



Derry City & Strabane
District Council

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

Derry Cittie & Stràbane
Destrìck Cooncil

Safeguarding Policy (Children and Adults at Risk)

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Safeguarding Policy (Children and Adults at Risk)

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1. Preamble

Purpose

- 1.1 Derry City and Strabane District Council will work in partnership with its residents and relevant key organisations to ensure that the welfare and protection of adults at risk and children is paramount. We will do this by putting in place measures to prevent incidents occurring and responding quickly and appropriately to concerns. Council embraces the UN Convention on the Rights of the Child.
- 1.2 The purpose of this policy and procedures is to safeguard the personal safety of all children and adults at risk using Council's facilities and services through actively promoting awareness, good practice and robust procedures.

Background

- 1.3 The Children (Northern Ireland) Order 1995 which came into force on 4th November 1996 is the most comprehensive piece of legislation ever enacted in Northern Ireland in relation to children. It applies to all children under the age of 18 and the Order 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 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, other professionals and disciplines.
 - **Protection** – children should be safe from abuse and should be protected by the state when they are in danger.

2. Scope

- 2.1 The main stakeholders who will be affected by this policy proposal are the Elected Members and staff of the Derry City and Strabane Council, service users, parents/guardians and children and adults at risk on Council property/using Council services.

3. Definitions

3.1 General

- 3.1.1 Child** refers to a person under 18 years of age.
- 3.1.2 Frequently** means once or more per month and will cover activity that takes place on a repetitive basis.
- 3.1.3 Intensively** means on three or more days in a 30 day period and will cover extended periods of contact with either children or adults at risk.
- 3.1.4 Regulated activity** refers to any activity that involves contact with children or adults at risk frequently (see above), intensively (see above) and/or overnight. (Such activities include teaching, training, care, supervision, advice, treatment and transportation).
- 3.1.5 Standard Disclosure Check** shows details of an individual's spent and unspent convictions and cautions. It does not show details of cases pending.
- 3.1.6 Enhanced Disclosure Check** contains all the information in the Standard Disclosure in addition to any other relevant information held in police records. This can include information about attempted prosecutions that were unsuccessful or behaviour that might be indicative of criminal activity.
- 3.1.7** An '**Adult at risk**' is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their:
- i) **Personal characteristics** (may include, but are not limited to age, disability, illness, physical or mental infirmity and impairment of, or disturbance in, the functioning of the mind or brain); and/or
 - ii) **Life circumstances** (may include, but are not limited to, isolation, socio economic factors and environmental living conditions);
- 3.1.8** An '**Adult in need of protection**' is an adult at risk (above):
- i) Who is **unable to protect** their own well-being, property, assets, rights or other interests; and
 - ii) Where the action or inaction of another person or persons is causing, or is likely to cause, him/her to be harmed.
- 3.1.9 Consent** - Under General Data Protection Guidelines Council will wherever possible discuss safeguarding concerns with the adult 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. They may not consent and their wishes should usually be respected.

However, there are circumstances where information can be shared without consent such as when the adult does not have the capacity to consent, it is in the public interest because it may affect other people or if a serious crime has been committed.

3.2 Forms of Abuse – Adults

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

- 3.2.1 Physical Abuse** - Physical abuse is the use of physical force or mistreatment of one person by another which may or may not result in actual physical injury. This may include hitting, pushing, rough handling, exposure to heat or cold, force feeding, improper administration of medication, denial of treatment, misuse or illegal use of restraint and deprivation of liberty.
- 3.2.2 Sexual Violence and Abuse** - Sexual abuse is any behaviour perceived to be of a sexual nature which is unwanted or takes place without consent or understanding. Sexual violence and abuse can take many forms and may include non-contact sexual activities, such as indecent exposure, stalking, being made to look at or be involved in the production of sexually abusive material, or being made to watch sexual activities. It may involve physical contact, including non-consensual penetrative sexual activities or non-penetrative sexual activities, such as intentional touching (also known as groping). Sexual violence can be found across all sections of society, irrelevant of gender, age, ability, religion, race, ethnicity, personal circumstances, financial background or sexual orientation.
- 3.2.3 Psychological/Emotional Abuse** - Psychological/emotional abuse is behaviour that is psychologically harmful or inflicts mental distress by threat, humiliation or other verbal/non-verbal conduct. This may include threats, humiliation or ridicule, withholding security, love or support, provoking fear of violence, shouting, yelling and swearing, blaming, controlling, intimidation and coercion.
- 3.2.4 Financial Abuse**- Financial abuse is actual or attempted theft, fraud or burglary. It is the misappropriation or misuse of money, property, benefits, material goods or other asset transactions which the person did not or could not consent to, or which were invalidated by intimidation, coercion or deception. This may include exploitation, embezzlement, withholding pension or benefits or pressure exerted around wills, property or inheritance.
- 3.2.5 Institutional Abuse** - Institutional abuse is the mistreatment or neglect of an adult, by a regime or individuals, in settings within which adults who may be at risk reside or use. Institutional abuse may occur when the routines, systems and regimes result in poor standards of care, poor practice and behaviours, inflexible regimes and rigid routines which violate their dignity and human rights and place adults at risk. Institutional abuse may occur within a culture that denies, restricts or curtails the

privacy, dignity, choice and independence. It involves the collective failure of a service provider or an organisation to provide safe and appropriate services, and includes a failure to ensure that the necessary preventative and/or protective measures are in place.

- 3.2.6 Neglect** - Neglect is the deliberate withholding, or failure through a lack of knowledge, understanding or awareness, to provide appropriate and adequate care and support, which is necessary for the adult to carry out daily living activities. It may include physical neglect to the extent that health or well-being is impaired, administering too much or too little medication, failure to provide access to appropriate health or social care, withholding the necessities of life, such as adequate nutrition, heating or clothing, failure to intervene in situations that are dangerous to the person concerned or to others particularly when the person lacks the capacity to assess risk. Note that self-neglect and self-harm do not fall within the scope of this definition.
- 3.2.7 Exploitation** - Exploitation is the intentional maltreatment, manipulation or abuse of power and control over another person; to take selfish or unfair advantage of another person or situation usually but not always for personal gain from using them as a commodity. It may manifest itself in many forms including slavery, servitude, forced or compulsory labour, domestic violence and abuse, sexual violence and abuse, or human trafficking.
- 3.2.8 Domestic Violence and Abuse** - Domestic violence and abuse is “threatening behaviour, violence or abuse (psychological, physical, verbal, sexual, financial or emotional) inflicted on one person by another where they are or have been intimate partners or family members, irrespective of gender or sexual orientation. Domestic violence and abuse is essentially a pattern of behaviour which is characterised by the exercise of control and the misuse of power by one person over another. It is usually frequent and persistent. It can include violence by a son, daughter, mother, father, husband, wife, life partner or any other person who has a close relationship with the victim. It occurs right across society, regardless of age, gender, race, ethnic or religious group, sexual orientation, wealth, disability or geography.
- 3.2.9 Human Trafficking** - Human trafficking involves the acquisition and movement of people by improper means, such as force, threat or deception, for the purposes of exploiting them. It can take many forms, such as domestic servitude, forced criminality, forced labour, sexual exploitation and organ harvesting. Victims of human trafficking can come from all walks of life; they can be male or female; children or adults; and they may come from migrant or indigenous communities.
- 3.2.10 Hate Crime** - Hate crime is any incident which constitutes a criminal offence perceived by the victim or any other person as being motivated by prejudice, discrimination or hate towards a person’s actual or perceived race, religious belief, sexual orientation, disability, political opinion or gender identity.

3.3 Forms of Abuse – Children

- 3.3.1 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.
- 3.3.2 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.
- 3.3.3 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.
- 3.3.4 Neglect** - Neglect is the persistent failure to meet a child's physical and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate foods, shelter and clothing, failing to protect a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.
- 3.3.5 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, 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.

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

3.3.7 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 bullying (for example the use of e-mail, instant messaging, chat rooms, pagers, 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 Line Manager/Premises Duty Officer in line with the procedure for Dealing with Disclosure or Suspected Abuse:

- Petting or fondling
- Inappropriate physical contact between an adult and a child/vulnerable adult
- Sexually explicit behaviour in games, etc.
- Adults behaving suspiciously e.g. watching children and vulnerable adults in changing area/cubicle/toilet 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 vulnerable adults e.g. rough play, horseplay
- Use of inappropriate language in the presence of children and vulnerable adults

(Please note that this list is not exhaustive.)

3.5 Mental Health Issues

3.5.1 In addition to the above, both adults and children 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.

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, but where emergency intervention is necessary then staff should make contact Lifeline on **0808 808 8000** .

Further information is provided in Appendix 3.

4. Policy Statement

4.1.1 Derry City and Strabane District Council is committed to making sure that children under 18 years of age and adults at risk are protected and kept safe while they are being supervised by staff or hirers in any of the Council’s facilities, or while taking part in council-organised activities elsewhere. As well as Council staff and hirers, the policy applies to volunteers at Council events and activities, student placements and to Council staff who volunteer on behalf of Council in external organisations. (This is in accordance with the statutory safeguarding requirements detailed in the legislation set out in Section 5).

4.1.2 As such Council will endeavour to protect children and adults at risk by:

- Nominating Designated Safeguarding Officers to implement the Safeguarding Policy (Children and Adults at Risk)
- Nominating Duty Officers* to ensure the policy is implemented appropriately at all Council’s buildings and Council run events
- Having rigorous recruitment procedures (See Appendix 9)
- Introducing rules on the use of photography and filming equipment in Council facilities (Appendix 7)
- Providing effective management for staff through supervision, support and training
- Creating an open environment to ensure that children and adults at risk are aware of how to voice their concerns or to complain if there is anything that they are not happy about
- Responding swiftly and appropriately to all suspicions and allegations
- Ensuring all children and adults at risk whatever their culture, disability, gender, language, racial origin, religious belief or sexual orientation have the right to protection from abuse
- Adopting guidelines for the protection of children and adults at risk 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

In addition Derry City and Strabane District Council will ensure, as far as is reasonably practicable, that all internal rooms within the facilities that are used by children and adults at risk can be viewed from outside (i.e. through a window, glass panel in door or video camera) in order to ensure visibility of vulnerable user groups.

