

ARDS AND NORTH DOWN BOROUGH COUNCIL

POLICY COVER SHEET

Policy Title	Safeguarding children, young people and adults who may be vulnerable
Policy/File Reference	
Version	1
Policy Summary	The purpose of this document is to provide clarity on the role of Council and Council employees in ensuring children, young people and adults who may be vulnerable are kept safe whilst in our care.
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Safeguarding children, young people and adults who may be vulnerable Policy

Introduction Ards and North Down Borough Council (the Council) is committed to keeping children, young people and adults who may be vulnerable, safe when in our care.

Safeguarding is everyone's responsibility. All employees who, during the course of their employment, have direct or indirect contact with children, young people and adults who may be vulnerable, or who have access to information about them, have a responsibility to safeguard and promote their welfare.

There is a duty on organisations to make appropriate arrangements to safeguard and promote the welfare of children, young people and adults who may be vulnerable. Guidance makes it clear that this is a shared responsibility, and depends upon effective joint working between all agencies and professionals, each with their different roles and expertise.

Who is responsible? For this policy to be effective it is essential everyone has an applied understanding of what safeguarding means; knows that safeguarding is everyone's responsibility; knows the signs and symptoms of potential harm; how to access safeguarding information, advice and guidance; and is committed to making an informed contribution to safeguard children, young people and adults who may be vulnerable.

This policy is fully supported by the council's Corporate Leadership Team.

Purpose of Policy The purpose of this policy is to set out the duty to safeguard the welfare of children, young people and adults who may be vulnerable in the Council area while in our care, and how this will be implemented by the Council in the discharge of its duties.

This is a joint policy for children, young people and adults who may be vulnerable as there are similarities in many of the actions needed to safeguard both children and young people and to safeguard adults who may be vulnerable. However, the Council recognises there are also some distinct differences between these groups. These are reflected in this document and the relevant supporting policies and guidance.

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Safeguarding children, young people and adults who may be vulnerable Policy, Continued

Policy Statement The Council is committed to protecting children, young people and adults who may be vulnerable from harm when they are engaged in services organised and provided by, or on behalf of, the Council.

Definitions **A child** is “a person under the age of 18” The Children (Northern Ireland) Order 1995.

A vulnerable adult is ‘a person aged 18 years or over who is or may be, in need of community care services, **OR** is resident in a continuing care facility by reason of mental or other disability, age or illness, **OR** who is, or may be, unable to take care of him or herself, **OR** unable to protect him or herself against significant harm or exploitation.’ Safeguarding Vulnerable Adults: Regional Adult Protection Policy and Procedural Guidance 2006

Safeguarding structures The Council will develop a Steering Group who will be tasked with reviewing the council’s policy noting changes due to evolving legislation and/or good practice. Additionally, it will be empowered with reviewing developments in good practice and reviewing incidents involving children, young people and adults who may be vulnerable for the purposes of identifying training requirements, to keep them from harm.

The group will meet bi-annually or as required.

Who does this policy apply to? This policy applies to all employees, agency workers, elected members, volunteers and all those organisations that have a working relationship with the Council. (Within the policy they will be referred to as persons with responsibility.)

Clubs/organisations/individuals using Council facilities will be made aware of the Council’s policy at the time of booking and in the absence of their own policy they will be required to adopt this policy as a condition of booking. See Appendix 1.

Contractors, sub-contractors, external individuals or groups hired or commissioned by Council for service provision purposes will

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Safeguarding children, young people and adults who may be vulnerable Policy, Continued

Who does this policy apply to?, continued

also be made aware of this policy by the directorate/service with whom they are undertaking work. In the absence of their own policy they will be required to adopt this policy as a condition of contract to work on the Council's behalf. See Appendix 1.

Companies, organisations and individuals recommended for appointment to work for or on behalf of the Council are required to provide the necessary documentation to confirm they comply with the council's policy. This includes franchisees and those working at Council sponsored events as well as groups applying to Council for grant aid. See Appendix 1.

Legislation

Legislation underpinning this policy can be found in Appendix 2.

Roles and Responsibilities

Council has appointed two named designated officers responsible for safeguarding children, young people and adults who may be vulnerable. The lead officer is the Compliance Officer (Equality and Safeguarding). The roles and responsibilities of the designated officer can be found in Appendix 3.

Heads of Service must ensure their employees are subject to appropriate Access NI checks.

