



**Derry City & Strabane**  
District Council

Comhairle  
**Chathair Dhoire &  
Cheantar an tSraitha Báin**

**Derry Cittie & Strabane**  
Destrack Cooncil

# **Safeguarding Policy and Procedures - Children and Young People**

**March 2025**

**Approved on :**

**Minute Reference:**

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# **1. Preamble**

## **Purpose**

- 1.1 Derry City and Strabane District Council has a responsibility to safeguard and protect children and young people.

As an organisation, the Council must be alert at all times to indicators of potential harm and abuse and all staff have a responsibility to take appropriate action when concerns are identified.

The Council will work in partnership with its residents and relevant key organisations to ensure that the welfare and protection of children and young people is paramount.

We will safeguard and promote the welfare of children and young people by putting in place a robust series of measures to:

- (a) prevent harm occurring through early identification of risk; and
- (b) responding quickly and appropriately to concerns and disclosures about potential harm and abuse.

The Council will provide clear guidance to staff to ensure that everyone understands their responsibilities in relation to protecting and safeguarding children and young people, and we will ensure that our staff and Elected Members have access to safeguarding advice, support, supervision and appropriate training.

- 1.2 The purpose of this policy is to safeguard and promote the welfare of all children and young people who use Council's facilities and services through actively promoting awareness of the Council's safeguarding duty, implementing good practice and complying with robust procedures which outline what action staff should take when concerned about potential harm or abuse.

## **Background**

- 1.3 The Children (Northern Ireland) Order 1995 applies to all children under the age of 18 and embodies five key principles:

**Paramountcy** of the child – in all childcare practice and law, the welfare of the child is the overriding consideration in any decisions about them.

**Parental responsibility** – parents, and guardians, have responsibility for their children rather than rights over them. Where parents have rights in respect of children these only last so long as is necessary given the child's age and understanding. In some circumstances parents will share parental responsibility with other carers or the state.

**Prevention** – the Children Order recognises the importance of preventing problems such as family breakdown and abuse through supportive measures.

**Partnership** – this recognises that the most effective way of ensuring that a child's needs are met is through working in partnership with their parents and other professionals and disciplines.

**Protection** – children should be safe from abuse and should be protected by the state when they are in danger: the child's welfare as the paramount consideration, parental responsibility which may be shared, partnerships among families and the government, prevention, and protection.

- 1.4 In the context of safeguarding, Council recognises the value of a child rights-based approach and will be guided by current best practice, relevant legislation and the principles set out in the United Nations Convention on the Rights of the Child (1989).
- 1.5 This Council is committed to a zero-tolerance approach to violence against women and girls. This policy will help safeguard girls when engaging with Council activities and/or on Council premises.

## 2. Scope

- 2.1 This policy applies to Elected Members, staff of Derry City and Strabane Council, contractors working on behalf of Council, Council-owned community-managed facilities, service users, hirers of Council facilities, parents/guardians and children using Council services, and taking part in Council-organised events/programmes/activities on Council property.

## Definitions

### 3.1 General

- 3.1.1 **Safeguarding:** Safeguarding Children and Young People begins with promotion and preventative activity which enables children and young people to grow up safely and securely in circumstances where their development and wellbeing is not adversely affected.

It includes support to families and early intervention to meet the needs of children and continues through to child protection. Child protection refers specifically to the activity that is undertaken to protect individual children or young people who are suffering or are likely to suffer significant harm. (Co-Operating to Safeguard Children and Young People in Northern Ireland, August 2017).

- 3.1.2 **Child** refers to a person under 18 years of age.

- 3.1.3 **Regulated activity** is work that a barred person must not do. Regulated activity is defined as a position which requires working closely, regularly and unsupervised with children and is defined in Schedule 2 of the Safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012.

- 3.1.4 **Regulated positions** include those whose normal duties require them to care for, train, advise, counsel or are in sole charge of children, or have unsupervised contact with children, as well as the supervisors/managers of individuals in regulated positions.

3.1.5 **Standard Disclosure Check** discloses an individual's criminal record, giving spent and unspent convictions and informed warnings and other non-court disposals from the Police National Computer.

3.1.6 **Enhanced Disclosure Check** discloses an individual's full criminal record, giving spent and unspent convictions from the Police National Computer, cautions, informed warnings and other non-court disposals from the Police National Computer, information held by the Disclosure and Barring Service (for positions in regulated activity), and information held by the police that is relevant to the role applied for.

3.1.7 **Responsible Person** - All duty officers, line managers and other officers with responsibility for the management of Council facilities/services are defined as 'Responsible Persons' for the purposes of this policy. The Responsible Person has the authority to report and take action on concerns and disclosures brought to them by staff. Although all staff have a duty to safeguard children and young people, the responsible person must ensure that action is taken. Staff must be made aware of their duty to safeguard and must know the correct reporting pathways and the name and contact details of the responsible person. The Responsible Person will also undertake safeguarding risk assessments in advance of any activity or programming.

3.1.8 **Regulated Area** – this is an area such as a toilet or changing facility where photography and videography is strictly prohibited. Each Council leisure centre, venue, visitor attraction, and Council-run community centre will identify which zones and/or areas within their venues are classified as 'regulated areas' and will keep and manage a legend of these areas.

## 3.2 Forms of Abuse

3.2.1 **Physical Abuse** - Physical abuse is the deliberate physical injury to a child or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing,

poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.

**3.2.2 Psychological/Emotional Abuse-** Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Smothering a child's development through over-protection can also be a form of abuse. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose children to emotional abuse. Psychological abuse, also referred to as emotional abuse or mental abuse, is a form of abuse characterised by a person subjecting or exposing another to behaviour that may result in psychological trauma, including anxiety, chronic depression, or post-traumatic stress disorder.

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

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

**3.2.5 Child Sexual Exploitation -** Child Sexual Exploitation is the sexual exploitation of children and young people under 18 that involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection,

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gifts, money) as a result of performing, and/or others performing on them, sexual activities. Child sexual exploitation can occur through use of technology without the child's immediate recognition, for example the persuasion to post sexual images on the internet/mobile phones with no immediate payment or gain. There are clear indications that sexual exploitation is affecting children under 16 years of age across all cultures. A further feature of exploitation for this age group is a significant link to substance misuse and children going missing from home.

**3.2.6 Modern Slavery and Human Trafficking** - Human trafficking involves the acquisition and movement of people by improper means, such as force, threat or deception, for the purposes of exploiting them. It can take many forms, such as domestic servitude, forced criminality, forced labour, sexual exploitation and organ harvesting.

**3.2.7 Bullying** - Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It may take many forms but the main types are: Physical (for example, hitting, kicking, theft); Verbal (for example, sectarian or racist remarks, name calling), and; Indirect (for example, spreading rumours, isolation from peer group). Cyber or Online bullying (for example the use of e-mail, instant messaging, chat rooms, mobile phones). The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children to the extent that it affects their health and development or, at the extreme, cause them significant harm (including self-harm). All settings in which children are provided with services or are living away from home should have in place rigorously enforced anti-bullying strategies.

### **3.4 Recognition of Inappropriate Behaviour**

**3.4.1** The following is a list of behaviours, which may be interpreted as inappropriate and if observed should be reported by staff to the Responsible Person in line with the procedure for Dealing with Disclosure or Suspected Abuse:

- Petting or fondling
- Inappropriate physical contact between an adult and a child or young person
- Sexually explicit behaviour in games, etc.



- Adults behaving suspiciously e.g. watching children or young people in changing areas/cubicles/toilets or other regulated area
- Adults who have strayed into an area restricted for children only
- Those who are seen looking over/under cubicles
- Adults whose behaviour is causing distress to children and young people e.g. rough play, horseplay
- Use of inappropriate language in the presence of children and young people

(Please note that this list is not exhaustive.)

### **3.5 Mental Health Issues**

- 3.5.1 In addition to the above, children and young people may present to Council staff requiring help due to their mental health status. This can often be an urgent need which needs immediate action.

Whilst mental health issues are not defined as abuse by a third party and are not, therefore, eligible for referral under the Gateway Referral System, it does prompt action under our duty of care principle.

Staff are not expected to counsel individuals when such situations arise but they need to ensure they take the appropriate action by informing the relevant agency and in emergency cases, the PSNI.

## 4. Policy Statement

**4.1.1 Derry City and Strabane District Council is committed to safeguarding children and young people in Council's facilities, or while taking part in council-organised activities elsewhere. Where necessary Council will be aware of children and young people with increased vulnerabilities i.e. Looked-After Children (LAC), Children in Supported Accommodation or who are homeless, Fostered Children, Children of Parents with Additional Needs, Trafficked or Enslaved Children, Children with Disabilities, LGBTQIA+ Young People, girls at risk of violence and Black, Asian and minoritised ethnic communities.**

Council will endeavour to protect children and young people by:

- Nominating Designated Corporate Safeguarding Officers to implement the Safeguarding Policy and Procedures for Children and Young People
- Nominating Responsible Persons to ensure the policy is implemented appropriately at all Council-venues and Council-run events and to ensure that the Code of Conduct for Contractors is implemented at all times
- Having rigorous recruitment procedures
- Introducing rules on the use of photography, filming equipment and other devices in Council facilities
- Providing effective management for staff through supervision, support and training
- Introducing an Informed Consent Process for the participation of children and young people in Council-organised activities
- Creating an open culture which ensures that children and young people are aware of how to raise safeguarding concerns i.e. through signage, Safeguarding Guides for Service Users and an informed consent approach to participation; or to complain when necessary

- Responding swiftly and appropriately to all concerns, suspicions allegations, and disclosures
- Adopting guidelines for the protection of children and young people through a Safeguarding Code of Conduct for staff. (See Appendix 4)
- Raising awareness of abuse and its effects
- Membership of Leisurewatch
- Having a Safeguarding Working Group
- Including safeguarding within risk assessments
- Giving consideration to child safeguarding and safety when planning and designing projects, schemes and initiatives including capital projects
- Working in partnership with other agencies and with other Councils i.e. via the Local Government Safeguarding Network to learn from best practice examples

#### **4.1.2 Policy Objectives**

The objectives of the policy are:

- To promote a zero-tolerance culture in relation to the abuse, exploitation or neglect of all children and to take action to prevent violence against children
- To put in place clearly defined procedures for referring, reporting and dealing with incidents relating to safeguarding.
- To ensure effective selection, supervision and training of employees, contractors and subcontractors in relation to safeguarding issues.
- To put in place appropriate and timely referral and reporting arrangements with statutory and other agencies dealing directly with safeguarding.
- To ensure that safeguarding responsibilities are fully understood and complied with.
- To ensure that all those working for, or representing the Council adhere to the appropriate Safeguarding Code of Conduct for Staff
- To serve as a model of good practice to the wider community.

4.1.3 To support these commitments Council has set out guidance, templates, codes of practice and other measures in the appendices.

## 4.2 Roles and Responsibilities

4.2.1 The **Chief Executive** has overall responsibility for the corporate implementation of the Safeguarding Policy and Procedures and ensuring its objectives are met.

4.2.2 Each **Director** has responsibility for the implementation of the Safeguarding Policy in their own area of work. All employees are expected to follow this policy and take the appropriate action to meet the aims and objectives

4.2.3 **Heads of Service/Lead Officers** will:

- Ensure that the Council's Safeguarding Policy is followed and that employees follow the guidance and procedures
- Monitor and support employees' adherence to the Employees 'Code of Conduct for Staff' (See Appendix 4).
- Gather information on reports of safeguarding incidents and referring these to the relevant Corporate Designated Safeguarding Officer
- Assist in conducting investigations of any incident for disciplinary purposes.
- Identify and resource training needs for their teams

4.2.4 **Responsible Person(s)\*** (includes Duty Officers/Line Managers) will:

- Be the first point of contact and support for staff in relation to safeguarding issues.
- Undertake appropriate training and ensure that all employees are fully trained in and understand safeguarding issues identifying supplementary training support for their teams on the basis of identified need
- Ensure that appropriate signage is in place at venues and facilities and that a register of regulated areas is maintained and updated for each venue/facility within their purview;
- Ensure that adequate safeguarding risk assessments are undertaken in advance of all activity identifying
- Record the reporting of a disclosure of alleged abuse to a member of the Council's staff. The alleged abuse could involve either an external person or Council staff.