The Council’s Safeguarding Policy (Children and Adults at Risk) is applicable to all Elected Members and staff, volunteers and those on work placements.

(*Duty Officer also includes relevant officers with safeguarding responsibilities)

4.1.3 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 adults at risk from abuse.
- 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 (Appendix 4).
- To serve as a model of good practice to the wider community.

4.2 Roles and Responsibilities

4.2.1 The **Chief Executive** has overall responsibility for the corporate implementation of the Safeguarding Policy (Children and Adults at Risk) and ensuring its objectives are met.

4.2.2 Each **Director** has responsibility for the implementation of the Safeguarding Policy (Children and Adults at Risk) 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 **Lead Democratic Services and Improvement Officer** has the direct responsibility for managing the corporate implementation of the Safeguarding Policy (Children and Adults at Risk) and ensuring its objectives are met. This officer represents the Council on the Western Area Safeguarding Partnership.

4.2.4 **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 child abuse. The role of the designated officers is to:

- Support the Duty Officer(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. In certain circumstances, the Designated Safeguarding Officer may be the relevant service officer.
- Provide information and advice on safeguarding within the Council
- Ensure that the Council's Safeguarding Policy (Children and Adults at Risk) are followed and particularly to inform Social Services within the appropriate Trust of relevant concerns about individual children and adults at risk

(*Duty Officer also includes relevant officers with safeguarding responsibilities)

- Coordinate investigations and carry out investigations when required
- Support the Duty Officer 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 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 Training Officer and Duty Officers(s)*
- Co-ordinate and monitor the Safeguarding Policy (Children and Adults at Risk)
- 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 (Children and Adults at Risk)
- 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 adults at risk with relevant statutory agencies, as necessary.
- Identify and share learning and promote best practice.

4.2.5 Duty Officers* will:

- Be the first point of contact and support for staff in relation to safeguarding issues.
- Ensure that all relevant employees are fully trained in and understand safeguarding issues.
- Record the reporting of a disclosure of alleged abuse made by a child 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 adult at risk is allegedly being abused and forward details to a Corporate Designated Safeguarding Officer .
- To 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
- To record all action taken and advise the Corporate Designated Safeguarding Officer within 24 hours.
- To ensure copies of all reports of incidents are passed to the Corporate Designated Safeguarding Officer.

(*Duty Officer also includes relevant officers with safeguarding responsibilities)

- If the matter is urgent and there are concerns for the safety of a child or adult s/he must inform statutory agencies immediately.
- To ensure that staff destroy any written or electronic records of incidents once they have been reported to Corporate Designated Safeguarding Officers.
- 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

4.2.6 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 adults at risk. 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
- 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.

4.2.7 Heads of Service/Lead Officers will:

- Ensure that the Council's Safeguarding Policy (Children and Adults at Risk) is followed and that employees follow the guidance and procedures
- Monitor and control employees' adherence to the Employees 'Code of Behaviour for Staff' (See Appendix 4).
- Gather information on reports of safeguarding incidents and referring these to the relevant Corporate Designated Safeguarding Officer
- Assist the Corporate Designated Safeguarding Officers in conducting investigations of any incident for disciplinary purposes.

4.2.8 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 adults at risk 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 adults at risk. 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.
- 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.

4.2.10 Employees will:

- Report any concerns regarding the safeguarding of children and adults at risk to Duty Officer*
- Undertake relevant training in safeguarding
- Familiarise themselves with the Policy requirements/procedures
- Highlight any potential concerns with regard to gaps/failings in safeguarding policy/procedures to Duty Officer*

4.2.11 Lone Workers are responsible for reporting any safeguarding incidents/concerns to a senior member of Social Services staff and/or PSNI and any other statutory agencies responsible for safeguarding in the Council's catchment area. Advice can be sought from Duty Officers* and Corporated Designated Safeguarding Officers if required.

4.2.12 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.

4.2.13 A Safeguarding Working Group will manage and monitor the implementation of this policy. It will:

- Raise awareness of the policy internally and externally.
- Maintain a log of incidents/issues/actions.
- Share experiences and learning.
- Hold quarterly working group meetings.
- Monitor implementation of the policy and make recommendations for changes to the policy.
- Produce procedures to support effective safeguarding.
- Annually assess training needs of staff.
- Facilitate the delivery of appropriate training relative to the requirements of positions.
- Keep up to date with relevant legislative and policy changes in the field of safeguarding.

(*Duty Officer also includes relevant officers with safeguarding responsibilities)

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

- The Criminal Law Act 1967
- The Children's (NI) Order 1995
- The Mental Health(NI) Order 1986
- UN Convention on the Rights of the Child 1989
- Section 75 NI Act 1998
- The Sexual Offences Order (NI) 2008
- The Safeguarding Board Act (NI) 2011
- The Safeguarding Vulnerable Groups (NI) Order 2007 (as amended by the Protection of Freedoms Act 2012)
- 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)
- Cooperating to Safeguard Children and Young People in Northern Ireland 2017
- General Data Protection Regulations

5.2 General Data Protection Regulations & Safeguarding

Consent - Wherever possible discuss safeguarding concerns with the adult 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 duty officer* 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. As long as it does not increase the risk to the individual, the worker or volunteer should explain to them that it is their duty to share their concern with relevant individuals.

To make an adult safeguarding referral you need to call the local safeguarding adults team. A conversation can be had with the safeguarding adults team without disclosing the identity of the person in the first instance. If it is thought that a referral needs to be made to the safeguarding adults team, consent should be sought where possible from the adult at risk.

Individuals may not give their consent to the sharing of safeguarding information with the safeguarding adult's team for a number of reasons. Reassurance, appropriate support and revisiting the issues at another time may help to change their view on whether it is best to share information.

Further information on consent is provided in Appendix 11.

(*Duty Officer also includes relevant officers with safeguarding responsibilities)

5.3 Good Practice Guidelines

- NIASP (NI Adult Safeguarding Partnership) - Adult Safeguarding Policy for NI
- Volunteer Now – Safeguarding Children and Vulnerable Adults – Policy Standards 2012
- SBNI – Safeguarding Board for NI - Policy standards
- Co-operating to Safeguard Children (DHSSPS) Guidance
- Our Duty to Care: Standards and Guidance for Keeping Children and Young People Safe (2014), Volunteer Now

6. Linkage to Corporate Plan

Derry City and Strabane District Council's Corporate Plan sets out the corporate objective of Promoting Healthy Communities and providing effective quality service. Fundamental to this is the provision of quality and effective safeguarding procedures for both children and adults at risk.

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 from the policy section within the Democratic Services and Improvement Unit.

7.2 Impact on staff and financial resources

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

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

In so far as this policy promotes positive engagement of citizens in the complaints process, there is a positive contribution towards the Sustainable Development Duties.

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.

8.2 Procedures, Guidance and Systems

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

Prevention measures

- Disclosure
- The use of photography and filming equipment
- Supervision of children and adults at risk
- 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 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 the Heads of Service. Copies of the policy, once approved will be made available on the Council's intranet site. Training will be arranged in conjunction with the Training Officer and external agencies when necessary.

8.4 Risk Management*

Failure to comply effectively with this policy may lead to the inefficient handling of safeguarding incidents/allegations.

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 'bolt on' 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 intentions in relation to safeguarding children and adults are happening and to monitoring and evaluating its effectiveness.

This shall 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/adult at risk 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/adult at risk protection (Human Resource Section).
- Checking to see that training has been undertaken (Duty Officers*)
- Consulting with children and adults at risk and young people, parents and carers as part of the review of the Safeguarding Policy (Children and Adults at risk), giving them a chance to contribute ideas, raise any issues and agree actions to be taken by Council to solve problems.
- Carrying out surveys to determine whether children and adults at risk feel 'safe' in Council facilities whether staff can identify improvements that have taken place in relation to Child Protection since the implementation of the policy

The Safeguarding Policy (Children and Adults at Risk) 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

(*Duty Officer also includes relevant officers with safeguarding responsibilities)

Document Number	A unique identifier will be assigned to an approved policy.
Responsible Officer	Lead Democratic Services and Improvement Officer
Contact Officer	Corporate Designated Safeguarding Officer
Approval	Full Council meeting at which policy approval was ratified –
Effective Date	01/12/2021
Modifications	N/A
Superseded Documents	Safeguarding Policy (Children and Adults at Risk of Harm) (March - 2020)
Review Date	To be reviewed in 3 years. However, the policy will be reviewed sooner in the event of any one or more of the following: <ul style="list-style-type: none"> • Failure or weakness in the Strategy is highlighted • Changes in legislative requirements • Changes in Government/ Council or other directives and requirements.
File Number	
Associated Documents	Recruitment and Selection Policy Customer Care Policy Employee Code of Conduct Disciplinary Procedures Corporate Health and Wellbeing Policy

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





Derry City & Strabane
District Council

Comhairle
Chathair Dhoire &
Cheantar an tSratha Báin

Derry Cíttie & Stràbane
Deistríck Cooncil

Safeguarding Policy (Children and Adults at Risk)

Appendices

(October 2021 revision)

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Appendix 19: Safeguarding – A Guide for Service Users

Child/Adult at risk involved (Required for formal referral)

Name	Age	Parent/Guardian	Address	Contact Phone Number

Confirm you have received consent from an adult at risk involved in incident

Yes No (Please circle)

Witnesses to Incident (if any)

Name	Address	Contact phone Number	Email Address

Staff Attending Incident

Name of Staff Attending Incident	Designation

Is CCTV footage of the incident available? Yes No

Has authorisation been given for the CCTV to be viewed? Yes No

Authorisation approved by: _____

Position: _____

Report completed by _____

Job title _____

Date _____

Section 2

Duty Officer* Use Only	
(*Duty Officer also includes relevant officers with safeguarding responsibilities)	
Does report refer to a disclosure of abuse or a report/observation of abuse	
Date Report Received	
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	
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	

<p>Duty Officer* Comments</p>	
<p>Signature of Duty Officer*:</p> <p>Print Name:</p> <p>Date:</p>	<p>.....</p> <p>.....</p> <p>.....</p>
<p>Name of Corporate Designated Safeguarding Officer(CDSO) report has been passed to:</p> <p>Date report sent to CDSO:</p>	<p>.....</p> <p>.....</p>

(*Duty Officer also includes relevant officers with safeguarding responsibilities)

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 either a child or an adult at risk. 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.