Line managers are responsible for ensuring their employees undertake appropriate training.

HR and OD is responsible for ensuring the recruitment procedures for posts with direct access to children, young people or adults who may be vulnerable are in line with this policy and appropriate training is provided across the Council.

All employees are responsible for carrying out their duties in a manner that safeguards children, young people and adults who may be vulnerable in line with this policy. They must also act in a way that protects them from wrongful allegations of abuse, and bring matters of concern about the safety of children, young people and adults who may be vulnerable to the attention of the designated officer.

Elected Members have a responsibility when carrying out their duties to safeguard children, young people and adults who may be vulnerable.

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Safeguarding children, young people and adults who may be vulnerable Policy, Continued

Roles and Responsibilities, continued

Where an individual, whilst engaged with Council in any post whilst working with children, young people adults who may be vulnerable acquire a criminal record, they must inform their Line Manager.

Note: the definition of AccessNI checks required within the Council positions can be found at <http://www.nidirect.gov.uk/accessni-checks>.

Observed behaviours

Where an individual or number of individuals are acting in an inappropriate manner and this is noticed by employees or service users appropriate action must be taken to report this activity.

Where a criminal act is alleged or suspected to have taken place the relevant authorities will be informed.

Supervision of activities

There are statutory and good practice guidelines that should be followed regarding supervision and participation in the range of activities provided. Please see Appendix 4.

Event management

At Council organised or supported events where the public will be present there will be a clearly identified area for information/lost children, young people and/or adults who may be vulnerable. Please see Appendix 5.

Confidentiality

It is essential that the principle of confidentiality means information is only passed on to others with the consent of the individual(s) or where safety of the individual(s) is concerned. Those who are trusted with information must ensure they respect the information they are in receipt of and handle it correctly. It is essential that the principles of the Data Protection Act are adhered to.

Code of Behaviour

Council officers will develop a Code of Behaviour for employees and volunteers working with children, young people and adults who may be vulnerable. The Code of Behaviour must contain positive statements and guidelines. Guidance is provided in Appendix 6.

Codes of Behaviour must be retained in line the council's Retention and Disposal Schedule.

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ARDS AND NORTH DOWN BOROUGH COUNCIL

Safeguarding children, young people and adults who may be vulnerable Policy, Continued

Breaches of Code of Behaviour

Breaches of this policy will result in the following action:
Employees – may be subject to disciplinary action;
Elected Members – may be subject to their Code of Conduct;
Volunteers – may be subject to Problem Solving procedures.

Training

Heads of Service and Line Managers are responsible for ensuring employees and volunteers have the appropriate level of training for their role.

The Council will arrange, through the HR and OD Section, a series of training sessions which are accredited by Volunteer Now and SEHSCT - see Appendix 7.

Risk Assessments

A risk assessment should be carried out for each planned activity the Council organises to consider issues relating to safeguarding children, young people and adults who may be vulnerable - see Appendix 8 for Risk Assessment Guidelines.

Recognising abuse

The Council will ensure all employees know or will easily find out what they need to do if they have a concern about the abuse of children, young people or adults who may be vulnerable. This includes working with individuals with a disability who may have difficulty communicating.

It is the responsibility of Council to report concerns or disclosures to the appropriate Statutory body. It is not Council policy to investigate.

Further information on recognising abuse can be found in Appendix 9.

Incident handling

The Council has put in place procedures to be followed should there be concerns that a child, young person or adult who may be vulnerable has been harmed or is at risk of harm. Guidance on Incident Handling can be found in Appendix 10.

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Safeguarding children, young people and adults who may be vulnerable Policy, Continued

Taking and recording of images

Any person taking any images must ensure that they follow the procedures as detailed in Appendix 11.

Work placements

All work placement requests, from any source, must be co-ordinated through the HR and OD unit. It is essential that individuals are not alone with any young person or adult who may be vulnerable for a period of time, or travel alone with them in any vehicle, for any purpose.

Being alone with a child, young person or adult who may be vulnerable

There may be occasions when a Council employee/volunteer will be alone with a child, young person or adult who may be vulnerable. It is essential that on these occasions individuals adhere to good working practices and seek permission from the parent/carer and line manager in advance of the situation.