- Record Council staff's suspicion that a child or young person is allegedly being abused and forward details to a Corporate Designated Safeguarding Officer.
- Discuss future action with the member of staff who made the report. Where appropriate, another member of staff may be included where he/she has observed possible signs of abuse or heard a child and/or disclosing details of potential abuse.
- Ensure witness statements are included with Incident Report Form (Appendix 1a). Establish contact with a senior member of Social Services staff and/or PSNI and any other statutory appropriate agencies responsible for safeguarding in the event of an incident occurring on the premises for which they have responsibility
- Record all action taken and advise the Corporate Designated Safeguarding Officer within 24 hours.
- Ensure copies of all reports of incidents are passed to the Corporate Designated Safeguarding Officer.
- Ensure that staff destroy any written or electronic records of incidents once a completed Incident Report Form and accompanying witness statements have been forwarded to Corporate Designated Safeguarding Officers.
- If the matter is urgent and there are concerns for the safety of a child or young person s/he must inform the PSNI and where relevant statutory agencies immediately.
- Compile any incidents/issues/actions log for the premises/events for which they have responsibility.
- Carry out investigations as required.
- Attend Safeguarding Working Group meetings
- Consult Human Resources if the Incident Report Form concerns an employee of Derry City and Strabane District Council allegedly causing abuse (in respect of the Code of Conduct for Employees)

**4.2.5 Lead Democratic Services and Improvement Officer** has responsibility for managing the corporate implementation of the Safeguarding Policy and ensuring its objectives are met. This officer represents the Council on the Western Area Safeguarding Partnership.

**4.2.6 Corporate Designated Safeguarding Officers** are responsible for acting as a source of advice on safeguarding matters, for co-ordinating action within the organisation and for liaising with Health

and Social Services Trusts and other agencies about suspected or actual cases of harm in respect of both children and young people. The role of the Corporate Designated Safeguarding Officer is to:

- Support the relevant Responsible Person(s)\* in establishing contact with a senior member of Social Services staff and/or PSNI and any other statutory agencies responsible for safeguarding in the Council's catchment area in the event of an incident occurring during office hours.
- Provide information and advice on safeguarding within the Council.
- Ensure that the Council's Safeguarding Policy is followed and particularly to inform Social Services within the appropriate Trust of relevant concerns about children and young people
- Carry out investigations where appropriate
- Support the relevant Responsible Person to ensure that appropriate information is available at the time of referral and that the referral is also confirmed in writing and securely and confidentially filed
- As appropriate, liaise with Social Services and other agencies within the Health and Social Care Trust
- Keep relevant people within the Council informed about any action taken and any further action required
- Ensure that an individual case record and learning log is maintained of the action taken by the Council, the liaison with other agencies and the outcome
- Advise the Council of safeguarding training needs in liaison with the Council's Human Resources team and Responsible Person(s)\* /Line Managers.
- Co-ordinate and monitor the implementation of the Safeguarding Policy
- Liaise with relevant officer(s) to ensure that external service providers, organisations that hire Council premises and grant aid participants comply fully with the Safeguarding Policy
- Gather information on reports of safeguarding incidents and refer these to the relevant Director and/or Head of Service.
- Share any significant information about employees' or others' behaviour deemed to be putting children or young people at risk of harm with HR with relevant statutory agencies, as appropriate
- Identify and share learning and promote best practice.

- Provide training on the Council's Safeguarding Policy to line managers and other Responsible Persons which can in turn be cascaded to teams
- Attend regular meetings of the Local Government Safeguarding Network
- Facilitate regular meetings of the Safeguarding Working Group

#### 4.2.7 **The Lead Human Resources Officer** will:

- Assist Heads of Service/Line Managers on disciplinary matters arising from non-compliance with the Safeguarding Code of Conduct.
- Advise on the disciplinary procedure that may result from an investigation by either the Corporate Designated Safeguarding Officers or management.
- Ensure that all employees of Derry City and Strabane District Council who have substantial access to children or young people have undergone an Access NI check.
- Be responsible for ensuring Access NI Enhanced Disclosure Checks are made to determine the existence and content of any criminal record an applicant may have, and to carry out checks against the Disqualification from Working with Children (DWC (NI) List and the Department of Education List to check an individual's suitability to work with children and young people. This check will only be made on applicants who are recommended for appointment by an Interview Panel and have been made a conditional offer of employment in a regulated position
- Ensure adequate Access NI checks are in place for all posts involving regulated activities including risk assessments for new posts as appropriate
- Ensure all information provided from the Access NI disclosure is treated as strictly confidential and is responsible for storing same in a locked cabinet until a final decision is made about the applicant. At this point all original information and copies will be destroyed immediately by shredding or permanently deleting.
- Assist in the identification and procurement of training where appropriate
- Ensure that the Safeguarding Policy is included within the new employee induction briefing

#### 4.2.8 **A Nominated Officer** will:



- Be responsible for asking Access Northern Ireland (Access NI) to carry out Enhanced Disclosure Checks to determine the existence and content of any criminal record an applicant may have, and to carry out checks against the Disqualification from Working with Children (DWC (NI) List and the Department of Education List to check an individual's suitability to work with children and young people. This check will only be made on applicants who are recommended for appointment by an Interview Panel and have been made a conditional offer of employment
- Receive any results provided by Access NI and consider as part of the recruitment process
- Treat all information provided from Access NI for the disclosure as strictly confidential and is responsible for storing same in a locked cabinet until a final decision is made about the applicant. At this point all original information and copies will be destroyed immediately by shredding or permanently deleting.

4.2.9 **Elected Members** will be aware of, and comply with Council's policy and procedures in respect of safeguarding and will take effective action where appropriate

4.2.10 **Employees** will:

- Report any concerns regarding the safeguarding of children and young people to their line manager or another appropriate Responsible Person
- Undertake relevant training in safeguarding and communicate any additional training requirements to their line manager
- Familiarise themselves with the policy requirements/procedures
- Mainstream the policy into everyday working practice e.g. Risk assessments when organising activities, Informed Consent, Use of Technology.
- Highlight any potential concerns with regard to gaps/failings in safeguarding policy/procedures to their line manager or another appropriate Responsible Person
- Comply with the Staff Code of Conduct

4.2.11 **Council Managed Volunteers.** Where an individual is carrying out voluntary work in a 'regulated position' on behalf of Derry City and Strabane District Council, Council will ensure that an enhanced disclosure check is carried out, as is deemed appropriate by a risk



assessment. In instances where a young person has been involved in activities e.g youth participation work and turns 18 during that engagement period they can remain involved until their 19th birthday without an Access NI check. For young adults with learning/ developmental disabilities this age is 25. Any young person over the age of 18 or 25 with a learning/ developmental disability should have an Access NI completed.

4.2.12 A **Safeguarding Working Group** will facilitate and monitor the implementation of this policy. It will:

- Raise awareness of the policy internally and externally.
- Maintain an anonymised log of incidents/issues/actions.
- Share experiences and learning.
- Hold a minimum of three working group meetings per year
- Monitor implementation of the policy and make recommendations for changes to the policy.
- Produce procedures to support effective safeguarding.
- Keep up to date with relevant legislative and policy changes in the field of safeguarding.
- Suggest improvements to the safeguarding policy and practice

4.2.13 **Hirers of Council facilities** will assume full liability for safeguarding in advance of any booking being accepted. Hirers will also be required to state whether relevant due diligence checks such as Access NI Checks and Child Performance Licence checks have been undertaken.

## 5. Legal and Policy Framework

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

### 5.1 Legislation

- UN Convention on the Rights of the Child 1989
- Children's (NI) Order 1995
- General Data Protection Act 2018 (UK GDPR)
- Disability Discrimination Act 1995
- The Sexual Offences Order (NI) 2008
- The Sexual Offences Act 2003
- The Criminal Justice (NI) Order 2008

- Rehabilitation of Offenders Order (NI) 1978
- The Criminal Law Act 1967
- The Safeguarding Vulnerable Groups (NI) Order 2007 (as amended by the Protection of Freedoms Act 2012)
- Section 75 NI Act 1998
- The Safeguarding Board Act (NI) 2011
- The Mental Health (NI) Order 1986
- Children's Services Cooperation Act 2015
- The Human Trafficking and Exploitation Act (Criminal Justice and Support for Victims) Act (Northern Ireland) 2015
- Modern Slavery Act 2015 (application in Northern Ireland)
- Family Homes and Domestic Violence (NI) Order 1998
- The Human Rights Act 1998
- Justice Act (Northern Ireland) 2015

## 5.2 General Data Protection Regulations & Safeguarding

**Consent** - Wherever possible discuss safeguarding concerns with the guardian/parent concerned to get their view of what they would like to happen and keep them involved in the safeguarding process, seeking their consent to share information outside of the organisation where necessary.

**Consent and Information Sharing** - Employees should always share safeguarding concerns in line with the Council policy, usually with their line manager or another appropriate Responsible Person in the first instance, except in emergency situations in which case the employee should take immediate action to safeguard the person by contacting the PSNI or the Gateway team.

**Further information on consent is provided in Appendix 11.**

## 5.3 Good Practice Guidelines

- Volunteer Now – Safeguarding Children and Vulnerable Adults – Policy Standards 2012
- SBNI – Safeguarding Board for NI - Policy standards
- Co-operating to Safeguard Children (DHSSPS) Guidance
- Co-Operating to Safeguard Children and Young People in Northern Ireland, March 2016

- Our Duty to Care: Standards and Guidance for Keeping Children and Young People Safe (2014), Volunteer Now

## **6. Linkage to Corporate Plan**

Derry City and Strabane District Council's Corporate Plan sets out the corporate objective to 'Promote Healthy Communities'. Fundamental to this is the provision of quality and effective safeguarding procedures for both children and young people.

Specifically, this policy aims to facilitate the prevention of safeguarding incidents and when incidents/allegations/complaints do occur that they are effectively managed by following the correct/appropriate reporting procedures.

## **7. Impact Assessment**

### **7.1 Screening and Equality Impact Assessment**

This policy has been subjected to the screening process and has been "screened out" for equality impact assessment. A copy of the screening questionnaire can be obtained by emailing [equality@derrystrabane.com](mailto:equality@derrystrabane.com)

### **7.2 Impact on staff and financial resources**

This policy is envisaged to have a positive impact on staff as it provides a consistent framework for dealing with those safeguarding incidents/allegations that members of staff may encounter across a range of Council functions.

In the short term resources will be required to make staff aware of the new policy and in reviewing existing reporting processes and procedures. It is considered that these requirements can be met within existing resources. In the medium to longer term resources will be required to meet the ongoing training needs of staff.

### **7.3 Impact on Rural Needs, Improvement, Climate Change and Data Protection**

This policy promotes safeguarding in all of Council facilities and events regardless of whether these are held in rural or urban areas.

There is deemed to be no impact on climate change with this implementation of this policy.

Data Protection is a key element of safeguarding as it involves the sharing of sensitive and personal information. This policy has included procedures to share information which is intended to enable Council to seek appropriate support, with consent and also without consent, should there be a significant safeguarding concern.

## **7.4 Sustainable development**

This policy is consistent with the guiding principle of ensuring a strong, healthy, just and equal society as set out in the NI Sustainable Development strategy.

## **7.5 Other impacts**

The adoption of a formal policy will facilitate a more robust standardised reporting procedure for safeguarding incidents/allegations.

# **8. Implementation**

Overall responsibility for the implementation of this policy lies with the Chief Executive. Operational implementation will be coordinated by the Lead Democratic Services and Improvement Officer and Corporate Designated Safeguarding Officers.

## **8.1 Training**

All employees will be provided with appropriate training. New employees will also be provided with information on this policy as part of their induction process. Line managers will be responsible for liaising with HR and relevant training providers to identify and secure training appropriate to the needs of their staff and service.