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

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

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.

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.

Child/Adult at risk involved (harmed/injured party/alleged offender)

Record the name of the child or adult at risk 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/adult at risk 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.

Confirm that you have received consent from an adult at risk: If a referral to social services or the PSNI is going to be made in respect of an adult at risk, you need the adult at risk to consent to this happening.

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.**

Staff Attending Incident: Record the names and titles of any staff who were involved with 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 duty officer who is in charge of the premises. Only the duty officer and the police may view the footage, unless the police ask the victim or another witness to view it.

Authorisation approved by: Record the duty officer's name and position.

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

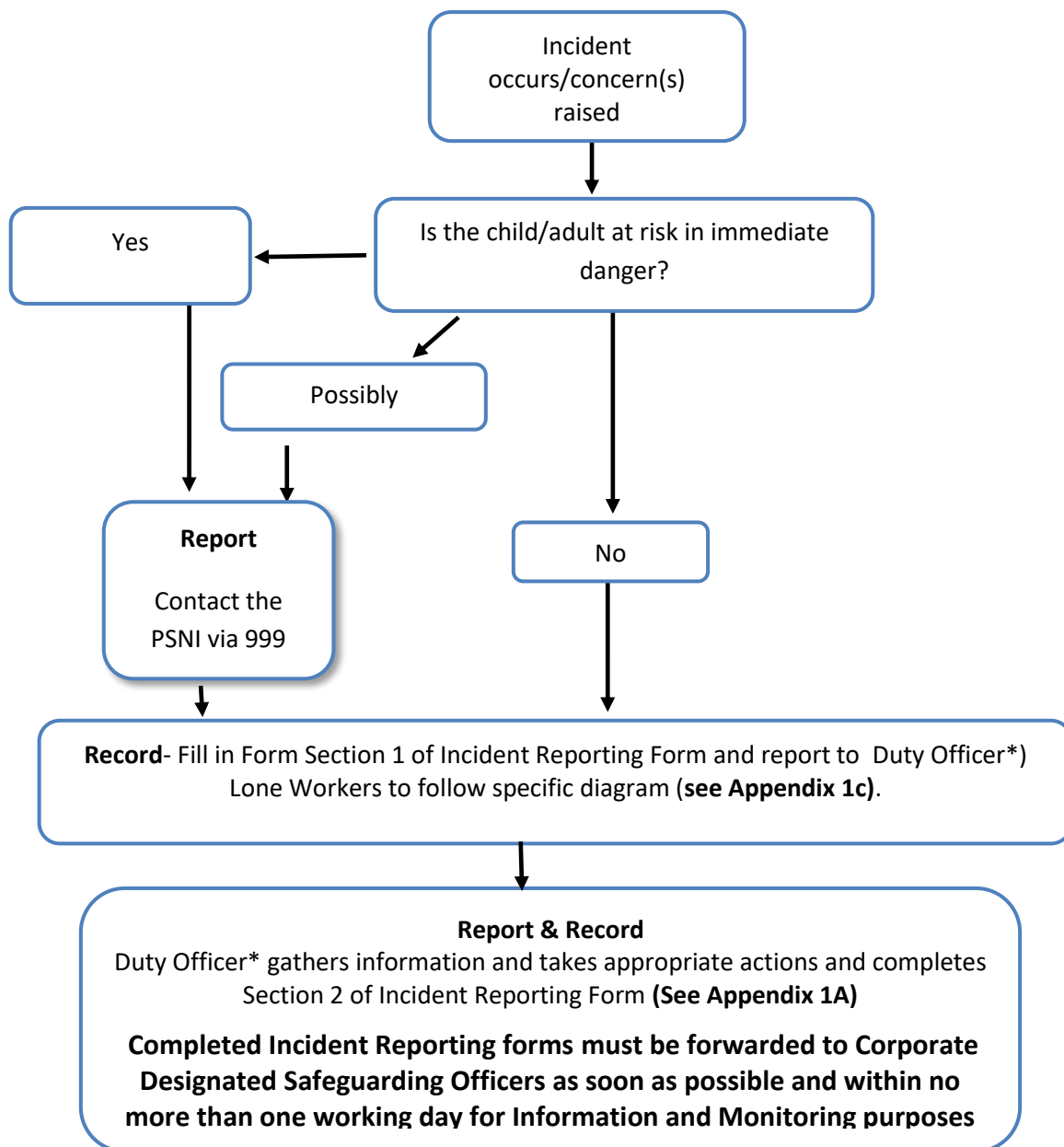
Section 2:

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

Please note that ALL completed Incident Report Forms must be forwarded to the Corporate Designated Safeguarding Officers as soon as possible and within no more than one working day for information and monitoring purposes.

(*Duty Officer also includes relevant officers with safeguarding responsibilities)

Appendix 1b: Employee/Customer Reporting Procedure



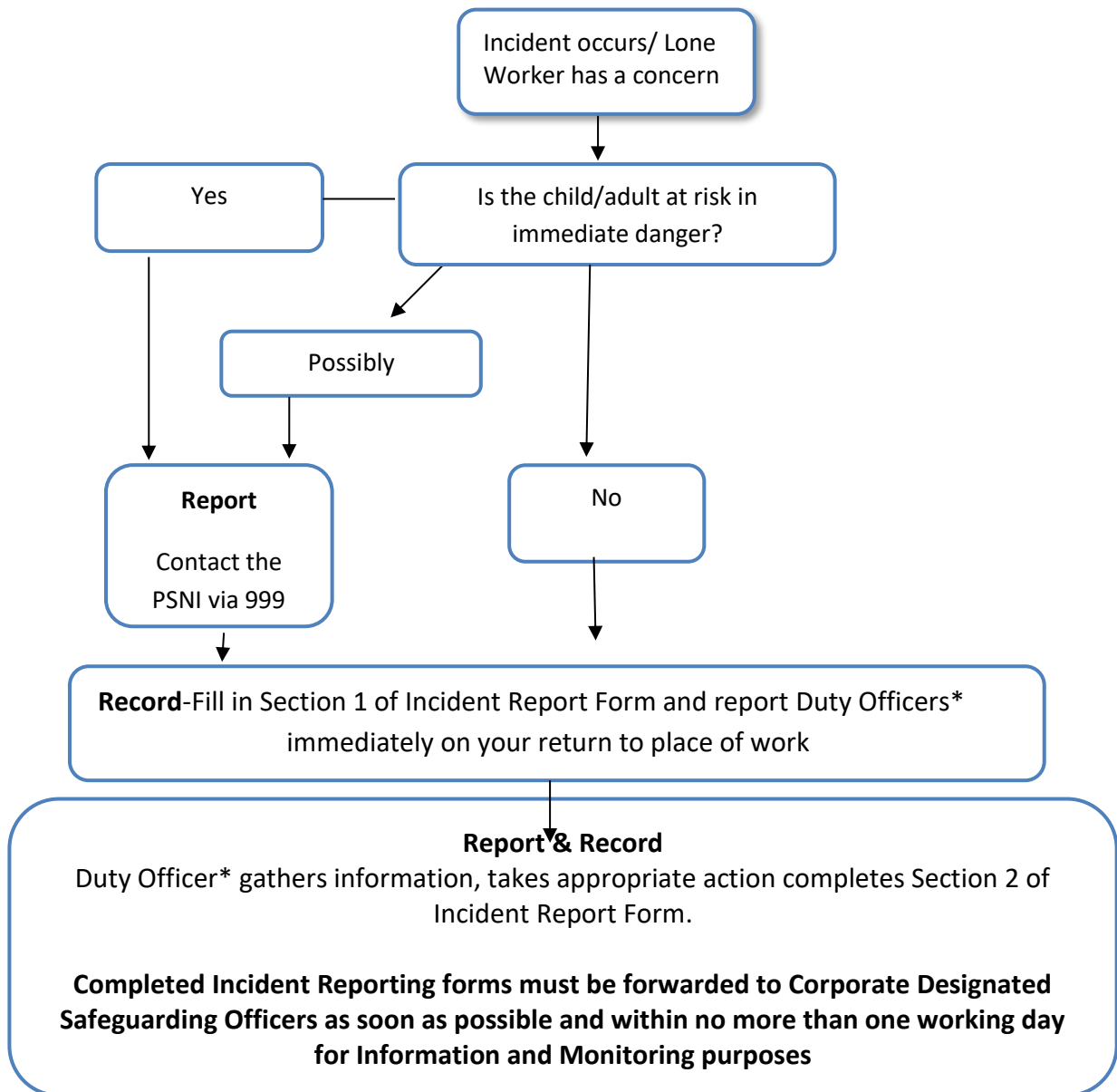
Where possible the person who witnessed the incident, has the concern or who is making the disclosure should be encouraged to fill out the reporting form themselves in their own words. This is to prevent miscommunication and may capture more specific details of the incident/concern/disclosure. **Please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

(*Duty Officer also includes relevant officers with safeguarding responsibilities)