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Appendix 1 – Confirmation of Safeguarding arrangements

Form for completion:

Organisation:	
I/We confirm that the above named organisation has an extant policy for the protection and safeguarding of children, young people and/or adults that may be vulnerable that follows current good practice guidelines.	
A copy is attached	
Signed:	
Name:	
Position in organisation:	
Date:	

If your organisation **does not currently** have in place an extant policy for the protection and safeguarding of children, young people and/or adults that may be vulnerable that follows current good practice guidelines, your organisation is required to adhere to the Council's policy and procedures for the duration of the relevant activity with Council. Please complete the following.

We have received a copy of the children, young people and adults who may be vulnerable policy and procedures as set out by Ards and North Down Borough Council and agree to adhere to the policy throughout the duration of the relevant activity.

Organisation/Activity:	
Location:	
Activity Date(s):	
Signed:	
Print Name:	
Position:	
For and on behalf of:	
Date:	
Council Grant Award (if appropriate):	

This form will be retained, in line with the Council's Retention and Disposal schedule, by the relevant Line Manager and required for purposes of internal and external auditing of the implementation of the Safeguarding Policy and Procedures.

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Appendix 2 - Legislation

Introduction

Ards and North Down Borough Council recognises its responsibilities to protect children, young people and adults who may be vulnerable in line with the following current legislation. This list is not exhaustive and will be updated as required.

Current legislation

- [United Nations Convention on the Rights of Children](#)
 - [The Children \(Northern Ireland\) Order 1995](#)
 - Safeguarding Groups (Northern Ireland) Order 2007 as amended by the Protection of Freedoms Act 2012
<http://www.legislation.gov.uk/ukdsi/2012/9780111529409>
 - [Disability Discrimination Act 1995](#)
 - [Sex Offenders Act 1997](#)
 - [Human Rights Act 1998](#)
 - [Sexual Offences Act 2003](#)
 - The Disability Discrimination (Order 2006) Northern Ireland
<http://www.legislation.gov.uk/nisi/2006/312/contents/made>
 - Safeguarding Vulnerable Groups (Northern Ireland) Order 2007
<http://www.legislation.gov.uk/nisi/2007/1351/contents>
 - [Safeguarding Vulnerable Groups Act 2006](#)
 - [Sexual Offences \(Northern Ireland\) Order 2008](#)
-

Frameworks

- Co-operating to Safeguard Children (May 2003)
<http://www.childcarepartnerships-ni.org/co-operating-to-safeguard-children-2003>

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Appendix 3 - Designated Officers and Persons

Role of Designated Officers

Ards and North Down Borough Council has two Designated Officers Compliance Officer (Equality and Safeguarding) and Licensing and Regulatory Services Manager who can be contacted on 0300 013 3333 extn 40114 and 40416 respectively.

The lead Designated Officer should be the first point of contact for all referrals.

Designated Officer responsibilities

- Taking the lead role in raising and maintaining awareness regarding safeguarding in the Council
 - Monitoring the implementation of the Council's Safeguarding Children and Young People and adults who may be vulnerable Policy and procedures, and informing Social Services/PSNI of any concerns.
 - Ensuring that Corporate Leadership Team is briefed accordingly regarding any incident.
-

Appendix 4 - Planning Activities and Supervision Ratios

Introduction Adult employees/hired people will be aged 18 years and over. It is acknowledged that Ards and North Down Borough Council occasionally employs young people aged 16 and 17 years, however they are not to be considered adult employees within the context of this policy and must not therefore be taken into account when considering levels of supervision. It should be noted that such young people are technically children themselves, and therefore they must be included in calculations regarding supervision ratios.

Similarly, drivers are not to be taken into consideration when planning levels of supervision during journeys to 'out of centre' activity. Clearly once the driver has dismounted from the vehicle they can become a supervisor.

A driver must never be in the company of a child, or young person on their own. Where a party consists of children of both genders it is a practical necessity that both male and female supervision should be provided.

Welfare and Safety Council employees are responsible for the welfare and safety of children, young people and adults who may be vulnerable for the whole time they are at a relevant activity or event. Activity planners must ensure they are satisfied as to the competency of all supervising personnel.

Information relating to drop offs and pick-ups **MUST** be clearly detailed to parents, carers or guardians, by activity planners where relevant, so as to avoid children, young people and adults who may be vulnerable being left alone without supervision.