## **8.2 Procedures, Guidance and Systems**

In order to implement this policy Derry City and Strabane District Council has developed procedures, guidelines and systems to prevent and/or deal with abuse. These measures include:

## Prevention measures

- Disclosure
- Informed Consent Process
- The use of photography and filming equipment
- Supervision of children and young people
- Guidance for Hire of Facilities
- Supervision, support and training for staff
- Procurement

## Measures for Dealing with Abuse

- Recognition of Inappropriate Behaviour
- Dealing with Disclosure or Suspected Abuse
- Dealing with Allegations made against a member of staff


The associated by procedures, guidelines and systems to prevent and/or deal with abuse will be kept under review and updated as necessary.

Council has also prepared summary guidance documents for staff and for service users outlining the key elements of this policy – (See Appendix 18 and 19 respectively)

A full list of the supporting procedures, guidance and documentation is provided within the Appendices.

## 8.3 Communication Strategy

Responsibility for the communication of this policy lies with Heads of Service. Training will be arranged in conjunction with the Human Resources department and external agencies when necessary. The Designated Corporate Safeguarding Officer team will issue advice, guidance and relevant messaging via the Council's dedicated DCSDC Safeguarding email account [safeguarding@derrystrobane.com](mailto:safeguarding@derrystrobane.com). The approved policy will be made available on the Council's intranet site and on the Council's Safeguarding webpage. The policy can also be accessed by using the QR code featured below:

DCSDC Safeguarding Policy and Procedures, Children and Young People	
<a href="http://www.derrystrabane.com/safeguarding">www.derrystrabane.com/safeguarding</a>	



## 8.4 Risk Management

Failure to comply effectively with this policy may lead to the inefficient handling of safeguarding incidents/allegations. Safeguarding must be an active consideration for all staff when organising events, initiatives and programmes which involve children and young people.

## 8.5 Leisurewatch

The Council is currently a member of Leisurewatch. Leisurewatch is a membership scheme for organisations that have a responsibility for the public who are using their facilities. The scheme promotes safety and wellbeing of our service users in leisure settings, especially children and vulnerable adults. The membership of Leisurewatch acts as a complementary service to robust policies and procedures that Council has put in place.

## 9. Monitoring, review and evaluation

Derry City and Strabane District Council is committed to ensuring that its measures in relation to the safeguarding of children and young people are monitored and evaluated appropriately.

This will be done by:

- Ensuring all incidents, allegations of abuse and complaints are recorded and monitored accurately.
- Keeping a central log of queries that are received in relation to safeguarding issues, including who made the query, date, the nature of the query and how the query was dealt with. The Designated Officer will record this information and forward all staff related queries to the Lead Human Resource Officer.

- Putting arrangements in place to monitor compliance with legislation in relation to child protection and recruitment and selection.
- Checking to see that personnel records are up to date, that job descriptions for new positions include reference to child protection (Human Resource Section).
- Checking to see that training has been undertaken (\* Line Managers and/or Responsible Person(s))

The Safeguarding Policy will, under normal circumstances, be formally reviewed every three years. The Policy will also be subject to routine scrutiny and, from time to time, updates and re-issues will be circulated. The policy will be reviewed sooner in the event of any one or more of the following:

- A failure or weakness in the policy is highlighted.
- Changes in legislative requirements.
- Changes in Government/Council or other directives and requirements

<b>Document Number</b>	A unique identifier will be assigned to an approved policy.
<b>Responsible Officer</b>	Lead Democratic Services and Improvement Officer
<b>Contact Officer</b>	Corporate Designated Safeguarding Officer
<b>Approval</b>	Full Council meeting at which policy approval was ratified –
<b>Effective Date</b>	
<b>Modifications</b>	N/A
<b>Superseded Documents</b>	Safeguarding Policy (Children and Adults at Risk of Harm) (October 2021)
<b>Review Date</b>	<p>To be reviewed in 3 years. However, the policy will be reviewed sooner in the event of any one or more of the following:</p> <ul style="list-style-type: none"> <li>• Failure or weakness in the Strategy is highlighted</li> <li>• Changes in legislative requirements</li> <li>• Changes in Government/ Council or other directives and requirements.</li> </ul>
<b>File Number</b>	
<b>Associated Documents</b>	<p>Recruitment and Selection Policy</p> <p>Customer Care Policy</p> <p>Employee Code of Conduct</p> <p>Disciplinary Procedures</p> <p>Corporate Health and Wellbeing Policy</p>



**This information is available upon request in a number of formats including large print, Braille, PDF, audio formats (CD, MP3, DAISY) and minority languages.**

**For further information on alternative formats please contact**

**Tel 028 71 253253 or**

**e-mail [equality@derrystrabane.com](mailto:equality@derrystrabane.com)**





Derry City & Strabane  
District Council

Comhairle  
Chathair Dhoire &  
Cheantar an tSratha Báin

Derry Citty & Stràbane  
Destrìck Cooncil

# **Safeguarding Policy and Procedures (Children and Young People)**

## **Appendices**

**March 2025 revision**

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## Appendix 1a: Form A - Incident Reporting Form

To be completed by a staff member or any individual witnessing or observing an incident, to whom a disclosure has been made or to raise a concern.

### Section 1

<b>1</b>	<b>Council Location (e.g. building name or outdoor venue)</b>	
<b>2</b>	<b>Area <i>within</i> location where incident/concern is reported to have occurred (e.g. changing rooms)</b>	
<b>3</b>	<b>Date/Time of Incident</b>	
<b>4</b>	<b>Detailed account of incident/concern/individual</b>  <b>(Please continue on an additional sheet if necessary)</b>	

### 5. Child/young person involved (Required for formal referral)

<b>Name</b>	<b>Age</b>	<b>Parent/Guardian</b>	<b>Address</b>	<b>Contact Phone Number</b>	<b>E-mail</b>

### 6. Witnesses to Incident (if any)

<b>Name</b>	<b>Address</b>	<b>Contact phone Number</b>	<b>Email Address</b>

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## 7. Staff Attending Incident

Name of Staff Attending Incident	Designation

8.

Report completed by:	
Job title:	
Date:	

## Section 2

Responsible Person* Use Only	
(*includes all relevant officers with safeguarding responsibilities, including line managers, senior officers, duty officers etc.)	
Does report refer to a disclosure of abuse or a report/observation of abuse	
Date Report Received.	
From: (Name and Designation)	

Parents Contacted (if applicable)									
Date referred to Gateway team & Name of contact in Gateway Team									
Date Referred to PSNI & Name of contact in PSNI									
Incident Number if reported to PSNI									
<p>Is CCTV footage of the incident available?</p> <p>Has authorisation been given for the CCTV to be viewed?</p> <p>Authorisation approved by:</p> <p>Position:</p>	<table border="1"> <tr> <td>Yes</td> <td></td> </tr> <tr> <td>No</td> <td></td> </tr> </table> <table border="1"> <tr> <td>Yes</td> <td></td> </tr> <tr> <td>No</td> <td></td> </tr> </table>	Yes		No		Yes		No	
Yes									
No									
Yes									
No									
Actions recommended/Decisions taken									
Leisurewatch Referral Made if applicable (Attach copy of referral form submitted)									

If incident was not referred to Gateway team, PSNI or Leisurewatch, please state reasons why	
Date Director Informed if applicable e.g.	
Responsible Person Comments	
Signature of Duty Officer/Responsible Person:  Print Name:  Date:	..... ..... .....

Name of Corporate Designated Safeguarding Officer (CDSO) report has been passed to:	.....
Date report sent to CDSO:	.....

## How to Fill in Safeguarding Incident Report Form A

### Section 1

This form is to be used by any member of staff who deals with a safeguarding issue involving a child or young person. Where possible the person(s) who has witnessed the incident, has the concern or who is making the disclosure should fill out the reporting form themselves in their own words. This is to prevent miscommunication and may capture more specific details of the incident/concern/disclosure.

**1 - Council Location:** Record the name of the premises (or outdoor location) where the incident took place.

**2 - Area within Location:** Record the area where the incident took place, e.g. changing rooms, sports hall etc.

**3 - Date and Time of Incident:** Record the date and the time when you became aware of the incident or when it was reported to you.

**4 - Detailed account of incident/concern/individual:** Describe what allegedly happened as it was reported to you or as you witnessed it. If it was reported to you by another member of staff or a member of the public, record what was reported to you. If it was something you saw, describe it. If necessary, continue on a separate sheet of paper. You can also attach separate written statements from the person or persons who made the report to you or who witnessed the incident.

**5 - Child/Young Person at risk involved (harmed/injured party/alleged offender)**

Record the name of the child or young person involved. If you don't know the name, give as much of a description as you can and add any other helpful details (e.g. the child/young person was with a named group or taking part in a specific activity).



**Parent/Guardian:** Record here whether the parent or guardian was present at the time of the incident or has since been contacted, by circling the appropriate description.

**6 - Witnesses to Incident:** Record the names, addresses and telephone numbers of any witnesses who have come forward **and attach their statements to the incident report form.**

**7 - Staff Attending Incident:** Record the names and titles of any staff who were involved with the incident.

**8 - Report completed by:** Fill in your name, job title and the date and pass the form to the Duty Officer\*/Responsible Person. They will take any necessary action, including reporting the incident to the police or social services.

## **Section 2:**

**Duty Officer\*/Responsible Person Section –** This section should be completed by the Duty Officer\*/Responsible Person as soon as possible after receiving notification of the incident.

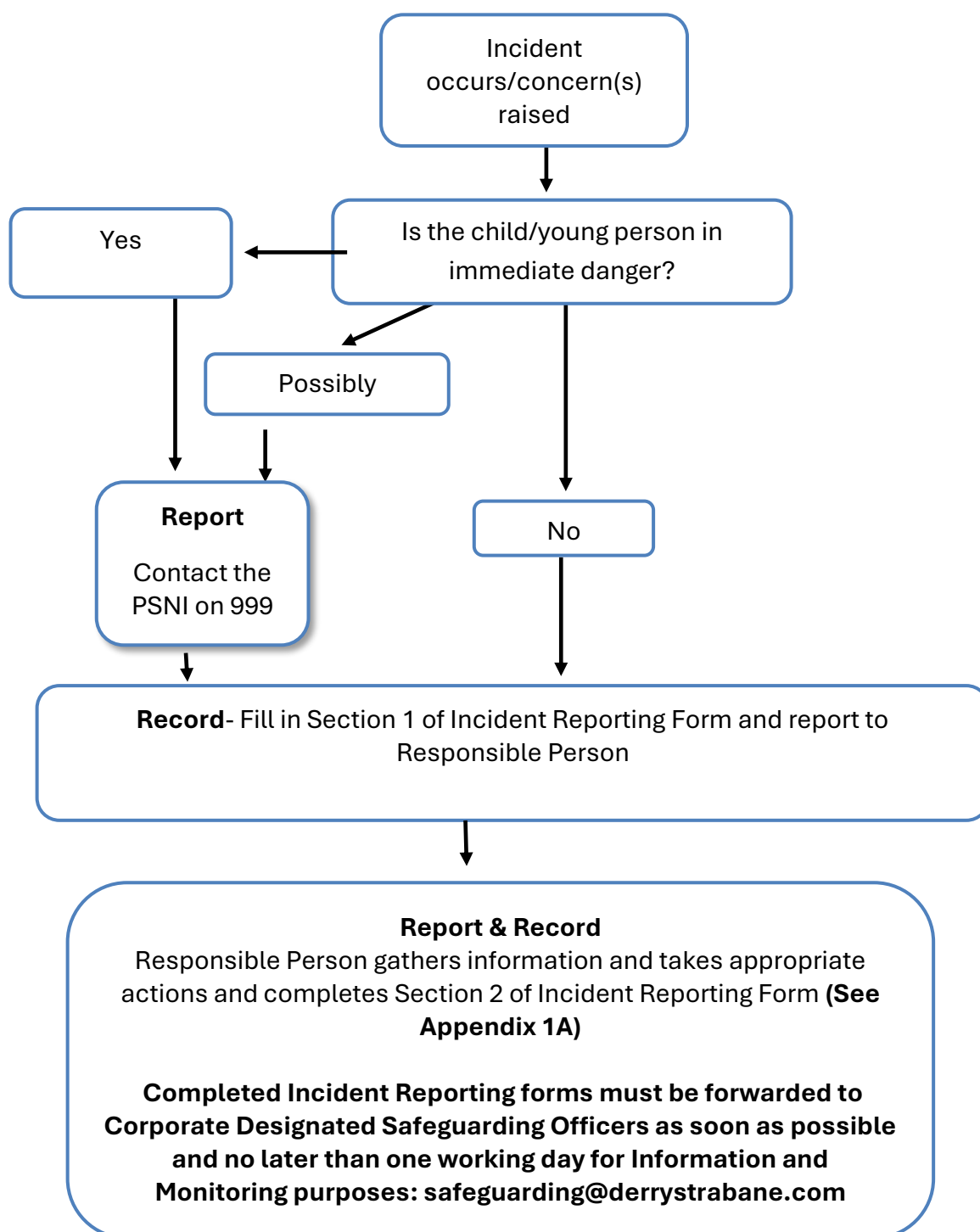
**IS CCTV footage of the alleged incident available?** Circle 'Yes' or 'No' as appropriate.