Appendix 1c: Lone Worker Reporting Procedure

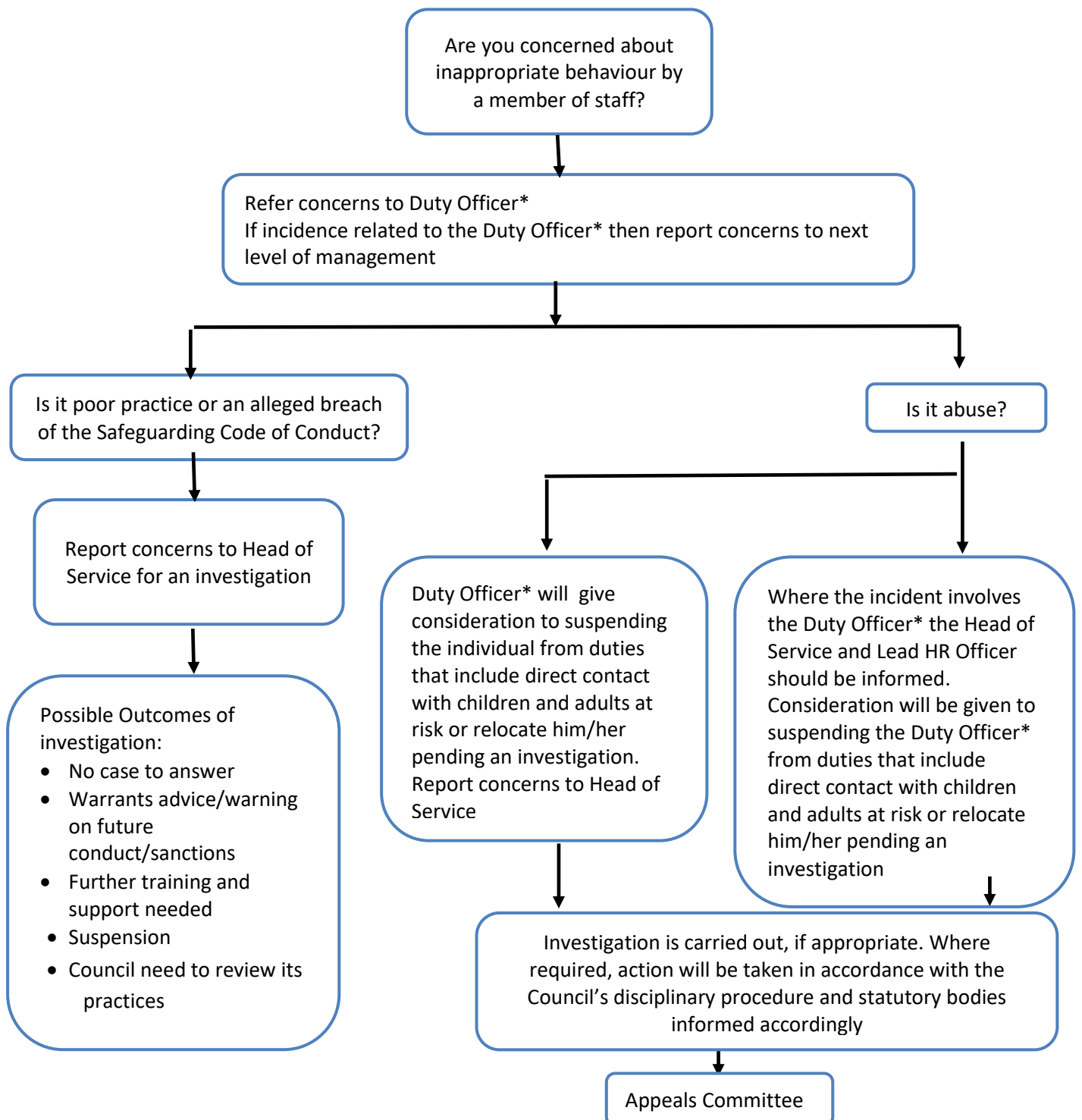
All members of staff are encouraged to **Report and Record** any safeguarding instances that they encounter. It is very important that lone working staff know what to do if they have a concern or if a disclosure of abuse is made to them. This is particularly important for staff who enter/observe individual homes or business premises regularly.



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. Please destroy any electronic/written notes or record once they have been reported.

(*Duty Officer also includes relevant officers with safeguarding responsibilities)

Appendix 1d: Reporting Concerns Regarding a Member of Staff



Once Informed the Duty Officer* must take all necessary measures to ensure the safety of the child, other children and adults at risk

Completed Incident Reporting forms must be forwarded to Corporate Designated Safeguarding Officers as soon as possible and within no more than 1 working day for Information and Monitoring purposes

(*Duty Officer also includes relevant officers with safeguarding responsibilities)

Appendix 2 - Overview of Reporting Guidance

What Are You Reporting?	Organisation to Report it to	Telephone Number
<p>An incident/concern of physical or sexual violence/abuse, neglect, psychological/emotional abuse, human trafficking, child sexual exploitation or bullying of children (i.e. persons aged under 18 years old)</p> <p>NB: Where child is in immediate danger</p>	<p>Gateway/Western Trust Duty and Initial Assessment Team (Available During Office Hours only)</p> <p>Out of Office Hours Only- Regional Emergency Social Work Service (RESWS)</p> <p>PSNI</p>	<p>02871 314090</p> <p>028 95049999 (onsite action is available if required)</p> <p>0845 600 800 or 999</p>
<p>An incident/concern of physical or sexual violence/abuse, neglect, psychological/emotional abuse, human trafficking, exploitation, domestic violence financial abuse or hate crime of an adult at risk</p> <p>NB: Where adult at risk is in immediate danger</p>	<p>Social Services-Adult Protection Gateway Team (Available During Office Hours only)</p> <p>Out of Office Hours Only- Regional Emergency Social Work Service (RESWS)</p> <p>PSNI</p>	<p>02871 611366</p> <p>028 95049999 (onsite action is available if required)</p> <p>0845 600 800 or 999</p>
<p>An individual presents to you with suicidal ideation</p>	<p>Gateway Team DO NOT accept these referrals - encourage the individual to self-refer to their own GP, but where emergency intervention is necessary then staff should make contact with the Trust's Crisis intervention Team – They provide a 24 hour, seven days a week crisis response PSNI can provide support to staff in an emergency too.</p>	<p>028 71 860261</p> <p>999</p>

Appendix 3- Dealing with Mental Health

In addition to the above, both adults and children 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.

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, but where emergency intervention is necessary then staff should make contact **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)**.

If a member of staff encounters a member of the public in crisis at the weekend they should contact the Community Crisis Intervention Service (CCIS) - The pilot CCIS, is a community-led initiative, which responds to individuals who are observed to be in distress and potentially vulnerable, and who may be at risk of suicidal behaviour over the weekend period.

The service is currently being provided by **Extern** and is a timely (within approx. 30mins), non-clinical, community response to individuals experiencing social, emotional or situational crisis over a timeframe of 8pm on Thursdays through to 8am on Sundays. They can be contacted **on 028 7126 2300** - The service will provide support and offer a short-term solution to manage immediate crisis, which will include risk assessment, de-escalation, and identification of personal support options (friends/family) and other appropriate support and treatment services.

Contact details for other relevant services, such as Extern, Samaritans and Lifeline are available in Appendix 15

Appendix 4 – Safeguarding Code Conduct for Staff

It is not practical to provide definitive instructions that would apply to every situation when members of staff come into contact with children and adults at risk, and that would guarantee the protection of children and adults at risk.

However, 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 adults at risk 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 adults at risk 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 adults at risk 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 of counselling, 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/adults at risk
 - 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 adult at risk 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/adult at risk 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/adult at risk 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, adult at risk and Council officer in attendance.

Council staff must never physically restrain a child or adult at risk, unless it is to:

- Prevent physical injury to the child or adult at risk, to visitors or staff or to yourself
- Prevent damage to any property
- Prevent or stop the child or adult at risk 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 Duty Officer*
- 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/adult at risk repeat the story unnecessarily
- Do Not** Search into or question closely

Note: It is essential that staff record the exact information (word for word if possible), 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**.

(*Duty Officer also includes relevant officers with safeguarding responsibilities)

Appendix 5: Supervision Levels and Ratio Guidelines

Supervision must be adequate, whether at the Council's venues or on a journey or visit. The Duty Officer* must decide how many adults will be needed for supervision and must consider a range of practical matters.

- The number of participants in the group
- The nature of the site or venue
- The activities to be undertaken. If an activity is hazardous, e.g. mountain climbing, there are specific ratios of adults at risk to children/ adults at risk that one must follow. These ratios can be checked by contacting the relevant sporting body/Education Authority Youth Service.
- It is important that each individual supervisor 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.
- It is up to the Duty Officer* to decide on the level of supervision, taking into account Council's guidance as stated below.
- If a party consists of both girls and boys, Council will provide both male and female supervision, unless otherwise agreed
- If an activity involves swimming and the children are under eight years of age, the ratio must be one adult at risk to two children
- There should always be at least two members of staff supervising any group of children and/or adults at risk
- For specialist sports or activities (e.g. canoeing), ratios recommended by the appropriate governing body should be followed.
- The ratio of staff to children and/or adults at risk with disabilities depends on the needs of the individual child/adults at risk.

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

The recommended ratios for indoor activities, and minimum standards according to the Children's Act are:

0 – 2 years	1 member of staff to 3 children
2 – 3 years	1 member of staff to 4 children
3 – 7 years	1 member of staff to 13 children
8 years and over	2 members of staff (preferably one of each gender) for up to 20 children ¹

There shall be one additional adult for every 1 to 10 extra children/young people.

(*Duty Officer also includes relevant officers with safeguarding responsibilities)

¹ <https://www.nationalwatersafety.org.uk/media/1148/parental-and-operator-guidance-for-child-supervision-policies-in-swimming-pools-gn014.pdf>

General supervision arrangements

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

- A leader in charge should be appointed for each scheme/activity
- As the appointed leader 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)
- Children /adults at risk must be supervised at all times
- Children/ adults at risk must not be left unsupervised at any venue, whether it is indoors or outdoors
- The leader in charge and the other workers should know at all times where children/ adults at risk are, and what they are doing
- Any activity using potentially dangerous equipment should have constant adult supervision
- Children/adults at risk will be safer if supervised by two or more adults
- Dangerous behaviour by children/adults at risk should not be allowed

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/adult at risk.