Information relating to special dietary or health requirements, and emergency contact details, **MUST** be requested from parents, carers or guardians of those who are to be left in the charge of Council employees where relevant.

All information should be provided in writing, or in an alternative format where a need is identified.

Out of Centre Trips The organisers of journeys/visits should plan and prepare a detailed programme of activities for children, young people and adults who may be vulnerable involved in the project.

Continued on next page

Appendix 4 - Planning Activities and Supervision Ratios,

Continued

Out of Centre Trips, continued

Leaders should give consideration to the nature of the venue/site to be visited and any associated risks or special requirements posed by the location. A formal risk assessment must be carried out for any out of centre activity. This will be particularly important and more elaborate where a venue has not been visited before.

Children, young people and adults who may be vulnerable **MUST NEVER** be left alone, i.e. to their own devices in, for example, a town for the evening, or on shopping expeditions.

Organisers should obtain, in writing, parental or carer consent for children, young people and adults who may be vulnerable joining an organised trip. Parents, carers or guardians should be given full relevant details about trips including a programme of scheduled events and activities to be undertaken.

Supervision ratios

Standard minimum ratios for work with children

In the absence of governing body ratios guidelines, the above ratios must be observed.

The standard minimum supervision ratios for all planned activity involving children (below the age of 18 years) are to be:

0 to 1 years: 1 employee to 3 children

2 to 3 years: 1 employee to 4 children

4 to 7 years: 1 employee to 8 children

8 to 17 years: 1 employee to 10 children.

There should be one additional employee for every 10 (or part thereof) extra children and/or young people

All ratios require to be confirmed with the appropriate governing body to ensure that current legislation and all other requirements are met.

Where clarity is required on supervision ratios for a particular event or activity the following link may provide further detailed advice for good practice.

<http://media.education.gov.uk/assets/files/pdf/s/supervision%20guidance%20revised%20sos%20sept%202012.pdf>

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Appendix 4 - Planning Activities and Supervision Ratios,

Continued

Risk Assessment

Activity leaders must conduct a risk assessment for each planned activity that considers issues relating to safeguarding. Factors should include the ages of participants, the 'venue' (e.g. whether 'in centre', or 'out of centre'), and potential associated risks.

Where it is felt that ratios should be increased then a manager should be informed. Standard minimum ratios must not be reduced without approval from a Designated Officer and have been risk assessed.

Please see Appendix 8 for further risk assessment guidelines.

Special Needs

The ratio of employees to children, young people and adults who may be vulnerable with special needs should be assessed on an individual 'case-by case' basis regardless of the setting or activity, in conjunction with that individual's parent, carer or guardian.

Supervisors

No Council activity involving the supervision of children and young people can be undertaken without a minimum of two adults in attendance, one of who must be an adult employee/hired person.

Swimming activities

Where Council employees arrange an activity that involves the supervision of children in a swimming setting, the level of adult supervision must be in compliance with the supervisory rules stated by the swimming facility provider. If none are stated, the activity leaders should adhere to the ratios as outlined, cognisant of the responsibility to conduct a risk assessment and the unique environment present in a swimming setting.

Organisations must confirm at the time of booking that they have a safeguarding policy in place, or that they will adhere to the principles laid out in Council's policy and procedure. Those supervising any swimming activity must remain poolside throughout.

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Appendix 5 – Event Management

Purpose This guidance is relevant to all Council events. However, it is particularly applicable to larger Council events where the public will be present. Directorates should draw up their own detailed protocols as applicable to their activity where required.

Information / lost persons At large Council events where the public will be present, there should be a clearly identified 'area' for information/lost children, young people and adults who may be vulnerable which should be manned at all times.

Directorates should seek advice from a Council Designated Officer if they are unsure whether this is applicable to a particular event.

All those working at such events should be fully appraised of the procedure for dealing with lost children, young people and adults who may be vulnerable. A relevant officer should be designated as Lost Persons Co-ordinator for the duration of the event.

Dealing with lost person incident No employee should be alone with a lost child or person. In the first instance the officers should ascertain if the individual knows a contact number for his or her parent, carer or guardian. If so, a call should be made to that person.

If no contact number is available, the PSNI should be contacted to seek advice. Relevant information should be provided to the police concerning the lost person. This may (for example) be a description of the family member that can be circulated to those working at an event, or an address if a lost child, young person or adult who may be vulnerable is found during routine Council activity.