**Has authorisation been given for the CCTV to be viewed?** If the police are called about an alleged incident that has just happened, they may ask to see the CCTV footage of the relevant area. This authorisation can only be given by the head of service or other relevant responsible person. Only the responsible person and the police may view the footage, unless the police ask the victim or another witness to view it. Please refer to Council's CCTV policy where appropriate.

**Authorisation approved by:** Record the head of service name and position.

**Please note that ALL completed Incident Report Forms must be forwarded to the Corporate Designated Safeguarding Team as soon as possible, and no later than one working day for information and monitoring purposes. Please email: [safeguarding@derrystrabane.com](mailto:safeguarding@derrystrabane.com)**

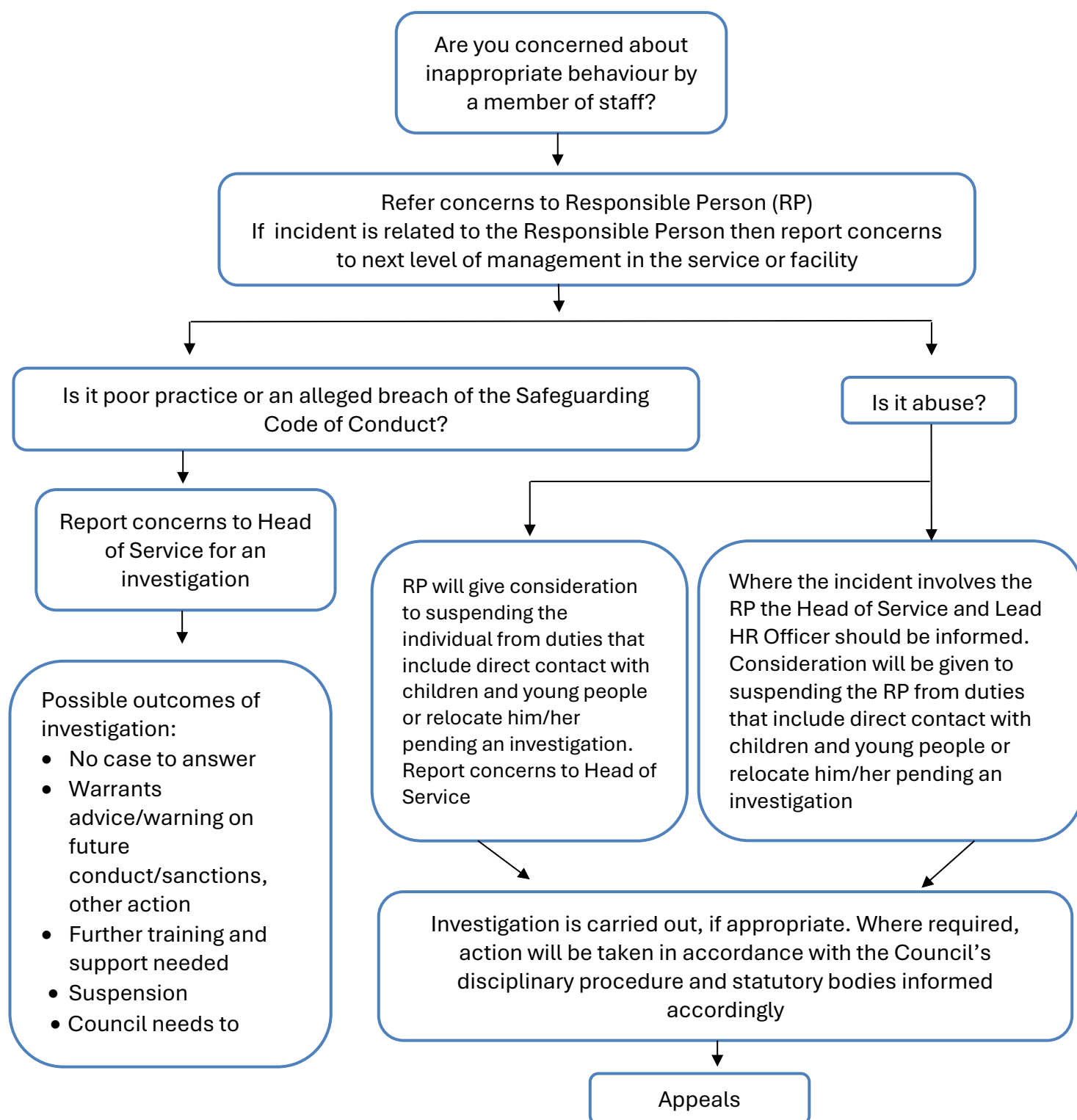
## Appendix 1b: Employee/Customer Reporting Procedure



Where possible the person who witnessed the incident, has the concern or who is making the disclosure should be encouraged to fill out the reporting form themselves in their own words. This is to prevent miscommunication and may capture more specific details of the incident/concern/disclosure. **Please destroy any electronic/written notes or records once they have been passed to and acknowledged by the Corporate Designated Safeguarding Officer.**

NB – For confidentiality reasons staff will not be made aware of any outcome of reporting incidents/concern(s). General feedback can be sought on request.

## Appendix 1c: Reporting Concerns Regarding a Member of Staff



**Once Informed the Responsible Person must take all necessary measures to ensure the safety of the child, and other children.**

**Completed Incident Reporting forms must be forwarded to Corporate Designated Safeguarding Officers as soon as possible no later than 1**

**working day for Information and Monitoring purposes –  
safeguarding@derrystrabane.com**

## Appendix 2: – Relevant Contact Details

What Are You Reporting?	Organisation to Report it to	Telephone/Email
<p>An incident/concern of physical or sexual violence/abuse, neglect, psychological/emotional abuse, human trafficking, child sexual exploitation or bullying <b>of children (i.e. persons aged under 18 years old)</b></p> <p><b>NB:</b> Where child is in <b>immediate</b> danger</p>	<p>Western Health and Social Care Trust Gateway Service Mon-Fri (9-5pm)</p> <p><b>Out of Office Hours Only and Public Holidays</b> - Regional Emergency Social Work Service (RESWS) 5pm-9pm Weekdays/Public Holidays.</p> <p>PSNI</p>	<p>02871 314090</p> <p>Referrals by email <a href="mailto:duty.team@westerntrust.hscni.net">duty.team@westerntrust.hscni.net</a></p> <p>0800 197 9995</p> <p>Referrals by email: <a href="mailto:resws1@belfasttrust.hscni.net">resws1@belfasttrust.hscni.net</a></p> <p>999</p>
<p>Child in need of mental health support</p>	<p>A parent or legal guardian may speak to a GP, health visitor or Social Services. A child or young person can contact the following support services</p> <ul style="list-style-type: none"> <li>• ChildLine</li> <li>• Samaritans</li> <li>• Lifeline</li> </ul> <p>Parental/Guardian Support</p> <ul style="list-style-type: none"> <li>• Family Lives Parentline offers help and information for</li> </ul>	<p>0800 1111</p> <p>0845 790 9090</p> <p>0808 808 8000</p> <p>0808 800 2222</p>

	<p>anyone caring for children</p> <ul style="list-style-type: none"> <li>• Young Minds is a parents' information service offering confidential advice for any adult concerned about the mental health, or emotional well-being of a child or young person</li> </ul>	0800 018 2138
Directory of services to improve mental health and wellbeing (Z Card)	<a href="https://www.publichealth.hscni.net/sites/default/files/2023-02/Western%20Area%20Card%2002.23%20final.pdf">https://www.publichealth.hscni.net/sites/default/files/2023-02/Western%20Area%20Card%2002.23%20final.pdf</a>	

## Appendix 3: - Dealing with Mental Health Challenges

In addition to the above, children and young people may present to Council staff as being in need of help due to their mental health status. This can often be an urgent need which needs immediate action.

Whilst this is not abuse by a third party which is dealt with through the Gateway Referral System it does prompt action under our duty of care principle.

You may advise a parent or legal guardian of a child experiencing mental health challenges to:

- talk to a doctor or health visitor who may refer them to special services for children, young people and families
- talk to their child's school - the school may be able to help sort out problems, provide extra support and make allowances for their child
- contact social services to find out what support is available for your family

Staff are not expected to counsel individuals when this occurs but they need to ensure they take the right action informing the relevant agency. Depending on the circumstance, staff may wish to encourage the individual to self-refer to their own GP where this is appropriate, but where emergency intervention is necessary then staff should make contact with **ChildLine** on **0800 1111**, **Lifeline** on **0808 808 8000** - Lifeline is a crisis response helpline service operating 24 hours a day, seven days a week where the individual can talk to an experienced counsellor in confidence. The local **Samaritans group** are also available round the clock and can be contacted on **0330 094 5717 or 116 123 (Freephone)**.



## Appendix 4: – Safeguarding Code of Conduct for Staff

This Safeguarding Code of Conduct sets out the standards expected from all staff so that they can fulfil their roles in Council. This Safeguarding Code of Conduct should help to protect both children and young people and members of staff.

- Do** Treat everyone with respect
- Do** Provide an example you wish others to follow
- Do** Plan activities so that they involve more than one other person being present, or at least in sight or hearing of others
- Do** Respect everyone's right to personal privacy
- Do** Provide access for children and young people to feel comfortable enough to point out attitudes or behaviour they do not like and provide a caring atmosphere
- Do** Use common sense when demonstrating skills e.g. discuss your actions with children and young people when contact is necessary
- Do** Remember that someone else might misinterpret your actions, no matter how well intentioned
- Do** Recognise that caution is required especially in sensitive moments, such as when dealing with bullying, bereavement or abuse

- Do not** Permit abusive activities e.g. ridiculing, bullying
- Do not** Become involved in 'horseplay' with children/young people
- Do not** Have inappropriate physical contact (such as hugging, touching and other gestures of a physical nature) which may make an individual feel uncomfortable
- Do not** Have inappropriate verbal contact (such as making suggestive remarks or gestures or tell jokes or stories of a 'smutty' nature)
- Do not** Use language or behaviour towards children or young people that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- Do not** Allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes but deal firmly and fairly with such behaviour at all times
- Do not** Exaggerate or trivialise child abuse issues
- Do not** Jump to conclusions about others without checking facts
- Do not** Rely on your good name to protect you - it may not be enough!
- Do not** Believe "it can never happen to me" – **It can!**
- Do not** Get close to or have physical contact with a child/young person without clearly explaining what you are doing e.g. correcting the

position of a foot, showing a skill in the water, etc and without seeking permission from the child's parent/guardian, and with another Council officer in attendance.

- Council staff must never physically restrain a child or young person, unless it is to:
- Prevent physical injury to the child or young person, to visitors or staff or to yourself
- Prevent damage to any property
- Prevent or stop the child or young person committing a criminal offence
- In all circumstances, physical restraint must be appropriate and reasonable. If not, your action can be defined as assault.

