their Safeguarding Code of Behaviour.

I agree to disseminate the information to the relevant employees within my company and that I and my employees understand and agree to abide by these Safeguarding Codes of Behaviours during my contract with Ards and North Down Borough Council. I understand that if I or my employees do not abide by The Safeguarding Code of Behaviour, Ards and North Down Borough Council may discontinue either mine or my company's services or assistance, and Ards and North Down Borough Council will not be bound by existing contracts or agreements.

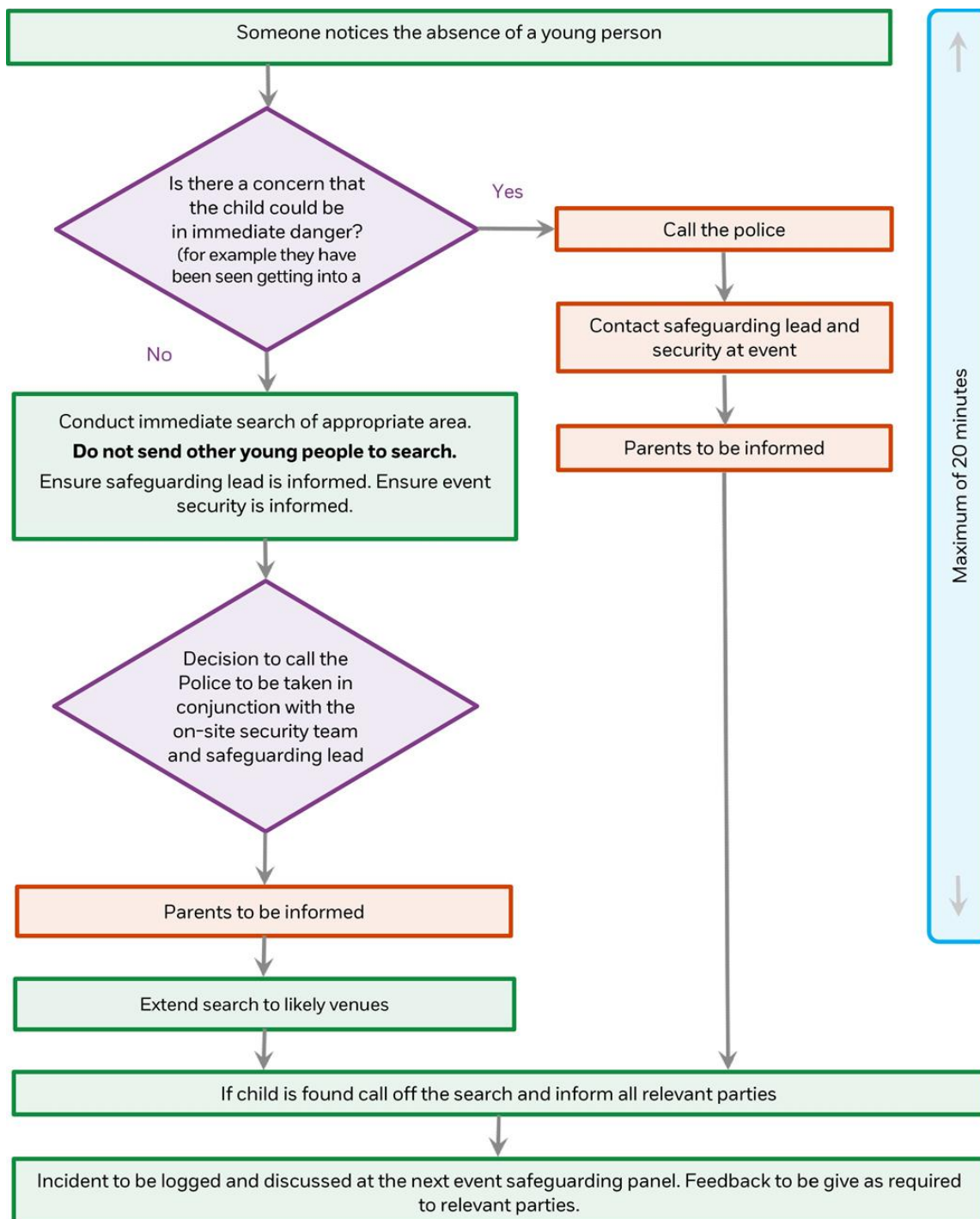
Name: _____

Position: _____

Signature: _____ Date: _____

Liaison Staff member's signature: _____ Date _____

APPENDIX 5 Lost Child Flow Chart



APPENDIX 6 Lost / Found child form

Lost / found child form for members of the public or participants

Event name	
Date	
Note: Details for records only, not to be announced over the PA.	

Part 1 Lost Child

Personal information – child / young person			
Name		Age	
		Date of birth	
Gender		Hair colour	
Ethnicity		Eye colour	
Clothing (colour and pattern)		<input type="checkbox"/> Spectator <input type="checkbox"/> Participant <input type="checkbox"/> Other:	
Any other relevant information			

Contact details – parent / carer	
Name*	
Contact number(s)	
Address	
Email	

* as reported, or from player registration form if they're a participant

Incident details			
Time and place child last seen		Time event staff informed	
Action(s) taken and when	<input type="checkbox"/> Event security informed, at ____:____		<input type="checkbox"/> Police informed, at ____:____
	<input type="checkbox"/> Other (details and time)		

Part 2 – Found child

Personal information – child / young person			
Name		Age	
		Date of birth	
Gender		Hair colour	
Ethnicity		Eye colour	
Clothing (colour and pattern)		<input type="checkbox"/> Spectator <input type="checkbox"/> Participant <input type="checkbox"/> Other:	
Has the child any special medical requirements?	⇒ Check for medical tags		