Should all the above avenues be unsuccessful at a large public event an announcement should be made over the public address system informing those present of the existence and location of the event information point. No reference to a lost child, young person or adult who may be vulnerable should be made at this point and the person's name should never be given out publicly.

If a child, young person or adult who may be vulnerable 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.

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Appendix 5 – Event Management, Continued

Incident closure At public events, once a lost child, young person or adult who may be vulnerable has been reunited with their parent, carer or guardian, stewards and police should be informed immediately if they have been involved.

Under no circumstances should any individual employee or volunteer, or the organisation itself, attempt to deal with an incident involving children, young people or adults who may be vulnerable alone.

Appendix 6 – Code of Behaviour Guidance

Introduction

Ards and North Down Borough Council recognises that children, young person and adults who may be vulnerable are a priority in all matters and endeavours to listen to him or her, taking them seriously while valuing and respecting them as individuals, and involving them in the decision making process on issues concerning them as appropriate.

Having a code of behaviour minimises the opportunity for those taking part in activities to suffer harm and seeks to protect persons with responsibility from false allegations.

The Council promotes good practice guidelines when working with children, young people and adults who may be vulnerable; providing a safe environment and offering protection and enjoyment. Persons with responsibility must understand the value of operating within the code of behaviour guidelines as it protects them and allows them to safely develop positive relationships with those participating in any activities.

A group code of behavior must be agreed with all participants at the beginning of an activity and reviewed regularly to ensure agreed standards for all participants.

Responsibilities

All adults must accept their legal and moral responsibilities to protect children, young people and adults who may be vulnerable through:

- implementing the Council's policy and associated procedures at all times as relevant; and
- ensuring any contact with an individual who may be vulnerable should take place as openly as possible.

In situations where privacy is required leave doors open and inform other employees where possible.

Individuals must never

- Spend excessive amounts of time alone with children, away from others.
 - Engage in sexually provocative or rough physical games, including horseplay - apart from structured sports activities.
 - Allow anyone to use inappropriate language unchallenged; this includes inappropriate attention-seeking behaviour.
 - Make sexually suggestive comments about, or to, an individual, even in fun.
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Appendix 6 – Code of Behaviour Guidance, Continued

Individuals must never,
continued

- Let allegations made by a child, young person or adults who may be vulnerable, go without being addressed/recorded.
 - Do things of a personal nature for children, young people or adults who may be vulnerable, that they can do for themselves.
 - Engage in close physical contact that could be considered inappropriate.
 - Share a room alone, except in exceptional situations.
 - Invite children, young people or adults who may be vulnerable to their home.
 - Although physical restraint of a child is not recommended, it may be necessary in exceptional circumstances to prevent:
 - physical injury to any individual or yourself;
 - damage to property; or
 - stop the commission of a criminal event.
-

Individuals should not

- Only in exceptional circumstances should any individual:
- Allow children, young people or adults who may be vulnerable into a Council vehicle. In situations where an individual must enter a Council vehicle, parents or carers and a line manager must be notified.
 - Spend time alone with a child, young person or adults who may be vulnerable. If a situation arises where you **MUST** speak to the individual in an office or room, make sure another employee is aware of this, and the door is left open.
 - Meet with children, young people or adults who may be vulnerable outside of the Council without the consent or knowledge of parents, carers or line managers.
-

Code of behaviour guidance

- The Code of Behaviour (the Code) should contain positive statements and guidelines about:
- Expected behaviour towards individuals
 - Behaviours to be avoided
 - Mutual respect
 - Physical contact and intimate care
 - Physical intervention and restraint
 - Diversity and additional care and support needs
 - Handling of money
 - Use of technology, including photography
 - Sanctions in the case of breaching the code
 - Everyone who uses its services, participates in its activities or visits
-

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Appendix 6 – Code of Behaviour Guidance, Continued

Breaching the
Code of
Behaviour

Employees who breach this Code may be subject to disciplinary procedure. Additional training or supervision will be provided for minor incidents where required. If an allegation against an employee has occurred, then an investigation will be carried out in accordance with the disciplinary procedure for dealing with allegations against employees.

Problem Solving procedures will be followed for volunteers.

Elected Members will have the situation investigated under their Code of Conduct.

Appendix 7 - Training

Training Training is arranged through the Human Resources Section, which is accredited by Volunteer Now and SEHSCT.