The following key points should guide the actions of all Council staff who are told of abuse:

**Do** Stay calm

**Do** Listen and hear, give the person time to say what they want to say

**Do** Keep questions to an absolute minimum necessary to ensure a clear and accurate understanding of what has been said

**Do** Reassure them that they have done the right thing in telling you

**Do** Record in writing as soon as possible

**Do** Report the matter to the Responsible Person

**Do** Record your report – **see Appendix 1A**

**Do Not** Panic

**Do Not** Ask leading questions

**Do Not** Promise to keep secrets

**Do Not** Make the child/young person repeat the story unnecessarily

**Do Not** Search into or question closely

**Note:** It is essential that staff record the exact information verbatim (word for word), rather than recording your interpretation of the child's statements

### **Implications for Staff**

Staff who breach any of the above Safeguarding Codes of Conduct will face our disciplinary procedure. If an allegation is made against a member of staff, Council will investigate the matter in line with its procedure for **Dealing with Allegations Made Against a Member of Staff**.

## **Appendix 5: Supervision Levels and Ratio Guidelines**

The diversity of activities and functions of Derry City and Strabane District Council make it difficult to be prescriptive in relation to supervision ratios for children and young people. Ideally, ratios should be risk assessed on a case-by-case basis and in consultation with best practice guides for the relevant activity.

Supervision must be adequate, whether at the Council's venues or on a journey or visit. The Responsible Officer must comply with the appropriate national governing body guidelines (following operating procedures) to ascertain how many adults will be needed for supervision and must consider a range of practical matters. Safeguarding considerations should form part of the event plan and safe system of work/risk assessment. For external bookings, the booking form should identify the Responsible Person or Activity Lead.

NSPCC Learning provides some useful information in relation to adult-to-child ratios for supervision <https://learning.nspcc.org.uk/research-resources/briefings/recommended-adult-child-ratios-working-with-children>

It is important that each staff member knows his or her responsibilities

It is Council's recommendation that staff should not make a journey or visit without at least two adults in attendance, one of whom must be an employee. People not directly involved in the delivery of the scheme/activity will not be counted as supervisors e.g. bus drivers.

### **General supervision arrangements for structured sessions (e.g. programmes)**

Making arrangements for the proper supervision of children is one of the best ways Council can minimise the opportunities for children to suffer any harm while in its care.

A staff member in charge or 'Activity Lead' should be appointed for each structured/activity. As the appointed employee in charge, he/she must be satisfied that the workers and adults who accompany group parties are fully competent to do so. (See procedure for Dealing with Disclosure)  
The staff member in charge and the other attending staff members should know at all times where children/young people are, and what they are doing.

### **Staff visiting schools or colleges**

When staff from Derry City and Strabane District Council are requested to visit a school or college to deliver a project or information on Council services, Council will seek assurances from the school or college that there will be adequate supervision by school staff for the duration of the session to ensure the protection of the child and the Council employee.

### **Situations Where Abuse Can Be Minimised**

- Under 8 years old: Where possible, parents, guardians or group leaders should take the responsibility for children under their care within changing rooms/toilets.

## **Appendix 6: Dealing with Allegations or Suspected Abuse**

If a child or young person wants to talk about something that is worrying them, it is important to listen carefully and respond sensitively. If a child tells you about abuse that they are experiencing:

- Listen carefully to what they tell you.
- Do not ask direct questions – avoid Who, What, Where, When.
- Encourage them to talk.
- Keep calm – even if you find what they are saying difficult.
- Be honest with them - you cannot keep what they tell you as a secret.
- Reassure them that they have done the right thing by telling you.
- Fill in the incident report form as soon as possible – filling in what was said – in the child's own words – not yours.
- Pass the incident report form to the Responsible Person e.g. line manager, duty officer. This person should be identified in advance of each event, time slot or activity
- Do not inform parents/guardians if they are the subject of the disclosure.
- Keep the matter entirely confidential.

### **Dealing with Abuse – Dealing with Allegations of Child Abuse Against a Member of Staff (see Appendix 1c)**

#### **Reporting Procedures**

Allegations of abuse against a child/young person can potentially be made about any member of staff (especially those in contact with the public and particularly children and young people).

It is critical that all relevant staff are aware of such issues and how to deal with any allegations appropriately.

In all circumstances, all allegations should be reported to the Responsible Person. If, however, the allegation involves the Responsible Person, a report must be made to the next level of management within that particular facility, venue or service area.

The Head of Service should then be informed together with the Lead HR Officer.

**Completed Incident Reporting forms (see Appendix 1) must be forwarded to Corporate Designated Safeguarding Officers as soon as possible and no later than 1 working day for information and monitoring purposes – [safeguarding@derrystrabane.com](mailto:safeguarding@derrystrabane.com)**

## **Next Steps**

As a result of any allegation being received the member of staff may be relocated or suspended pending a preliminary investigation. The investigating Responsible Person should also liaise with the Human Resources section to seek appropriate guidance.

Following a preliminary investigation consideration will be given to: -

- Whether or not there is a need to carry out a full investigation into the allegation/s.
- Whether or not the employee/s should be suspended from work while a full investigation is carried out.
- Whether or not the police should be informed.
- Whether or not the relevant statutory bodies should be informed.
- Whether or not the Council needs to carry out its own review of practice.

If gross misconduct is suspected, the employee will be suspended from work on full pay. The investigation shall be carried out in accordance with the Council's Disciplinary Policy and Procedures.

Should a police investigation or a WHSCT investigation take place, the Council will seek information where appropriate. The information may well influence the disciplinary investigation and decision. On the basis of the investigation report, and, in accordance with the Council's disciplinary procedure, disciplinary action may be taken, which may include dismissal.

Where a member of staff is disciplined, transferred or dismissed as a result of inappropriate behaviour, the Statutory Bodies will be informed accordingly. A flow chart relating to concerns regarding a member of staff is included at **Appendix 1c**.

## Appendix 7: Photography and Technology Guidance

### Photography related activities in Council facilities

Digital cameras, smart mobile phones, and other recording devices now present significant opportunities for misuse, particularly with their ability to capture both photos and videos. The advanced magnification and manipulation capabilities of today's digital images, coupled with the fact that no third party is required to develop or print these images, have raised concerns. Furthermore, images or videos captured on mobile devices can be shared across the internet within seconds, amplifying the risks of misuse. As this is a rapidly evolving area, the Council will continuously monitor and review this section of the policy to ensure its relevance and effectiveness.

Derry City and Strabane District Council recognises the potential risks associated with the misuse of digital images and has implemented appropriate safeguards to mitigate these risks.

### Regulated Areas

A regulated area is defined as an area where photography is strictly prohibited within Council leisure and other relevant facilities e.g. toilets, changing areas.

Spectators (including parents/guardians, relatives or carers) **will not** be permitted to use photographic/film/video equipment, or any electronic devices for the purposes of photography, in regulated areas within **Council leisure facilities**. Examples of regulated areas include, but are not restricted to: changing rooms, toilet areas and other designated areas.

Each Council leisure centre, venue, visitor attraction, and Council-run community centre will identify which zones and/or areas within their venues are classified as 'regulated areas' and will provide public signage to this effect.

The Council will produce a Safeguarding Signage Toolkit to ensure a consistent approach to the design and placement of signage across Council venues and to provide reassurance to service users that the same high standards of scrutiny and surveillance will be observed in every Council venue, irrespective of location.

The Council will retain on record a schedule of regulated areas in each Council-owned facility to allow for appropriate inspection and checks as may be required. This record will be shared with the Corporate Designated Safeguarding Officer Team. Responsible Persons will be responsible for the management of regulated areas and for reporting any concerns and issues



which arise. Council signage will be displayed either in association with existing Leisurewatch signage or will include the Leisurewatch branding as appropriate.

## **Publicity Photography for Council Activities**

The Council's activities may involve photographing or filming children and other individuals to highlight events, promotions, or other activities. These photographs or videos may be used in press releases, social media, leaflets, or on the Council's website.

When staff plan to take photographs or film at an event, it is considered best practice to inform all individuals present. Signed consent should be obtained from those who wish to participate, ensuring they are aware of how the images or footage will be used.

Staff must follow the procedures outlined below to ensure the utmost care in protecting all participants, particularly children, who may be involved in photography or filming:

- **Prepare an Information Sheet:**

Staff should create an information sheet (see Appendix 7a) in an appropriate format that provides the following details:

- Nature of the activity (including location, dates, and times)
- Contact details for the employee in charge of the event/activity
- Aims of the activity
- What is involved for participants, such as where the photographs/videos will be used
- How participants' information will be kept safe and confidential

- **Obtain Consent:** Written informed consent must be obtained before an individual can take part (see Appendix 7a).

- **Group Photography of Children/Young People (Under 16 Years):**

When a child or young person under 16 is part of a larger group, Council staff must ensure that group leaders have obtained written consent from parents/guardians. A signed copy of the consent form must be provided to the Council for record-keeping purposes.

- **Managing Non-Consenting Individuals:** If consent is not provided, individuals must be separated from the group before any photography or filming takes place to ensure their image is not captured. Staff may wish to consider the use of lanyards or stickers to identify participants who have/have not consented to having their image taken.

- **Photographer/Videographer Requirements:**

Photographers/videographers will be given a briefing document outlining the Council's requirements for the project. Photography and videography contractors will have signed the Safeguarding Policy and Contractor/Subcontractor Code of Conduct in advance of any projects commencing, ensuring compliance with safeguarding standards as outlined in the Council's policy for Safeguarding Children and Young People (see Appendix 7b). Staff managing Council-contracted photographers/videographers will be required to ensure that contractors are provided with annual safeguarding refresher training and that appropriate records are maintained.

If a member of Council staff is taking the photograph/video then that individual must have received the safeguarding induction training and have signed the Safeguarding Code of Conduct. (set out in Appendix 14b). The staff member will be required to wear a lanyard or bib to identify them to participants.

Where there is sufficient reason for a member of Council staff to doubt the motive of the photographer, Derry City and Strabane District Council will reserve the right to prevent access to the event by that person.

Should this fail, Derry City and Strabane District Council maintain the right to contact the venue management where it is not a Council facility and, where necessary, the police.

- **Ownership of Photographic Materials:** All photographic materials, including original digital photographs, files, or slides, will be the exclusive property of Derry City and Strabane District Council. The Council will retain copyright and use the images for promotional and public relations purposes.
- **Storage and Annotation of Photographs:** Photographs held by Council must be annotated with the date on which they were taken and stored securely. They should not be used for purposes other than their original intent without obtaining further permission from the individuals or their parents/guardians.
- **Retention of Photography/Videography Footage:** Consent can be revoked at any time by contacting the Council via email at [marketing@derrystrabane.com](mailto:marketing@derrystrabane.com) or by contacting the Press Office on [media@derrystrabane.com](mailto:media@derrystrabane.com)

- **Media Identification:** Photographers and videographers working on behalf of the Council must be issued a media bib or lanyard for each event or assignment. This bib/lanyard must be returned after the assignment is completed.
- **Management of Photographers/Videographers:** A dedicated Council staff member must be assigned to manage photographers/videographers for the duration of the assignment.
- **Notification of Copyright Ownership:** Parents/guardians should be informed that when group photographs are taken by commercial photographers or press/media, the copyright of the photograph belongs to the photographer. Contact details for the photographer must be provided to the parents/guardians.
- **Use of Drones for Photography and Videography:** When drones are used for capturing photographs or videos, staff must ensure that drone operators comply with all relevant regulations and safety guidelines. Information should be included within the briefing document outlining specific details on drone usage, such as flight areas, safety precautions, and how privacy will be protected.

## **Hirers of Council facilities and filming/photography**

Where a group has hired a Council facility and wishes to film or photograph activities which involve children within their group they will assume responsibility for all safeguarding considerations associated with their event/activity. The facility/venue hire form will require the hiring party to assume full liability for safeguarding in advance of accepting any booking. Hirers will also be required to state whether relevant due diligence checks such as Access NI Checks and Child Performance Licence checks have been undertaken.

Hirers will be asked to sign a Photographic/Video Image Confirmation of receipt of Consent Form (**See Appendix 7c**) which asks that they confirm they have received appropriate consent from parents/guardians of children for their image to be taken and that they are also satisfied with the appropriateness of the person who is carrying out the photography/videoing.