Situations Where Abuse Can Be Minimised

Steps should always be taken to minimise the potential for abuse. In situations where abuse may occur, the following actions should be taken, as far as reasonably practicable, to ensure that abuse is prevented or the opportunity for abuse minimised.

- Always being in public view open when working with children/adults at risk
- Avoiding situations where individual employees and children/adults at risk are completely unobserved
- Where possible, parents, guardians or group leaders would take the responsibility for children/adults at risk under their care within changing rooms/toilets
- It is preferable that a male and female member of staff supervises mixed activities

Staff must not, except in emergencies, have children/adults at risk on their own in a vehicle. It is recommended good practice and for staff protection purposes that two members of staff should accompany the child/adult at risk, having received appropriate permission. Extreme caution should be taken.

Children should wear seatbelts at all times. The driver is legally responsible to ensure that a child wears a seatbelt (i.e. the adult would have to pay any fine) but morally responsible to ensure all passengers wear seatbelts.

The driver must ensure that they have insurance to carry others, particularly if they are in a paid position or claiming expenses.

Appendix 6: Dealing with Allegations or Suspected Abuse

If a child/adult at risk wants to talk about something that is worrying them, it is important to listen carefully and respond sensitively. If a child/adult at risk 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/adult at risk's words – not yours.
- Pass the incident report form to Duty Officer*.
- 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

Reporting Procedures

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

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 Duty Officer*. If, however, the allegation involves the Duty Officer, a report must be made to the next level of management.

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

Completed Incident Reporting forms must be forwarded to Corporate Designated Safeguarding Officers as soon as possible and within no more than 1 working day for Information and Monitoring purposes

(*Duty Officer also includes relevant officers with safeguarding responsibilities)

Next Steps

As a result of any allegation being received the member of staff will be relocated or suspended pending a preliminary investigation.

Following a preliminary investigation consideration will be given to: -

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

If a 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 from these parties. 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 take place, 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 1d**.

Appendix 7 Photography and Technology Guidance

Prevention - The Use of Photography, Filming Equipment and Mobile Phones

Photography related activities in Council facilities

Digital cameras, often with video, and smart mobile phones present the opportunity for misuse. The magnification and manipulation that is possible with today's digital pictures and the fact there is no need for a third party to develop and print images is causing concern. Images taken with a mobile phone can, in seconds, be transmitted on to the World Wide Web. As this is an evolving area, the Council will keep all aspects of this part of the policy under review.

Derry City and Strabane District Council recognises the potential dangers associated with the misuse of images and have put appropriate measures in place.

Regulated Areas

Spectators (including parents/guardians, relatives or carers) **will not** be permitted to use photographic/film/video equipment or any photographic mobile phones or electronic devices in regulated areas within **Council leisure facilities**. Examples of regulated areas include, but are not restricted to: changing rooms, toilet areas and spectator 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. Premises' Duty Officers 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 business of the Council can involve photography of children and other people to highlight activity such as promotion for event. The photograph(s) or video(s) may be used for a press release, social medial, leaflet or website.

If staff intend to be taking photographs or are filming at an event, it is good practice to inform all individuals present and seek their written informed consent if they wish to be involved.

Staff should follow the following procedures and this will ensure utmost care in protecting all participants, in particularly children and adult(s) at risk, who may be involved.

- Staff should prepare an information sheet (See Appendix 7a) in an appropriate format which gives details of:
 - Nature of the activity (including location and dates/times)
 - Lead officer contact details
 - Aims of the activity
 - What is involved for participants who choose to take part e.g. where will the photographs/videos will be shown
 - The way their information will be kept safe and confidential.
- Consent should be obtained before the individual can take part. (See Appendix 7a)
- According to the Mental Capacity Act (Northern Ireland) 2016², where an adult has limited capacity for decision-making it may be appropriate to provide information in an appropriate format such as —
 - (a) to use simple language or visual aids; or
 - (b) to provide support for the purposes of communicating the information or explanation (e.g. sign language interpreters).
- If staff have any concerns that an adult does not have the capacity to give consent to photography or filming, or understand that photographs or films are being taken during an activity, they must discuss this with them, including if appropriate, any support person or personal assistant for the adult.
- If after this conversation the staff member feels that the adult still cannot give consent, then they should **not** use their photo.³
- The consent form should be signed in accordance with the table below.

² <https://www.legislation.gov.uk/nia/2016/18/section/5/enacted>

³ <https://www.anncrafttrust.org/resources/photography-guidance-for-adults/>

Participant	Consent should be given by:-
Child/Young Person under 13 years	Parent/Guardian
Young Person aged 13-17 years	Self
Person over 18 years	Self
Adult with decision making capacity	Self
Adult with limited decision making capacity	Self
Adult with no decision making capacity	Do not use this individual in photographs or videos

- If the child/young person (under 16 years) is part of a larger group, Council staff are responsible for ensuring that the group leaders have obtained consent from parents/guardians and a signed copy of the consent form must be supplied for record-keeping purposes.
- Where consent is not given, the individuals should be separated from the group until all photography, filming etc. has been completed to ensure that their image is not captured.
- Photographers/Videographers shall be given a briefing document outlining Council's requirement for the project. This will include a statement requiring them to sign off agreement to comply with safeguarding standards as set out in Council's Safeguarding Policy (Children/Adults at Risk) and the Contractor/Subcontractor Code of Conduct (See Appendix 7b)
- All photographic materials such as original digital photographs, tiles or slides shall be the exclusive property of Derry City and Strabane District Council. Derry City and Strabane District Council will own the copyright and can use the work for self-promotion and PR opportunities.
- Photographs held by Council should be annotated with the date on which they were taken and stored securely. They should not normally be used other than for their original purpose, unless permission is obtained from individuals/parents/guardians.
- Photographs should be destroyed or deleted from databases once they are no longer required for the purpose for which they were taken.
- Council will only use photographers/videographers who are on their select list and who have read and signed an agreement to comply with Council's Safeguarding Policy (Children and Adults at Risk) and have undergone Safeguarding Induction Training on this policy.
- Photographers/videographers who are on Council's select list will sign off agreement to comply with the Contractors'/Subcontractors' Code of Conduct before each assignment.
- All photographers/videographers should be issued with a photographic ID badge when carrying out an event/assignment on behalf of Council – badges will be returned after each event/assignment.

- A dedicated Council staff member should be assigned to supervise photographers/videographers for the duration of the assignment.
- Parents/guardians should be made aware that, when group photographs are taken by commercial photographers or press/media then the copyright of the photograph belongs to the photographer. Contact details for the photographer should be given to the parents/guardians.

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)

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.

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 or adults at risk 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 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 or adults at risk 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.

Technology

New ways for abuse against children or adults at risk have resulted from the increasing use of technology. For these reasons, it is imperative that staff do not allow children or adults at risk access to:

- Mobile phone numbers unless for agreed purposes as sanctioned by line management.
- Computers without appropriate supervision, or to meet children or adults at risk in chatrooms, via social media or via phone applications ('apps') e.g. WhatsApp/ Snapchat

Information Sheet for Photography/Videography

PLEASE NOTE: this document provides a template for an informed consent information sheet. It should be tailored and updated to reflect the activity the consent relates to and complement local policy and procedures. 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 or adult with support needs, 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 for example.

Project Details

Name of Project/Initiative :

Date:

Location:

Activity Lead

Name:

Job Title/Role:

Email:

Direct phone number:

In the event you need to speak to someone independent from the Activity Lead, the Corporate Designated Safeguarding Team members are

Pól Ó Frighil - 028 71 253253 Ext 6706 pol.ofrighil@derrystrabane.com

Kay McIvor - 028 71 253253 Ext 6705 kay.mcivor@derrystrabane.com

Fionnuala O’Kane - 028 71 253253 Ext 4266 fionnuala.okane@derrystrabane.com

ABOUT THIS ACTIVITY

1. Primary aims of the activity:
2. Secondary aims of this activity:
3. Context:

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.derrystrabane.com/Footer/Privacy-Policy>

Your Involvement

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

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

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

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 the General Data Protection Regulations (GDPR), Derry City and Strabane District Council requires your permission in writing.

Conditions of use Please read before completing this form

1. For photos or film of children and young people aged under 13, 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
3. Derry City and Strabane District Council will store images and film according to the principles of the Data Protection Act 1998 and 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, 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. Contact details are provided at the end of this form.

Event Details	
Name of event / project / initiative:	
Location, date and time:	
Contact Details for Activity Lead Officer	
Name:	
Telephone:	
Email:	
In the event you need to speak to someone independent from the Activity Lead	
Name of the Designated Safeguarding Person:	
Telephone:	
Email:	

<p><u>Supporting You</u></p> <p>Is there anything you would like the activity lead to know about you? This can include any requests for reasonable adjustments to be made to support your participation</p>
--

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

- I agree to take part in the activity described in the information sheet
- 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

Consent by participant (over 13 years of age)

Name of Participant: _____
Signature: _____
Date: _____

Consent on behalf of child/young person under age of 13 years

Name of participant: _____
Signature of participant: _____
Age of participant (if under 16 years of age): _____
Date: _____
Name of parent/guardian: _____ (if person is 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)
<input type="checkbox"/> I am the parent/guardian of the above-named child/young person
<input type="checkbox"/> I consent for the child to participate in the activity, having spoken with them and understood that they agree to take part.
<input type="checkbox"/> I consent to their views and contributions being used in the way described in the information sheet
<input type="checkbox"/> I grant permission for the child to be photographed during the activity and for the images to be used and stored in the way described in the information sheet
<input type="checkbox"/> 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/guardian _____
Signature of parent/guardian _____
Date: _____

Please return consent form to by

Photographer/Videographer Briefing Note	
Event Details	
Name of event / project / initiative:	
Location;	_____
Date;	_____
Time;	_____
Contact Details for Activity Lead Officer commissioning work	
Name:	_____
Telephone:	_____
Email:	_____
About this Activity/Project	
Aims and Objectives:	
Target Audience:	
Details of Images/Video required	
<p>I _____ have read and understood Derry City and Strabane District Council's Safeguarding Policy (Children and Adults at Risk) and agree to adhere to the policy. In particular, I will avoid actions or behaviours that could be construed as abuse of a child or adult at risk as set out in the Contractor/Subcontractor Code of Conduct. I recognise that Council may suspend or terminate the contract should I fail to comply with its safeguarding policy and procedures.</p>	
Signature of photographer/videographer:	_____
Signature of Lead Officer:	_____
Date:	_____



Photographic/Video Image Confirmation of Receipt of Consent

Event Title:

Date:

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/film crew 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 Block Bookings and Hiring Facilities

General Requirements

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

External Service Providers, Grant Aid Recipients and Organisations that hire 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/Adults at Risk). This requirement will be a condition of contractual arrangements with Derry City and Strabane District Council and will be inserted in the contract of hire/usage.