Keeping Children Safe - Module 1 (Non-regulated activity)

Keeping Children Safe - Module 2 (Regulated activity)

Keeping Children Safe – Module 1 Three-hour package that provides an introduction to safeguarding children and young people issues. Individuals who do not have responsibility for regulated activity, but engage with children and young people, are encouraged to attend.

Keeping Children Safe – Module 2 Six-hour package - attendance is mandatory. The training is designed specifically for those in Regulated positions. It will provide an overview of safeguarding children and young people issues, enable attendees to explore potential situations that might arise and consider how best to deal with these.

Keeping Children Safe – Module 3 Six-hour package for Managers that covers legal responsibility in relation to safeguarding children and young people and is delivered in conjunction with Module 1 above. Relevant managers are required to attend.

Keeping Children Safe – Module 6 (Safeguarding Children and young people with disabilities) Six-hour package aimed at ensuring employees and volunteers working with children and young people have an understanding and awareness of safeguarding issues as those with disabilities are additionally vulnerable. The training focuses on creating safe and inclusive environments where all children and young people can be supported and cared for.

Refresher Training It is a mandatory requirement to attend refresher training on Modules 2 and 3.

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Appendix 7 - Training, Continued

**Awareness
Training**

This training is available to all employees to provide an insight to the Council's and every individual's responsibility to ensure that this policy is implemented across the range of Council services.

**Keeping adults
who may be
vulnerable safe
training**

This training is currently being developed.

Appendix 8 – Risk Assessment Guidelines

Risk Assessment Guidelines

The following table outlines Risk Assessment Guidelines to be completed when appropriate including all work placements. This must be completed and signed by the relevant Line Manager.

Areas to consider	What I have in place already	What I need to consider
Location of work		
Hours of work		
Co-workers and potential contacts		
Environment		
Potential concerns		
Duties		
Emergency Contacts		
Safety Concerns		

Signed	
Print Name	
Post	
Date	

This form will be retained by the relevant Line Manager and required for purposes of internal and external auditing of the implementation of the Safeguarding Policy and Procedures.

Appendix 9 – Recognising abuse

Introduction

The Council recognises that children, young people and adults who may be vulnerable are a priority in all matters and endeavours to listen to them, taking them seriously while valuing and respecting them as individuals, and involving them in appropriate decision making.

Having a Code of Behaviour minimises the opportunity for individuals to suffer harm. It also seeks to protect all those who work or come in contact with those who may be vulnerable.

Council promotes good practice guidelines when working with adults who may be vulnerable to provide a safe environment that offers protection and enjoyment.

Identifying characteristic of abuse

The characteristics of potential abuse may be physical and/or behavioural.

Some of the identifying characteristics may include:

- Changes in mood: sudden outbursts / temper;
 - Demeanour changes: becoming quiet, withdrawn or noisy and disruptive;
 - Emotional distress or different patterns of behaviour;
 - Fear of a particular adult or child;
 - Inappropriate sexual awareness or language;
 - Reluctance to go home;
 - Sudden weight loss;
 - Nervousness when touched;
 - Other individuals may tell you their concerns for another person.
-

Definitions of Abuse – Children and young people

The common denominator for all forms of child abuse is that it makes children and young people feel bad and worthless. Abuse can occur in a number of ways so the actual harm caused cannot always be easily categorised. Children and young people may suffer more than one type of abuse.

Cooperating to Protect Children, Volume 6 of the Children (NI) Order Regulations and Guidance gives four broad definitions:

- Physical abuse;
 - Emotional abuse;
 - Sexual abuse;
 - Neglect.
-

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Appendix 9 – Recognising abuse, Continued

Definitions of Abuse – Adults who may be vulnerable

Forms of abuse can be categorised as follows:

- Physical abuse (including inappropriate restraint or use of medication);
- Sexual abuse;
- Psychological abuse;
- Financial or material abuse;
- Neglect and acts of omission;
- Institutional abuse;
- Discriminatory abuse;
- Domestic Violence;
- Human Trafficking.

Any or all types of abuse may be perpetrated as a result of deliberate intent and targeting of vulnerable people, negligence or ignorance.

Roles and responsibilities

The primary responsibility of the person who first suspects or is told of abuse is to report it to the Designated Officer or professional agencies and ensure that their concerns are taken seriously.