## Appendix 7a

# Section A - About the Activity

(To be completed by the Responsible Person or Activity Lead within Council who is organising the event or activity. This person should be identified in advance of the event or activity taking place.)

### Information Sheet for Participants

**Please Note:** this is a template which can be adapted to seek informed consent from participants to reflect the activity to which the consent relates. The information sheet should be kept separate to the informed consent form, so that children, young people and their legal guardian can retain a copy for their records. Depending on the age of the child/young person, you will need to make adjustments to the information sheet to support their understanding. This includes, but is not limited to, easy read language and the use of images etc.

#### Project Details

Name of Project/Initiative:

Date and Time:

Location:

#### Responsible Person/Activity Lead

Name:

Job Title/Role:

Direct phone number:

In the event you need to speak to someone independent from the Responsible Officer/Activity Lead, the Corporate Designated Safeguarding Team can be contacted at T: 028 71 253 253, email: [safeguarding@derrystrabane.com](mailto:safeguarding@derrystrabane.com).

**About this activity:**

Use this section of the form to explain to participants what the aims and objectives of the event or activity are. Include details about what participants can expect in terms of the format and duration of the activity.

**Your Involvement**

Participation is voluntary and therefore you can choose to withdraw your consent to participate at any time. To do this, contact the Responsible Person.

If you wish to participate you would be expected to e.g.

- Attend the whole session
- Help to develop the group shared agreement
- Allow Council to use the work you created or data you collated as part of this project with the understanding that your comment/input will be anonymised

**Data and Privacy**

This section can include advice about how privacy will be respected during the activity e.g. participants will be reminded at the start of each session that photography and filming are not permitted

1. Data that will be captured, and why:

2. How it will be stored and for how long:

Link to Data Protection Policy :

<https://www.derrystrobane.com/Footer/Privacy-Policy>

**Other Information**

You may ask the participants for contact information for their parents/carers/legal guardians so that they can be contacted in the event of an emergency.

You may also wish to ask if the participants have additional needs or, e.g., medical conditions, allergies, access requirements etc.

**Further Questions**

If you have any questions about the activity, please do not hesitate to contact the activity lead using contact details above.

# Section B – Terms and Conditions

## **Photographic / video consent form for appearance in Derry City and Strabane District Council promotional and marketing material**

Derry City and Strabane District Council would like permission to use your image / the image of your child to help publicise and promote the City and District, our services and / or our events. If you are happy to have your / their photo taken or to be filmed, to comply with the United Kingdom General Data Protection Regulations (UK GDPR), Derry City and Strabane District Council requires your permission in writing.

### **Please read before completing the consent form**

1. For photos or film of children and young people aged under 16, consent must be obtained from their parent / carer or other adult with parental responsibility.
2. Consent applies for two years from the date you sign this form after which consent automatically expires and your photo will no longer be used in any new printed material. You can withdraw from this at any stage but writing to the Council's marketing department or emailing [marketing@derrystrabane.com](mailto:marketing@derrystrabane.com).
3. Derry City and Strabane District Council will store images and film according to the principles of the Data Protection Act 2018 and UK GDPR.
4. The image(s) / film will remain the property of Derry City and Strabane District Council and will only be used in the way(s) you have consented.
5. We may reference your full name alongside your image. We will never, without your prior consent, share or publish your photo, email, postal address, or telephone number. Your details will only be used for the purpose of managing and maintaining a record of consent.
6. Please note that once published on social media such as Facebook and Twitter or our website [www.derrystrabane.com](http://www.derrystrabane.com), Derry City and Strabane District Council does not have control of the storage or use of images which may be seen all over the world.

7. If images are taken by local press/media, or parents/guests, at a public event, Derry City and Strabane District Council will not have control of the storage or use of these images.
8. You may request the Council to stop using your images in new material, however removal of your image from existing published material may not be possible. Please contact [marketing@derrystrabane.com](mailto:marketing@derrystrabane.com) for further information.

## Section C - Consent

By ticking all relevant boxes and signing below, I confirm the following:

### Participants aged 16 and over

- ☐ I agree to take part in the activity described in the information sheet (Section A)
- ☐ I agree to my views and contributions being used in the way described in the information sheet
- ☐ I give permission to be photographed during the activity and for the images to be used and stored in the way described in the information sheet
- ☐ I agree to [organisation name] keeping a record of this form in the way described in the information sheet

Name of Participant:

☐

I confirm that I am aged 16 or over

Signature:

Date:

## **Consent on behalf of child/young person under the age of 16 years**

Name of participant:

Signature of participant:

Age of participant (if under 16 years of age)

**By ticking the relevant boxes and signing below, I confirm the following:**

(Please use boxes below to tick all that apply)

☐ I am the parent/legal guardian of the above-named person

☐ I consent for the person to participate in the activity

☐ I consent to their views and contributions being used in the way described in the information sheet

☐ I grant permission for the child to be photographed/filmed during the activity and for the content to be used and stored in the way described in the information sheet

☐ I consent to Derry City and Strabane District Council keeping a record of this form in the way described in the information sheet

Name of parent/legal guardian:

Signature:

Date:

**Please return consent form to..... by .....**



## Appendix 7b

# Section D – Group Consent

## Photographic/Video Image Confirmation of Receipt of Consent

**Event Title:** .....

**Date:** .....

**Name of participating group:** .....

We, [insert organisation's name], confirm that we have sought and received permission from parents/guardians for photographs and filming of all children who will be involved in the above named event. We would also confirm that we are satisfied that the photographers/videographers have undergone appropriate checks and are suitable to work with children and young people in accordance with safeguarding requirements.

**Signed:**

**Date:**

**Position in organisation:**

**Witnessed by:**

**Date:**

**Position in organisation:**

## **Appendix 8: Guidance for External Service Providers, Grant Aid Recipients, Hirers of Council Facilities and Community Managers of Council Owned Community Managed Facilities**

### **General Requirements**

Derry City and Strabane District Council aims to ensure that children and young people are safe and protected from harm while using or visiting any of its facilities. Hirers have the primary responsibility for the welfare of the children and young people in their group at all times.

**External Service Providers (inc. for community managed Council facilities), Grant Aid Recipients and Hirers of Council facilities** should have their own Child Protection/Safeguarding Policies or indicate on the venue booking form that they have read, understand and comply with Council's Safeguarding Policy (Children and Young People). This requirement will be a condition of contractual arrangements with Derry City and Strabane District Council and will be inserted into management agreements. Where required, hirers will also be obliged to ensure that they have secured a Child Performance Licence as part of any hire booking. The following obligations are contained within the Council's booking form for external hire:

- In cases where the hire may involve children or young people, the Hirer should have in place a relevant safeguarding policy, which the Council may request sight of. If the Hirer does not have a relevant safeguarding policy, they must, as a minimum requirement, adhere to Derry City and Strabane District Council's safeguarding policy and procedures [www.derrystrabane.com/safeguarding](http://www.derrystrabane.com/safeguarding).
- The Hirer must ensure that all of their relevant staff/volunteers have attended safeguarding training, undertaken the necessary Access NI checks and will provide the appropriate ratio of staff/volunteer supervision.
- Hirers must seek and receive consent from parents/guardians for any photographs and filming of children who will be involved in the event, and must be able to confirm that they are satisfied that photographers/film crew have undergone appropriate checks and are suitable to work with children and young people in accordance with safeguarding requirements.
- If when hiring our facility, you plan to conduct performances involving children performing to the public please ensure that you have obtained the relevant performance licence in advance of the performance. To check if this condition may apply to you while hiring our venue, please contact:

[ceet@eani.org.uk](mailto:ceet@eani.org.uk). Further  
information: [https://www.eani.org.uk/services/child-employment-children-  
in-entertainment-and-chaperone-applications](https://www.eani.org.uk/services/child-employment-children-in-entertainment-and-chaperone-applications)

All groups involving children and young people who wish to use Council Facilities on a one off/regular basis will be required to comply with Council's Hire Policy. A full copy of the Hire Policy is available on request.

## **Appendix 9: Recruitment, Selection and Vetting**

### **Staff Working in a Regulated Position**

It is a requirement of the Council that all employees or agency staff, who are working on behalf of the Council in a 'regulated position' are subject to an Enhanced Disclosure Check.

### **Recruitment and Selection**

Council will determine if the post falls under guidance of 'regulated activity' by reviewing the job description and decide at this stage if the new recruit will need to be subject to a Disclosure Check.

This will be carried out by a member of the Human Resource Section together with the Line Manager for the position concerned.

This will identify several areas for consideration, namely;

- The amount of contact with children and young people
- Who has responsibility for children and young people during contact time
- Level of contact – whether supervised or unsupervised

### **Prevention and Disclosure - Application Forms/Job Details**

When a candidate is successful, we will also ask for at least two referees who are not related to them. The first referee should be their current/most recent employer and be in a direct supervisory/managerial capacity. The second referee where possible, should be a previous employer.

### **New Posts**

Before a position is advertised, Council will determine if the post falls under guidance of 'regulated activity' by reviewing the job description. It will be decided at this stage if new recruits to that position need to undergo an enhanced disclosure check.

The signatory or counter-signatory from the Human Resource Section, who is authorised to request and receive disclosure information, will ask the successful applicant to complete a disclosure application form online and provide proof of identity. Once the online form has been completed and the identity verified by the signatory or counter-signatory the form will be processed by Access NI.

Access NI will do a check against various databases and disqualification lists and advise the signatory or counter-signatory if there is a trace or not. If there is a trace the signatory or counter-signatory will contact the candidate to request a copy of the disclosure certificate.

Derry City and Strabane District Council will only seek to request a disclosure check after a candidate has been recommended for appointment.

An individual will not be appointed to any position until the outcome of the Disclosure Certificate has been received.

### **Existing Staff**

Existing employees, who work within 'regulated positions', on behalf of Council, will be subject to an enhanced disclosure check as part of their employment with Derry City and Strabane District Council. Existing staff are also encouraged to voluntarily disclose any relevant information of offences that occur once they are in employment. This is in line with Local Government's Code of Conduct for staff which promotes openness, honesty, integrity and selflessness amongst other requirements of local government employees.

### **Casual List for 'Regulated Positions'**

In order for successful candidates to be placed on Derry City and Strabane District Council's casual list to carry out work in a 'regulated position' they must undergo an enhanced disclosure check.

### **Student Placements**

Students, who undertake a course in college that involves a work placement where they will work in a 'regulated position', will be required to have a satisfactory enhanced disclosure certificate prior to commencing their placement which Council will carry out.

### **Work Experience Students**

Before all work experience students from post-primary schools and colleges who are 16 years or over are placed in a 'regulated position' within Council, they will be subjected to an enhanced disclosure check.

### **Agency Staff**

Agency staff who are working on behalf of the Council in a 'regulated position' are subject to an enhanced disclosure check in accordance with Council policy. The need for an enhanced disclosure check will be determined by Council. It is the responsibility of the employment agency to ensure that all agency staff have a satisfactory disclosure certificate prior to taking up employment with Derry City and Strabane District Council.

## **Regulated Activity**

Regulated activity is work that a barred person must not do. The following note provides information on the scope of Regulated Activity in relation to children, defined in the Safeguarding Vulnerable Groups (SVG) Act 2006 and the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007, both as amended (in particular by, respectively, section 64 and Schedule 7, Protection of Freedoms Act 2012).

### **Regulated Activity in relation to Children: scope**

Factual note by HM Government

Regulated activity is work that a barred person must not do. This note provides information on the scope of Regulated Activity in relation to children, defined in the Safeguarding Vulnerable Groups (SVG) Act 2006 and the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007, both as amended (in particular by, respectively, section 64 and Schedule 7, Protection of Freedoms Act 2012). This note is about the law in England and Wales, and in Northern Ireland.

This note comprises a short summary. The full description of the scope is available at: <https://www.health-ni.gov.uk/publications/regulated-activity-relation-children>

Regulated activity still excludes family arrangements; and personal, non-commercial arrangements.