All visitor and service users are expected to show courtesy and respect for others and for Council property at all times. Derry City and Strabane District Council have set out details of the standard of behaviour, which is expected from hirers and groups who use Council facilities

All members of groups using Council facilities must not:

- Make any sectarian, sexist, racist, disablist or other offensive remarks towards any person in their group or any other group
- Vandalise Council property
- Leave litter in or around Council property
- Use bad language
- Smoke
- Bully (verbally or physically); or
- Use threatening, abusive or violent behaviour
- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room/tent/changing room/bath or shower with a child/young person
- Reduce a child/young person to tears as a form of control
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon

If any of the above standards are not followed, staff have the right to refuse future requests to hire or use Council's facilities, and ask the group to leave.

All groups involving children and/or adults at risk who wish to use Council Facilities on a once 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

Line Managers

Line Managers must undergo an enhanced disclosure check in accordance with the policy if they are working in a regulated position or are responsible for staff that are employed in a 'regulated position'.

Where a member of staff supervises employees under the age of 18 then the supervising officer must also undergo an enhanced disclosure check.

Recruitment and Selection

Council will carry out a risk assessment by reviewing the job description and decide at this stage if the new recruit will need to be subject to a Disclosure Check.

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

The risk assessment form identifies several areas for consideration, namely;

- The amount of contact with children and adults at risk
- Who has responsibility for children and adults at risk during contact time
- Level of contact – whether supervised or unsupervised
- Does post require employee to undertake any photographic/video or filming activities.
- Previous allegations/incidences of abuse and/or breaches of Code of Conduct

Where a position is deemed to require an individual to undergo an Enhanced Disclosure Check, the line manager for that position must also undergo the appropriate Disclosure Check.

Programming and Activities

When organising events, programmes or activities which involve children or adults at risk 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 by management and staff are:

Step 1 – Identify Risks

- What/how/why children and/or adults at risk 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.

Prevention and Disclosure-Application Forms/Job Details

As part of normal recruitment procedures it is Council policy to ask all applicants to disclose all unspent convictions they may have on the application form.

In addition 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.

Council application forms will also ask for at least two referees who are not family members. Referees will be informed that the post entails access to children and adults at risk, and will be asked directly about the applicant's suitability for work with children and adults at risk.

New Posts

Before a position is advertised, Council will carry out a risk assessment 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.

A nominated officer or deputy nominated officer from the Human Resource Section, who is authorised to request and receive disclosure information, will ask the successful applicant to complete disclosure application form and provide proof of identity. Once the form has been completed and the identity verified by the Nominated Officer (or Deputy Nominated Officer) the form along with the appropriate fee will be passed to AccessNI.

AccessNI will do a check against various databases and disqualification lists and details of any spent or unspent convictions will be forwarded to the nominated/deputy nominated officer for their information and consideration in relation to a recruitment decision.

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

An individual will not be appointed to any position until a satisfactory Disclosure Certificate has been received.

Existing Staff

Existing employees, who work within 'regulated positions', on behalf of Derry City and Strabane District 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.

This casual list is updated on an annual basis and all successful candidates will be checked at this stage before being placed on the reviewed list.

Appendix 10: 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 child abusers 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 11: General Data Protection Regulations & Safeguarding

Consent - Wherever possible discuss safeguarding concerns with the adult 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 duty officer* 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. As long as it does not increase the risk to the individual, the worker or volunteer should explain to them that it is their duty to share their concern with relevant individuals.

To make an adult safeguarding referral you need to call the local safeguarding adults team. A conversation can be had with the safeguarding adults team without disclosing the identity of the person in the first instance. If it is thought that a referral needs to be made to the safeguarding adults team, consent should be sought where possible from the adult at risk.

Individuals may not give their consent to the sharing of safeguarding information with the safeguarding adult's team for a number of reasons. Reassurance, appropriate support and revisiting the issues at another time may help to change their view on whether it is best to share information.

If they still do not consent, then their wishes should usually be respected. However, there are circumstances where information can be shared without consent such as when the adult does not have the capacity to consent, it is in the public interest because it may affect other people or if a serious crime has been committed.

If someone does not want you to share information outside of the organisation or you do not have consent to share the information, ask yourself the following questions:

- Is the adult placing themselves at further risk of harm?
- Is someone else likely to get hurt?
- Has a criminal offence occurred? This includes: theft or burglary of items, physical abuse, sexual abuse, forced to give extra money for lessons (financial abuse) or harassment.
- Is there suspicion that a crime has occurred?

If the answer to any of the questions above is 'yes' - then you can share without consent and need to share the information.

(*Duty Officer also includes relevant officers with safeguarding responsibilities)

When sharing information there are seven Golden Rules that should always be followed.

- **Seek advice** if in any doubt
- **Be transparent** - The Data Protection Act (DPA) is not a barrier to sharing information but to ensure that personal information is shared appropriately; except in circumstances where by doing so places the person at significant risk of harm.
- **Consider the public interest** - Base all decisions to share information on the safety and well-being of that person or others that may be affected by their actions.
- **Share with consent where appropriate** - Where possible, respond to the wishes of those who do not consent to share confidential information. You may still share information without consent, if this is in the public interest.
- **Keep a record** - Record your decision and reasons to share or not share information.
- **Accurate, necessary, proportionate, relevant and secure** - Ensure all information shared is accurate, up-to-date; necessary and share with only those who need to have it.
- Remember the purpose of the Data Protection Act (DPA) is to ensure personal information is shared appropriately, except in circumstances where by doing so may place the person or others at significant harm.

Appendix 12 - Student Placements/Agency Staff/Work Experience

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. Responsibility for carrying out the appropriate enhanced disclosure checks lies with the College.

Where a student placement is studying in a course where the College would not be required to carry out a disclosure check then Derry City and Strabane District Council will undertake to carry out an enhanced disclosure check.

Work Experience Students

Before all work experience students from secondary 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.

Where work experience students are under 16 years and going to work in a 'regulated position', parental permission must be obtained for the enhanced disclosure check to be carried out.

Agency Staff

Agency staff who are working on behalf of the Council in a 'regulated position' are subject to a disclosure check in accordance with Council policy. The need for an enhanced disclosure check will be determined by a risk assessment. 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.

Appendix 13: Training and Support for Staff and those delivering services on behalf of Council.

Council recognises that working with children and adults at risk is both worthwhile and fulfilling, and 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 adults at risk and Safeguarding Code of Conduct, as well as other policies such as on health and safety. In-house training will be provided as part of the induction process.

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 is usually reduced.

Supervision and support

This focuses on the work that new staff need to do, and how they should do it. Leaders and 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, adults at risk or any contractor/subcontractor who is carrying out work on behalf of Council will participate in training on the protection of children and adults at risk which should include where relevant:

Customer Care

An additional element to the Customer Care course will be provided on codes of behaviour and familiarisation with the Council's Policy and Procedures for the Protection of Children and adults at risk.

Awareness of Safeguarding Issues

- What is abuse?
- Who abuses?
- Signs and symptoms
- Dealing with disclosure.

Safeguarding Code of Conduct

- Why a Safeguarding Code of Conduct?
- Protecting children and adults at risk
- Protecting workers
- The use of the Safeguarding Code of Conduct

Awareness of issues around

- Diversity of children and adults at risk using Council facilities
- Dealing with bullying

Policy and Procedures

- Derry City and Strabane District Council's Policy
- Reporting Procedures
- Development of a Policy
- Dealing with Concern

This training will be delivered at three levels:

- **Level 1:** General policy awareness training for Duty Officers* in regulated/non-regulated positions or any contractor/subcontractor who is carrying out work on behalf of Council
- **Level 2:** In depth Safeguarding training (**Children/Adults at Risk**) for those in regulated positions
- **Level 3:** Comprehensive training for Corporate Designated Safeguarding Officers

(*Duty Officer also includes relevant officers with safeguarding responsibilities)

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 adults at risk. 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 adults at risk who use its facilities, the Council considers it extremely important that organisations providing or seeking to provide a 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 Adults at risk) and contractors/sub-contractors will ensure that:

- **Their staff have a clear commitment to abide by the Safeguarding Policy (Children and Adults at risk) 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 adults at risk, e.g. leisure facilities, museums, events and festivals. Contractors should establish whether their staff will require a Disclosure Check.**
- **All staff will undergo a safeguarding induction session on Council's policy prior to commencing work on behalf of Council**

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 adults at risk 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 Adults at Risk) before being accepted onto that list. Once accepted the contractor/subcontractor will then be required to undergo a safeguarding induction training session.

Thereafter they will be asked sign off agreement to comply with the safeguarding code of conduct for each project they are asked to work on. (See appendix 14b)

Supervision of Contractors/Subcontractors

Where contractors/subcontractors are employed to carry out work on behalf of Council in facilities where there are children and/or adults at risk using the Council service then relevant Council officers who have commissioned the work must ensure that the contractors/subcontractors are supervised at all times. They must also ensure that appropriate permissions are in place to make certain that the highest standards of protection are in place.