Leave the investigating to Social Services or PSNI. The role of any individual in normal circumstances is to report any concerns or direct disclosures to your line manager or the Council's Designated Officer(s) who have the contacts and training to assess the situation. See Appendix 12 for the Incident Report Form.

In exceptional instances where an individual's immediate safety is actually or potentially in danger, contact the Police directly before informing your line manager or the Council's Designated Officer(s).

See Appendix 13 for contact phone numbers.

Sources of abuse

Abuse can occur from:

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

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Appendix 9 – Recognising abuse, Continued

Sources of abuse,
continued

Abuse can be caused by omissions and lack of protection as well as from actual acts of abuse. Protection processes should always consider the wider needs of the child, young person and family.
All those providing services should always be alert to potential indicators of abuse or neglect.

Special requirements

The particular and varied needs of children, young people and adults with a disability may make initial recognition more difficult. Disclosures of abuse may be less likely to come forward because of communication difficulties, isolation, or lack of awareness. Signs may be subtler, more confusing, or explained away as a result of the individual's disability.

Child sexual exploitation

Child sexual exploitation (CSE) is a type of sexual abuse in which children and young people are sexually exploited for money, power or status.

Children and young people may be tricked into believing they are in a loving and consensual relationship, this may include being invited to parties or given drugs and alcohol. It can also include being groomed online.

Some children and young people are trafficked into Northern Ireland for the purpose of sexual exploitation.

It is important that all employees report any concerns to their Line Manager or to the Designated Officer.

Appendix 10 – Guidance on Incident handling

Introduction Anyone who knows or suspects that a child, young person or adult who may be vulnerable has been or is being harmed, or is potentially or actually at risk, has a duty to convey this concern to their line manager or Designated Officer.

Recording of incidents All incidents must be recorded, no matter how small, on the form at Appendix 12. These are to be forwarded to a Designated Officer as quickly as possible for further consideration.

Reporting incidents Managers have a duty to report the incident directly to a Council Designated Officer rather than continue through line management, as this would delay proceedings and lead to a potential loss of confidentiality.

Once an individual becomes aware of, or suspects a case of abuse or other relevant concern, she/he should ensure in so far as possible that the child, young person or adult who may be vulnerable are protected from the situation of potential or actual danger. This may in **exceptional cases** mean contacting the PSNI directly in the first instance thereby initially circumventing the normal reporting procedure.

The individual should however not normally intervene directly but should follow the reporting procedure unless not to intervene could potentially lead to a more serious situation. A flow chart relating to the Council's reporting procedure is at Appendix 14.

Once an individual becomes aware of, or suspects a case of abuse or other relevant concern, it is imperative that they record the details leading to this suspicion immediately. A copy of the appropriate recording form is at Appendix 12.

To assist in dealing with a situation where a child, young person or adult who may be vulnerable has made a disclosure, a series of do's and don'ts are identified below

Continued on next page

ARDS AND NORTH DOWN BOROUGH COUNCIL

Appendix 10 – Guidance on Incident handling, Continued

**Do's and
Don'ts**

Do	and	Don't
Stay calm		panic/frighten the individual
Listen and hear		ask leading questions or speculate
Give the individual time		promise or agree to keep secrets
Reassure them that <ul style="list-style-type: none"> • they have done the right thing in telling; • they are not to blame 		enquire into details of abuse
Record in writing what was said as soon as possible		make the individual repeat the story unnecessarily
Report to someone else in the organisation		approach or confront the alleged abuser
Record your report		talk about what you have heard
Act without delay		attempt to investigate

Appendix 12 – Recording images

Introduction Everyone using council facilities and services with activities where children, young people and adults who may be vulnerable are present must ensure correct procedures are followed.

The Council reserves the right to prohibit the use of photography, videoing or filming at any event or activity with which it is associated.

Use of recording equipment

The recording of images without prior approval from a relevant manager is strictly prohibited.

The recording of images in all changing and toilet areas is strictly prohibited - signage to reflect this should be displayed.

Consent should be sought from parents, carers or guardians before photographing at any Council premises or facilities and certainly before using any of the images taken.

Those wishing to use photographic, film or video equipment at any event or activity must obtain permission from the organisers prior to the event or activity.

Where the recording of images is pre-planned, all materials promoting the event or activity will state clearly that accredited photographers will be present ('accredited' is defined as belonging to or working for a relevant organisation).