#### **(I) Summary**

The new definition of regulated activity (i.e. work that a barred person must not do) in relation to children comprises, in summary:

- (i) unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/ guidance on well-being, or drive a vehicle only for children;
- (ii) work for a limited range of establishments ('specified places'), with opportunity for contact: e.g. schools, children's homes, childcare premises. Not work by supervised volunteers;

Work under (i) or (ii) is regulated activity only if done regularly:  
“regularly” is defined in detail on the following pages under items (a) to (f).

HM Government is publishing statutory guidance on supervision of activity that would be regulated activity if unsupervised.

- (iii) relevant personal care, e.g. washing or dressing; or health care by or supervised by a professional;

- (iv) registered childminding; and foster-carers.

## **Appendix 10: Events, Programmes and Activities / Risk Assessment**

“Our Duty to Care” – principles of good safeguarding practice suggests that when journeys, visits or trips are organised the guidelines below should be followed.

- Undertake Activity Risk Assessment
- When journeys or visits are organised a detailed programme of activities should be planned for the children/young people who are involved
- Staff are responsible for the children’s welfare and safety for the whole time they are away from home
- Children should not be left to their own devices, for example, in a town for the evening or on shopping expeditions
- All children must be adequately supervised and engaged in suitable activities at all times
- When planned activities are disrupted, e.g. because of weather conditions, alternative activities should be planned
- Written parental/guardian consent through the informed consent process must be obtained for any children under 16 years old
- Parents/guardians must receive full information about the trip, including details of the programme of events, the planned activities and the supervision ratios – (i.e. how many children to each supervising adult)

### **Risk Assessing Events, Programmes and Activities**

When organising events, programmes or activities which involve children or young people it is important that staff should not find or place themselves in a situation where there is unsafe equipment or materials, inadequate colleague support, or work for which they do not have adequate training or experience. It may be useful if the staff member developing the programme ensures that sufficient consideration is given to safeguarding within the project/event plan and that Informed Consent has been included.



The key questions, which need to be addressed within the Risk Assessment process include:

### **Step 1 – Identify Risks**

- What/how/why children can be abused?
- What are the dangers?
- What could go wrong?

### **Step 2 – Rank the risks (in terms of low, medium or high risk)**

- What/how bad would the consequences be?
- How likely are they to occur?

### **Step 3 – Decide on next steps:**

- Do nothing (no action needed – low risk and benefits outweigh risks)
- Monitor more closely for a set period in order to make a more informed decision. (Low risk)
- Change activities/policies/plans/procedures to reduce risk. (Medium to high risk)
- Stop doing the activity or procedure (this may include transferring an activity to another organisation that is better equipped to undertake it, or stopping altogether). (Medium to high risk).

In order to create a safe environment in Council facilities it is essential that staff correctly identify risks and take steps to minimise them.

## **Appendix 11: Handling Enhanced Disclosure information**

As an organisation using Access Northern Ireland to help assess the suitability of applicants for positions of trust, Derry City and Strabane District Council complies fully with AccessNI's Code of Practice regarding the correct handling, use, storage retention and disposal of Disclosure Applications and Disclosure information. Council also comply fully with its obligations under the Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, storage, retention and disposal of Disclosure information.

### **Storage and Access**

Disclosure information is to be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

### **Handling**

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. Records of all those to whom Disclosures or Disclosure information has been revealed will be maintained and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### **Usage**

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### **Retention**

Once a recruitment decision has been taken, Council do not keep Disclosure information for any longer than is necessary. Information will not be retained but destroyed once a decision, recruitment or otherwise has been made.

### **Disposal**

Once the retention period has elapsed, Council will ensure that any Disclosure information is immediately destroyed by secure means i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any unsecured receptacle (e.g. waste-bin or confidential sack).

Council will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure or any other relevant non-conviction information supplied by police but not included on the Disclosure. However, despite the above, Council may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the AccessNI unique reference number of the Disclosure Certificate and the details of the recruitment decision taken.

However, it should be remembered that most known perpetrators have not been convicted in a court of law, so there may be no record for the AccessNI to check. The service, therefore, has limitations and is no substitute for good practice in terms of management and supervision of staff after appointment.

## **Appendix 12: United Kingdom General Data Protection Regulations & Safeguarding**

### **The General Data Protection Regulation (GDPR)**

The General Data Protection Regulation (GDPR) came in to force on 25 May 2018. It is an EU law that sets out guidelines for the collection and processing of personal information and aims to give individuals more rights over how their data is used. GDPR is incorporated into the UK's Data Protection Act (2018)

The GDPR explicitly states that children's personal data merits specific protection. It also introduces new requirements for the online processing of a child's personal data.

### **Children's Rights**

Children have the same rights as adults over their personal data.

These include the right to:

- be provided with a transparent and clear privacy notice which explains how their data will be processed
- be given a copy of their personal data
- have inaccurate personal data rectified and incomplete data completed
- exercise the right to have personal data erased if they wish.

A child may exercise these rights on their own behalf as long as they are competent to do so. In Northern Ireland, competence is assessed depending upon the level of understanding of the child.

Even if a child is too young to understand the implications of their rights, they are still their rights, rather than anyone else's such as a parent or guardian (Information Commissioners Office, 2021a).

### **GDPR and online data**

The provisions of GDPR help children to keep themselves safe online by giving them more control over the information they share.

GDPR gives children the 'right to erasure'. This means they can request online platforms to remove their personal data, including pictures, text or status updates.

If a child has shared any material online that they no longer wish anyone to see, they have a legal right to get this material removed, even if the content was posted by someone else.

Apps, sites and games must make it clear to users how and why they are using data.

Under this law, children must be at least 13-years-old to provide consent for an information society service (ISS) to process their personal data. Parents must provide consent if the child is under 13 (Information Commissioner's Office, 2021b). An ISS is an online service that is typically commercial and provided on request, for example social media platforms, apps, connected toys and devices, and search engines (Information Commissioner's Office, 2021c).

## **GDPR and Child Protection**

GDPR emphasises the importance of asking children for consent before sharing personal information.

If a child is mature enough you should give them the opportunity to decide whether they agree to their confidential information being shared. If a child doesn't have the capacity to make their own decisions, you should ask their parent or carer (unless this would put the child at risk).

However, if you have a child protection concern, you must share information with the relevant agencies, even if you haven't been given consent. GDPR does not affect this principle.

The Information Commissioner's Office (ICO) have a 10-step guide to sharing information to safeguard children with advice on data protection as part of the child protection and safeguarding process (ICO, 2023).

**Further Information: NSPCC – Children and the Law, [www.nspcc.org.uk](http://www.nspcc.org.uk)**

## **Appendix 13: Training and Support for Staff**

Council recognises that working with children and young people is both worthwhile and fulfilling, but can sometimes be challenging.

Once staff have been recruited, it is essential to ensure that they are all well informed, trained, supervised and supported, so that they are less likely to become involved in actions that can cause harm or be misunderstood.

This process should include the following:

### **Induction**

Council staff need clear instructions on the tasks and limits that apply to them as newcomers. They need to be familiar with Derry City and Strabane District Council's Safeguarding Policy and Procedures for the protection of children and young people and the Safeguarding Code of Conduct, as well as other policies such as on health and safety.

### **Probationary or trial period**

The development and suitability of new staff will be reviewed within six months of their taking up the post. For seasonal posts and short-term contracts, this period may be reduced.

### **Supervision and support**

This focuses on the work that new staff need to do, and how they should do it. Line managers can also comment on any good work that the new recruits have done. Supervision provides an opportunity for new staff to share concerns about their working environment.

This supervision and support may be on a one-to-one basis, or in a group setting. It may be a regular formal meeting or an informal discussion, as the need arises. It should provide an opportunity for both parties to discuss issues of importance and identify training needs.

It is recommended that everyone involved keep a note of any agreed action points.

### **Training**

Council recognises the importance of continual training and development. It is management's responsibility to identify both the individual and common training needs of staff.

Training should be an ongoing process, and relevant to the roles that people play in Derry City and Strabane District Council. All staff who work with children and young people will be required to undergo safeguarding training

**This training will be delivered at three levels:**

- **Level 1:**
  - (a) Staff in general: Safeguarding awareness training for all staff e.g. mandatory Skill Gate e-learning tutorial
  - (b) Line Managers: Safeguarding policy awareness training for line managers which can then be cascaded to teams
- **Level 2:** In depth Safeguarding training those in regulated positions. Training needs should be identified by line managers and relevant training procured.
- **Level 3:** Comprehensive training for Corporate Designated Safeguarding Officers. Training needs should be identified by line managers and relevant training procured.

## **Appendix 14a: - Guidance for Contractors and Subcontractors**

### **Conditions of Contract**

Derry City and Strabane District Council provides a wide range of services and facilities which are widely used by all sectors of the community including children and young people. Council is committed to ensuring that these services are safe and of a high quality.

To ensure that Council becomes more effective in safeguarding and supporting the children and young people who use its facilities, the Council considers it extremely important that organisations providing or seeking to provide services for the Council or on behalf of Council must comply with the following Clause:

"The Contractor/subcontractor shall at all times comply with Derry City and Strabane District Council's Safeguarding Policy (Children and Young People) and contractors/sub-contractors will ensure that:

- Their staff have a clear commitment to abide by the Safeguarding Policy (Children and Young People) when carrying out their work.
- Their staff are subject to appropriate employment checks when carrying out work in Council facilities or in relation to Council activities where they may come into contact with children or young people, e.g. leisure facilities, museums, events and festivals. Contractors should establish whether their staff will require a Disclosure Check.

Failure to comply with any part of this Clause will be deemed a Breach of the Contract and Council reserves the right to suspend or terminate the contract."

This clause for the protection of children and young people will be included with all relevant tender documentation. Contractors and subcontractors must confirm that they accept this clause by signing an agreement.

### **Code of Conduct for Contractors/Sub-Contractors**

Where a contractor/sub-contractor applies to be on a select list to carry out work on behalf of Council they will be asked to sign off that they have read and understood Council's Safeguarding Policy (Children and Young People) before being accepted onto that list. Once accepted the contractor/subcontractor will



be advised about the Council's Safeguarding Policy and Procedures by the Responsible Person commissioning the services of the contractor. Thereafter they will be asked to sign an agreement to comply with the safeguarding policy and code of conduct for each project they are asked to work on. (See Appendix 15b)

### **Supervision of Contractors/Subcontractors**

Where contractors/subcontractors are employed to carry out work on behalf of Council in facilities where there are children and young people using the Council service then relevant Council officers who have commissioned the work must ensure that the contractors/subcontractors are supervised at all times.

## **Appendix 14b: Contractor and Subcontractor Code of Conduct**

### **Declaration**

**It is not practical to provide definitive instructions that would apply to every situation when contractors/subcontractors come into contact with children and young people. However, this Code of Conduct sets out the standards expected from all contractors/sub-contractors (including consultants, trainers, photographers/videographers) where they may have contact with children or young people during the course of their work for Derry City and Strabane District Council.**

I, \_\_\_\_\_ have read and understood Derry City and Strabane District Council's Safeguarding Policy (Children and Young People) and agree to adhere to the policy. In particular, I will:

- Treat everyone with respect
- Plan activities so that they involve more than one other person being present, or at least in sight or hearing of others
- Respect everyone's right to personal privacy
- Seek consent from children and young people and supervising officer when contact is necessary so that my actions are not misinterpreted.
- Not have inappropriate physical contact with children/young people during the course of my work on behalf of Council.
- Not use language or behaviour towards children or young people that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- Not make suggestive remarks or gestures or tell jokes or stories of a 'smutty' nature.
- Not engage children or young people in any form of sexual activity or acts.
- Ensure that appropriate consent has been sought from individuals by Council to be included in photography/videography.
- Ensure photography/videography present children/young people in a dignified and respectful way to meet the needs of the project.
- Make it clear that if, during the photography/videography session, a child, young person (or parent/guardian) withdraws consent for their image to be used then it will be deleted.

I understand that the onus is on me, as a person engaged by Derry City and Strabane District Council to avoid actions or behaviours that could be construed as abuse of a child or young person. I recognise that Council may suspend or terminate the contract should I fail to comply with this Code of Conduct.

Signed: .....

Date: .....