Any other relevant information			

Incident and collection details			
Time found		Location	
Name of security / steward and head of security dealing with the child			
Time child handed over to lost-child unit			
Details of adult handing the child over	Name		
	Contact number		
	Role		
Time that event control was informed			Time child reunited
Any other information			
Details of parent / carer collecting child	Name		
	Relationship to child		
	Contact number(s)		
	Address		
	Signature	x	

Declaration	
<input type="checkbox"/> Parent's / carer's ID document(s) checked	
Member of event staff handing over child	
Staff member's signature	x

APPENDIX 7 ANDBC Contacts

Council's Designated Safeguarding Team Contacts

Title	Name	Job Title	Contact details
Safeguarding Manager	Mr Graeme Bannister	Director of Community and Well-being 0300 013 3333 (EXT 40211)	Graeme.bannister@ardsandnorthdown.gov.uk 0300 013 3333 (EXT 40211)
Designated Safeguarding Officers	Sian McConnell-Porter	Compliance Officer (Equality and Disability)	Sian.mcconnell-porter@ardsandnorthdown.gov.uk 0300 013 3333 (EXT 40114)
	Steve McCready	Assistant Manager, Comber Leisure Centre	Steve.mccready@ardsandnorthdown.gov.uk 0300 013 3333 (EXT 40298)
	Linda McAllister	Community Development Officer	Linda.mcallister@ardsandnorthdown.gov.uk 0300 013 3333 ext 40346 07967 387 728

External Contacts

Gateway team – 0300 100 0300 Monday to Friday: 9.00 am – 5:00 pm (excluding public and bank holidays)

Out of Hours Contact the Emergency Duty Service at (028) 9056 5444

Adult Services

Older people's services (if over 65) – 02895988098

North Down and Ards Physical and mental disability team (under 65) – 02891270352

Lisburn Physical and mental disability team – 02892604031

Community Mental Health Team - Ards Peninsula and Comber – 028 91512156/

Community Mental Health Team – Bangor and Holywood - 0289151 1199

Social work for older people – Bangor and Holywood - (028) 9146 8521

Social work for older people – Ards Peninsula and Comber - (028) 9181 2661