Photographers

Accredited photographers will be required to carry a visible form of identification (badge, sticker or pass) at all times. The event or activity organiser should determine the format of this identification.

No unsupervised access or one-to-one photographic sessions with accredited photographers should be permitted unless it is with the prior written approval of the parent, carer or guardian **AND** the event organisers.

Continued on next page

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Appendix 12 – Recording images, Continued

Publication of images Particular care must be taken in publishing any photographs, video, film footage and in particular individuals who may be vulnerable as they could be particularly susceptible to abuse.

Suitable dress It is possible for the content of any photograph to be manipulated or adapted for inappropriate use. Only images of people in suitable dress should be taken, to limit potential 'inappropriate use'.

The nature of what is 'suitable dress' is difficult to define, however certain sports such as athletics, gymnastics and swimming may lend themselves to potential greater misuse. With these sporting activities, the content of the photograph/filming should be focused on the activity and not the particular individual.

Photographs should avoid full face-body shot. A pool shot should be waist or shoulder up where possible. The age of the photographic subject may also determine what is considered appropriate.

Appropriate dress must be worn at all times by all individuals engaged to work at a Council sponsored event or activity.

Contact details If you have any concerns or questions regarding photographing or filming children, young people or adults who may be vulnerable please contact:

Safeguarding Designated Officer
Ards and North Down Borough Council
Town Hall, The Castle
Bangor, Co Down
BT20 4BT

Tel No: 0300 013 3333

Website: www.ardsandnorthdown.gov.uk link - contact us

Continued on next page

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Appendix 12 – Recording images, Continued

Approval Form Ards and North Down Borough Council will take photographs and/or record images at some Council events and activities and some Council sponsored events and activities.

These materials will only be used for promotional and archive purposes.

No close up photographs or videos will be taken without the written consent of the event organisers and the parents, guardians or carers of any children or young people under the age of 18 years or adults who may be vulnerable.

The completed and signed proforma below will be retained by the relevant Council section on the event/activity file and may be inspected on request.

I/we give permission for an authorised Ards and North Down Borough Council photographer to take photographs and video material at the event as identified below.

EVENT:

DATE(S):.....

RESTRICTED AREAS OR ACTIVITIES:

NAME OF INDIVIDUAL:

NAME OF PARENT/GUARDIAN:.....

AND/OR

ORGANISATION:.....

POSITION IN ORGANIATION:.....

Signed:.....

Date:.....

Ards and North Down Borough Council collects the data on this form for the purpose of consent of taking photographs of Children and Young People (aged under 18 years) and adults who may be vulnerable.

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Appendix 13 – Safeguarding Incident Form

Incident Report Form

Questions should be answered fully. This report must remain confidential and be kept in a secure place.

Name of person filing report:		
Department:		
Work location/ <u>centre</u> :		
Name of child or young person:		
Age:		DOB:
Parent/ <u>carer's</u> name:		
Home address:		
Post code:		
Phone no:		
INCIDENT		
Please complete the boxes below after all incidents/disclosures		
When did the incident occur? (Include date/time)		
Where did the incident occur?		
Describe the incident		
Were there other people present at the time of the incident?		
Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please state names/positions:		

Continued on next page

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Appendix 13 – Safeguarding Incident Form, Continued

Incident Report Form, continued

What was the nature of the incident?			
Describe any signs of physical injury evident on the individual(s)			
Describe any observed emotional or behaviour signs or changes in the individual(s)			
Has anyone been named or implicated as part of the allegation(s) (if so, please record details)?			
What future course of action has been <u>agreed/decided upon</u>?			
Signed:		Date:	
Referred to:		Date:	
Line Manager/Designated Officer (delete as appropriate)			
Action taken post reporting:			
Signed:		Date:	
Designated Officer			

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Appendix 14 – Useful numbers

Contact
Numbers

Organisation	Phone number
South Eastern Health and Social Care Trust	0300 100 0300
PSNI	101
NSPCC Helpline	0808 800 5000
Gateway Team (Children and Young People)	028 9181 8518
Ards and North Down Borough Council	0300 013 3333
Out of Hours Social Work Team	028 9504 9999
South Eastern Health and Social Care Trust, Vulnerable Adults	028 9250 1227
Child Sexual Exploitation	0800 389 1701

Appendix 15 – Reporting procedure

**Reporting
process flow
diagram**