Contractor/Subcontractor Code of Conduct

Appendix 14b

It is not practical to provide definitive instructions that would apply to every situation when contractors/subcontractors come into contact with children and adults at risk. However, this Code of Conduct sets out the standards expected from all contractors/subcontractors (including consultants, trainers, skilled staff, photographers/videographers) where they may have contact with children or adults at risk 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 Adults at Risk) 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 adults at risk and supervising officer when contact is necessary (e.g. when positioning someone for a photograph) so that my actions are not misinterpreted.
- Not have inappropriate physical contact with children/adults at risk during the course of my work on behalf of Council.
- Not use language or behaviour towards children or adult at risk 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 adults at risk 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/adults at risk 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 (or parent/guardian) or adult at risk 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 adult at risk. I recognise that Council may suspend or terminate the contract should I fail to comply with this Code of Conduct.

Signed:

Date:

Appendix 15: Guidance for Organised Activities or Summer schemes

“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/adults at risk who are involved
- Staff are responsible for the children/adults at risk’s welfare and safety for the whole time they are away from home
- Children/adults at risk should not be left to their own devices, for example, in a town for the evening or on shopping expeditions
- All children/adults at risk 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 must be obtained for any children and appropriate consent for adults at risk to join an organised trip
- 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 and adults at risk to each supervising adult at risk)

Appendix 16– Contact details for Officers/Support and Advice Organisations

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

Designated Safeguarding Officers		
Location	Job Title	Officer Names and Contact Details
Derry Road Site, Strabane	Policy Officer (Performance)	Fionnuala O’Kane Tel: 028 71 253253 Ext 4266 E-mail: fionnuala.okane@derrystrabane.com
Strand Road Site, Derry	Policy Officer (Equality)	Kay McIvor Tel: 028 71 253253 Ext 6705 E-mail: kay.mcivor@derrystrabane.com
	Policy Officer (Language)	Pól Ó Frighil Tel: 028 71 253253 Ext 6706 E-mail: pol.ofrighil@derrystrabane.com
NB: If any officer is not available, contact the others.		

Duty Officers* (includes other relevant officers with safeguarding responsibilities)		
Location(s)	Job Title	Officer Names and Contact Details
Riversdale Leisure Centre, Derg Valley Leisure Centre and Melvin Sports Complex	Leisure Services Manager	James Moore Tel. 02871 253253 Ext 3222 E-mail: james.moore@derrystrabane.com Mob: 07925891724
Alley Arts & Conference Centre	Art Centre Manager	John Kerr Tel. 02871 253253 Ext. 4225 E-mail: jkerr@derrystrabane.com Mob: 07872814642
Foyle Arena, Brandywell, Templemore, City Baths Leisure Centres	Area Leisure Services Manager	Cathy Farren Tel: 02871 289200 Email: cathy.farren@derrystrabane.com Mob: 07709457703
Strahan’s Road Recycling Centre	Refuse Manager	Liam Donnelly Tel: 02871 253253 Ext 3435 Email: liam.donnelly@derrystrabane.com Mob: 07739092408
Skeoge Recycling Centre	Streetscape Manager	John Quinn Tel: 02871 253253 Ext 8018 Email john.quinn@derrystrabane.com
Guildhall/Harbour House	Visitor Services Manager	Michelle Murray Tel: 02871 253253 Ext 8018 Email: michelle.murray@derrystrabane.com
Carnivals	Arts Development Off	Sharon Meenan Tel: 02871 253253 Ext 6931 Email: Sharon.meenan@derrystrabane.com
Festivals and Events	Festivals and Events Manager	Jacqueline Whoriskey Tel: 02871 253253- 6926 Email: Jacqueline.whoriskey@derrystrabane.com

Support and Advice

Useful contacts in relation to support and advice organisations for the effective implementation of this policy are set out in the table below:

Useful Contacts	Telephone Number
Altnagelvin Health & Social Services Glenshane Road, Derry	028 7134 5171
Action for Elder Abuse	080 8808 8141
Shantallow Health Centre	028 7135 1350
Strabane Health Centre	028 71384114 028 71865195 (out of hours)
Rosstown House, Glendermott Road, Waterside, Derry	028 7131 4200
Riverview House Abercorn Road, Derry	028 71272111/272106
PSNI Maydown Care Unit	028 7136 7337
Omagh Hospital and Primary Care Complex	028 8283 3100
South West Acute Hospital	028 6638 2000
NSPCC	028 7131 2187
Childline	0800 1111
Domestic Violence Helpline	0800 917 1414
Extern	028 7126 2300
LifeLine	0808 808 8000
Age NI Advice Line	0808 808 7575
The Samaritans	0330 094 5717 116 123 (Freephone)

Appendix 17 – COVID 19 and Safeguarding

Specific attention should be given to the safeguarding of children and adults at risk during this difficult Covid19 pandemic period as it brings extra challenges and issues for authorities.

(i) Issues with safeguarding children and young people during Covid-19

Children and young people are normally seen by lots of different people every day, like neighbours, grandparents and teachers. But due to coronavirus (COVID-19) people are self-isolating, social distancing and spending much more time at home. This means if a child is experiencing abuse, there aren't as many opportunities to spot the signs and help.

Isolation can put some children at greater risk of domestic abuse, neglect, physical abuse, emotional abuse and sexual abuse.

It's everyone's responsibility to keep children safe, spot the signs of abuse and report concerns. We all need to play our part by being vigilant and reaching out for support and advice if we have any concerns.

Social distancing, self-isolating and quarantine can cause stress and changes in everyone's behaviour. Children may become withdrawn, anxious or depressed. Spotting the signs of abuse might be more difficult and it can be difficult to know for certain if something is wrong.

Some of the signs you may spot include:

- aggressive or repeated shouting
- hearing hitting or things being broken
- children crying for long periods of time
- very young children left alone or are outdoors by themselves
- children looking dirty or not changing their clothes
- children being withdrawn or anxious.

These signs don't necessarily mean that a child is being abused, there could be other things happening in their life which are affecting their behaviour, but by contacting us we can help assess the situation.

It can be upsetting or scary when a child reveals abuse. We should follow the guidance as detailed in Council's Safeguarding Policy (Children and Adults At Risk).

(ii) Issues with safeguarding Adults at Risk during Covid-19

The vulnerabilities of adults at risk of abuse, exploitation or neglect are heightened at this time.

There are two main areas of pressure on safeguarding adults during the pandemic.

• Additional concerns

These include:

- New risks to physical and mental health from the pandemic
- Difficulties of shielding or self-isolating and managing infection risk within shared homes
- Increase of physical, mental and emotional needs
- Isolation of individuals who are not easily able to manage their own essential needs
- Isolation of families or networks where abuse or neglect can increase due to proximity
- Lack of community and social oversight leading to criminal or other exploitation
- Fraud and scams based on Covid-19 themes
- Lack of appropriate protection for adults who do not have capacity to make a decision

• Barriers to safeguarding adults

These include:

- Very limited opportunities for face-to-face contact with adults at risk during Covid-19 period as many services restricted.
- Difficulties connecting with people who face barriers to communication and interaction, and to access to technology.
- Difficulties for adults at risk to get access support from relevant support agencies.

Staff should adhere to the normal processes highlighted in Appendix 1 if they witness or receive a disclosure of abuse against an adult at risk whilst being vigilant and aware of people coming back into their service areas and any changes in behaviour or demeanour which could indicate abuse.

Given the dynamic nature of the Covid-19 pandemic information within this policy will be continually reviewed at centre level to ensure best safeguarding practice is implemented.



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Staff Summary Guidance on Safeguarding Processes

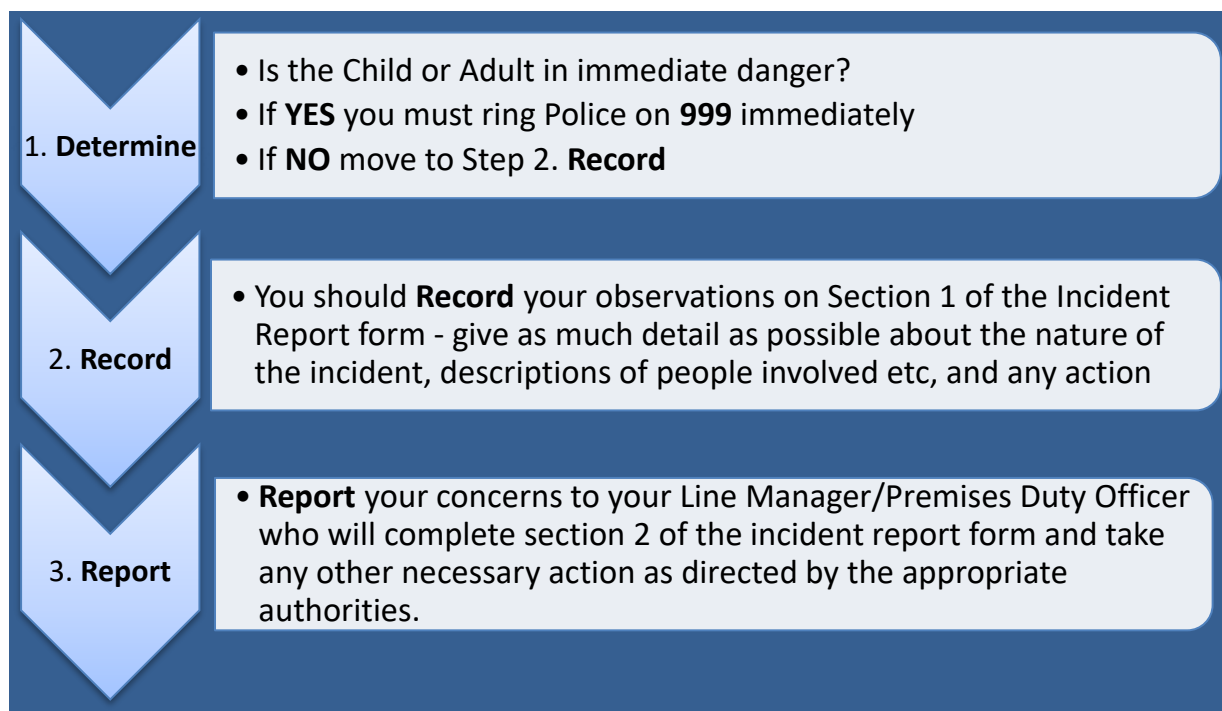
www.derrystrabane.com

A member of staff recording and reporting Safeguarding concerns against children and adults at risk.