## Appendix 15: Officer Contact Details

Contact details for the relevant officers are set out in the Table below:

<b>Designated Safeguarding Officers</b>		
<b>Location</b>	<b>Job Title</b>	<b>Officer Names and Contact Details</b>
<b>Strabane</b> Council Offices, Derry Road	Policy Officer (Performance)	Rachel McCay Tel: 028 71 253253, Ext 4266 E-mail: <a href="mailto:rachel.mccay@derrystrabane.com">rachel.mccay@derrystrabane.com</a> or <a href="mailto:safeguarding@derrystrabane.com">safeguarding@derrystrabane.com</a>
<b>Derry</b> Harbour House	Policy Officer (Equality)	Hollie Carroll Tel: 028 71 253253 Ext 6705 E-mail: <a href="mailto:hollie.carroll@derrystrabane.com">hollie.carroll@derrystrabane.com</a> or <a href="mailto:safeguarding@derrystrabane.com">safeguarding@derrystrabane.com</a>
	Policy Officer (Irish Language)	Pól Ó Frighil Tel: 028 71 253253 Ext 6706 E-mail: <a href="mailto:pol.ofrighil@derrystrabane.com">pol.ofrighil@derrystrabane.com</a> or <a href="mailto:safeguarding@derrystrabane.com">safeguarding@derrystrabane.com</a>
<b>NB: If any officer is not available, contact the others.</b>		

<b>Duty Officers*/Responsible Persons (includes other relevant officers with safeguarding responsibilities)</b>		
<b>Location(s)</b>	<b>Job Title</b>	<b>Officer Names and Contact Details</b>
Riversdale LC, Derg Valley LC and Melvin SC	Leisure Area Manager	James Moore Tel. 02871 253253 Ext 3222 E-mail: <a href="mailto:james.moore@derrystrabane.com">james.moore@derrystrabane.com</a> Mob: 07925891724
Alley Arts & Conference Centre	Arts and Culture Manager	John Kerr Tel. 02871 253253 Ext. 4225 E-mail: <a href="mailto:john.kerr@derrystrabane.com">john.kerr@derrystrabane.com</a> Mob: 07872814642
Templemore SC, City Baths, Brooke Park LC, Bishops Field	Leisure Area Manager	Cathy Farren Tel: 02871 376585 Email: <a href="mailto:cathy.farren@derrystrabane.com">cathy.farren@derrystrabane.com</a> Mob: 07709457703
Foyle Arena, RMB Brandywell Stadium, WSV	Leisure Area Manager	Sean Doherty Tel 02871 376555 Email: <a href="mailto:sean.doherty@derrystrabane.com">sean.doherty@derrystrabane.com</a>

Strahan's Road Recycling Centre	Refuse Manager	Gary McWha Tel: 02871 253253 Ext 6825 Email: <a href="mailto:gary.mcwha@derrystrabane.com">gary.mcwha@derrystrabane.com</a> Mob:
Skeoge Recycling Centre	Streetscape Manager	John Quinn Tel: 02871 253253 Ext 8018 Email: <a href="mailto:john.quinn@derrystrabane.com">john.quinn@derrystrabane.com</a>
Guildhall/Harbour House	Operational Manager	Alison Morris Tel: 02871 253253 Ext 8303 Email: <a href="mailto:alison.morris@derrystrabane.com">alison.morris@derrystrabane.com</a>
Carnivals	Arts Development Off	Sharon Meenan Tel: 02871 253253 Ext 6931 Email: <a href="mailto:sharon.meenan@derrystrabane.com">sharon.meenan@derrystrabane.com</a>
Festivals and Events	Festivals and Events Manager	Jacqueline Whoriskey Tel: 02871 253253 - 6926 Email: <a href="mailto:Jacqueline.whoriskey@derrystrabane.com">Jacqueline.whoriskey@derrystrabane.com</a>
Human Resources	Nominated Officer	Suzanne Callen Tel: 02871 253253 – 6644 <a href="mailto:Suzanne.callen@derrystrabane.com">Suzanne.callen@derrystrabane.com</a>

## Appendix 16: Staff Summary Guidance on Safeguarding Processes

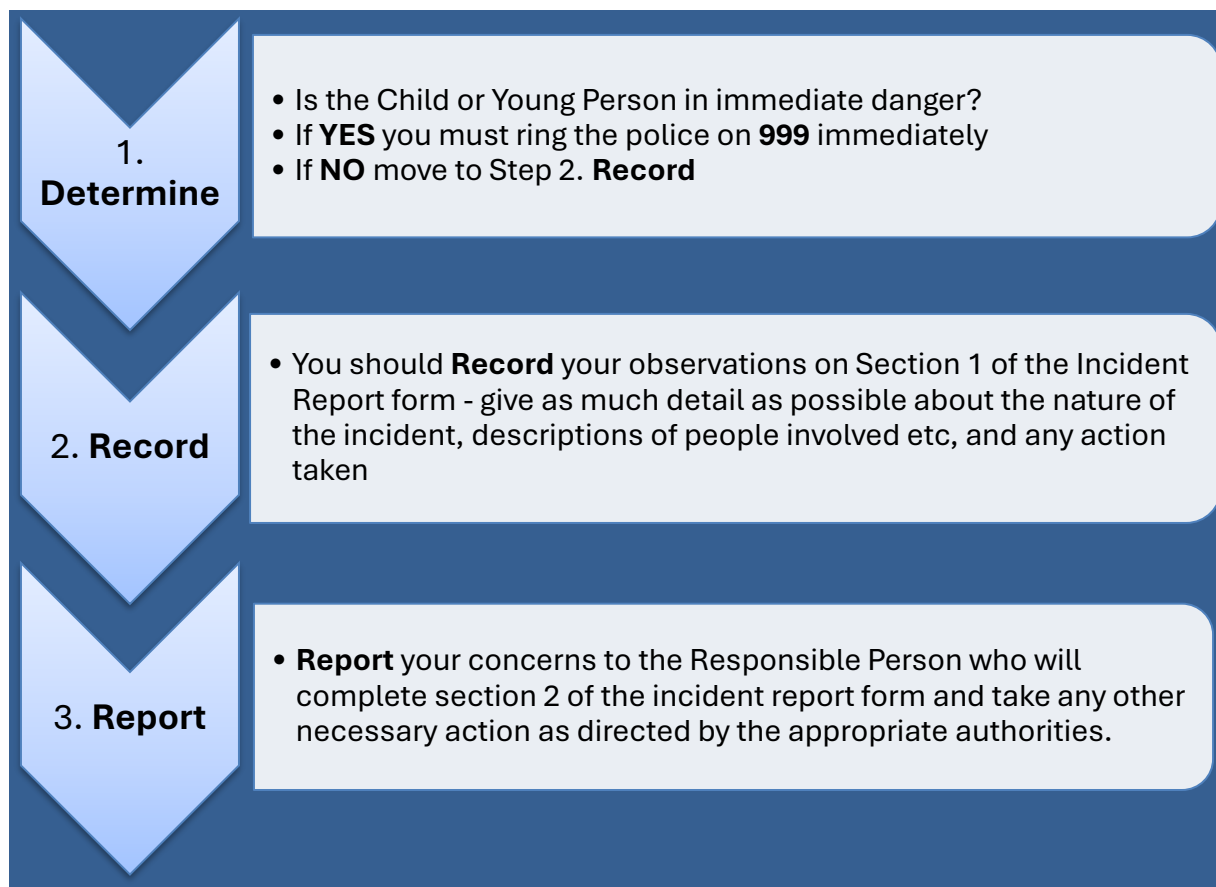
### A member of staff recording and reporting Safeguarding concerns about children and young people.

This is a summary of the action you should take if you witness or are told of any safeguarding concern involving a child or young person in Council facilities or taking part in Council organised events/activities.

Please remember, as Council employees you are not responsible for deciding whether abuse against a child or young person has taken place, however you are responsible for reporting concerns to the Responsible Person (RP) e.g. line manager or duty officer. The RP must in turn report this to the appropriate authority.

### If you observe an incident

If you **observe an incident** you must:-



## If you have a concern

If you **have a concern** of abuse against a child or young person – the fact that you have a concern means you have a responsibility to let the Responsible Person know – they will in turn report this to the appropriate organisation.

If they are not in immediate danger then you must:

### 1. Record

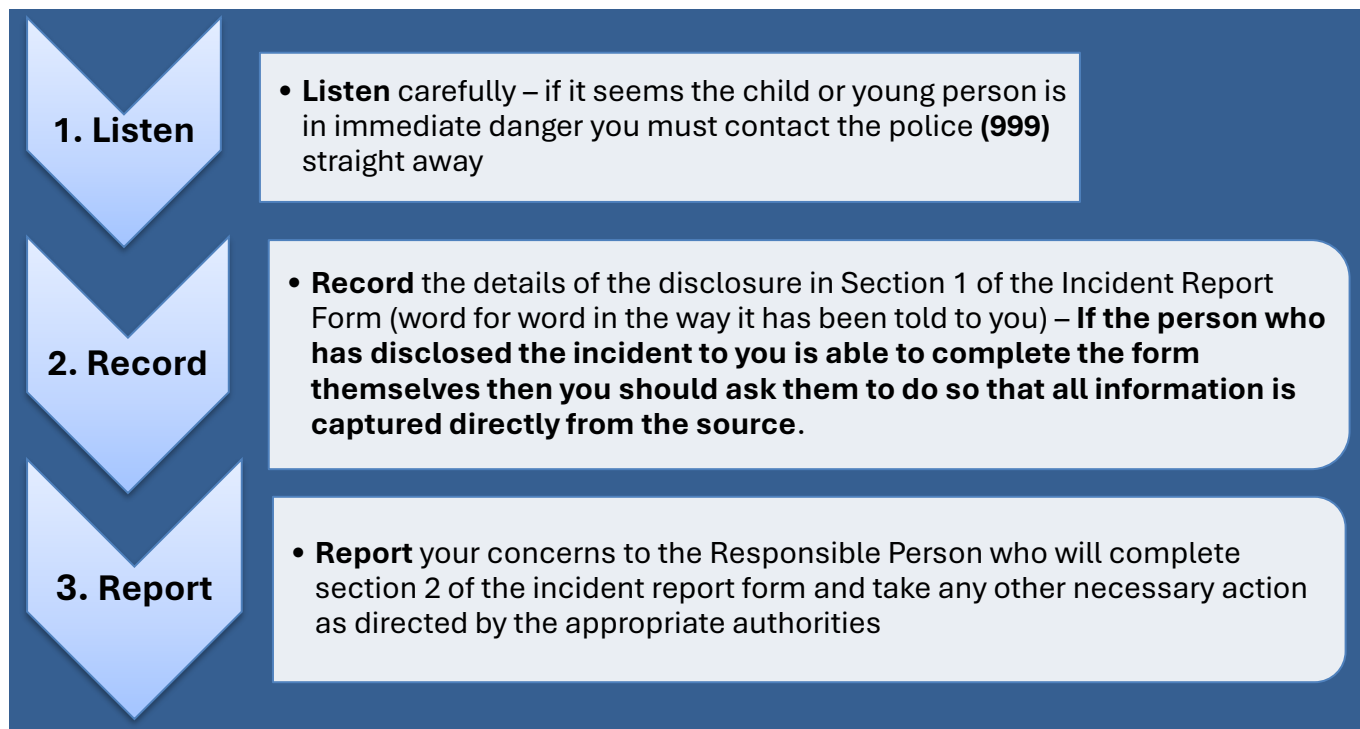
- You should **Record** your observations on Section 1 of the Incident Report form - give as much detail as possible about the nature of the incident, descriptions of people involved etc, and any action

### 2. Report

- **Report** your concerns to the Responsible Person who will complete section 2 of the incident report form and take any other necessary action as directed by the appropriate authorities

## If you receive a report or disclosure

If you **receive a report/disclosure** of an incident of abuse you must:-





## Responsible Person

If you receive an incident report from a member of staff you should remember that you do not need to investigate to determine if there was an incident of abuse against a child or young person – the fact that you have been made aware of the situation means you must report this to the appropriate organisation.