This is a summary of the action you should take if you witness or are told of any safeguarding concern involving a child or adult 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 adult has taken place, however you are responsible for reporting concerns to your Line Manager/Premises Duty Officer. The Line Manager/Premises Duty Officer in turn will report this to the appropriate authority.

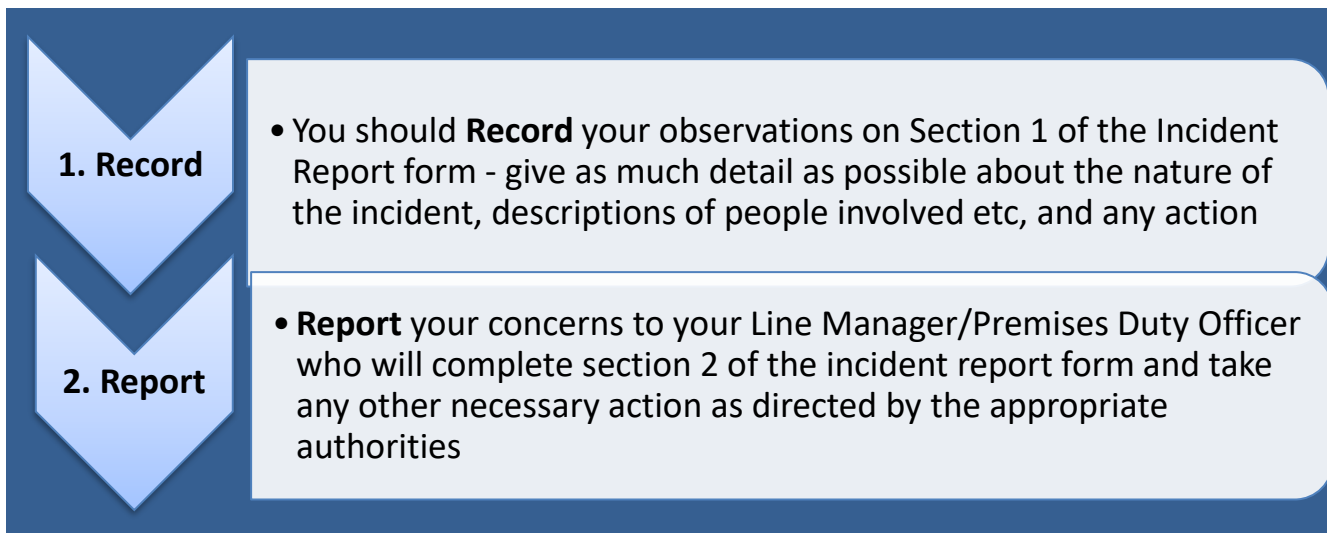
If you **observe an incident** you must:-



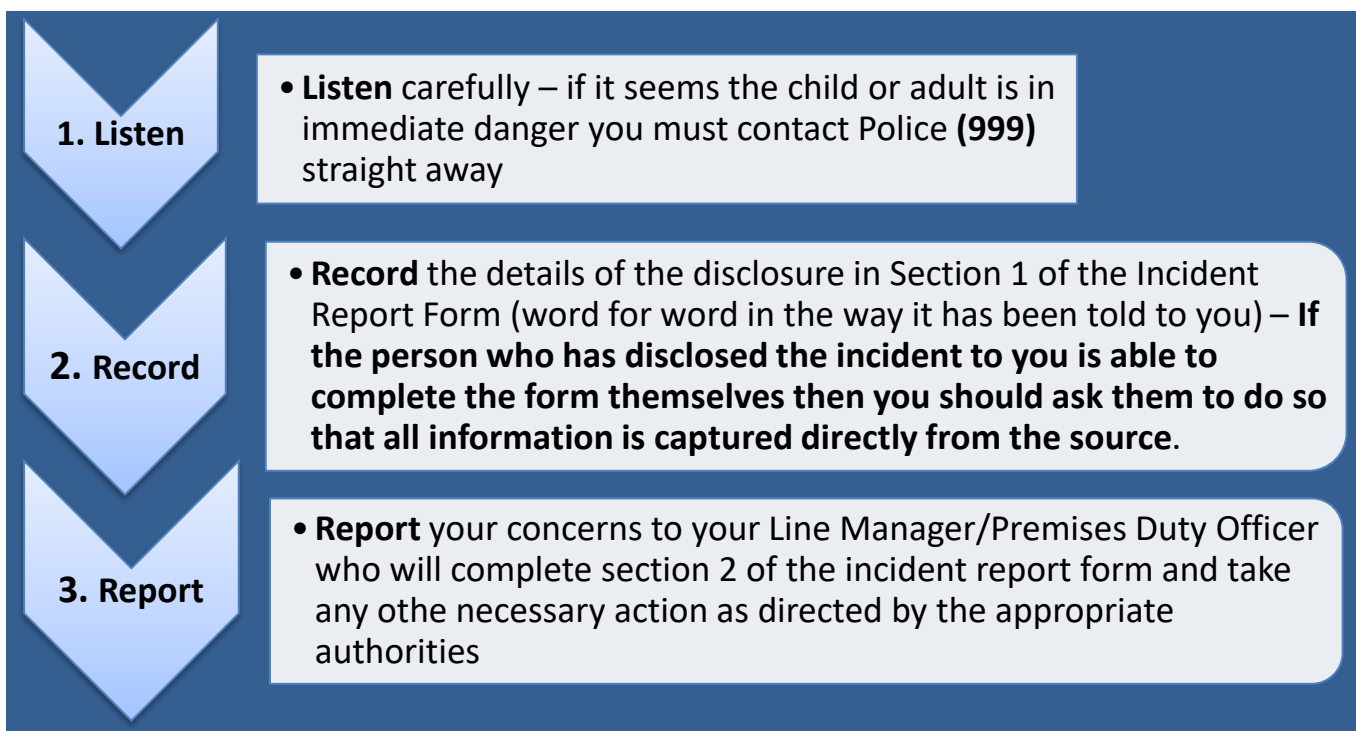
A Member of Staff

If you **have a concern** of abuse against a child or adult – the fact that you have a concern means you have a responsibility to let your Line Manager/Premises know – they will in turn report this to the appropriate organisation.

If they are not in immediate danger then you must

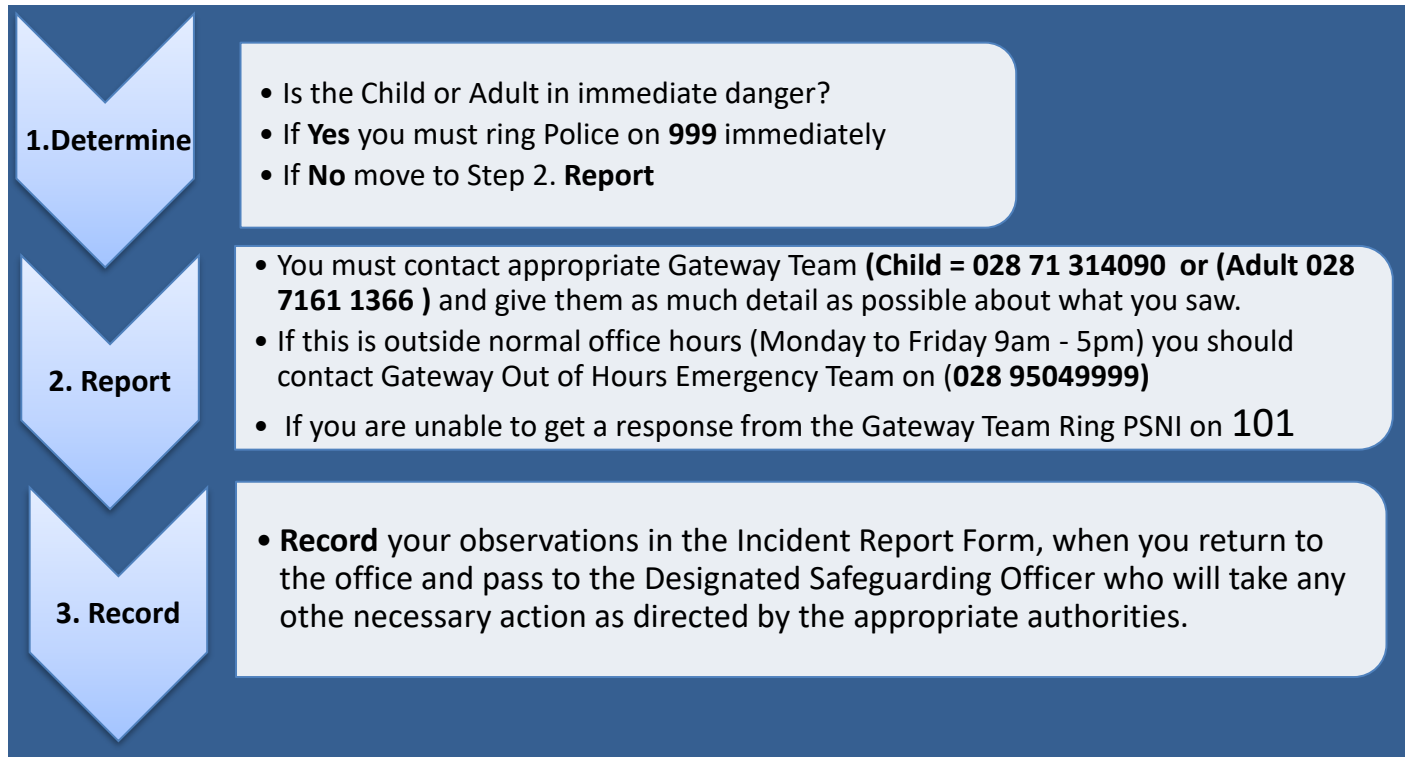


If you **receive a report/disclosure** of an incident of abuse you must:-

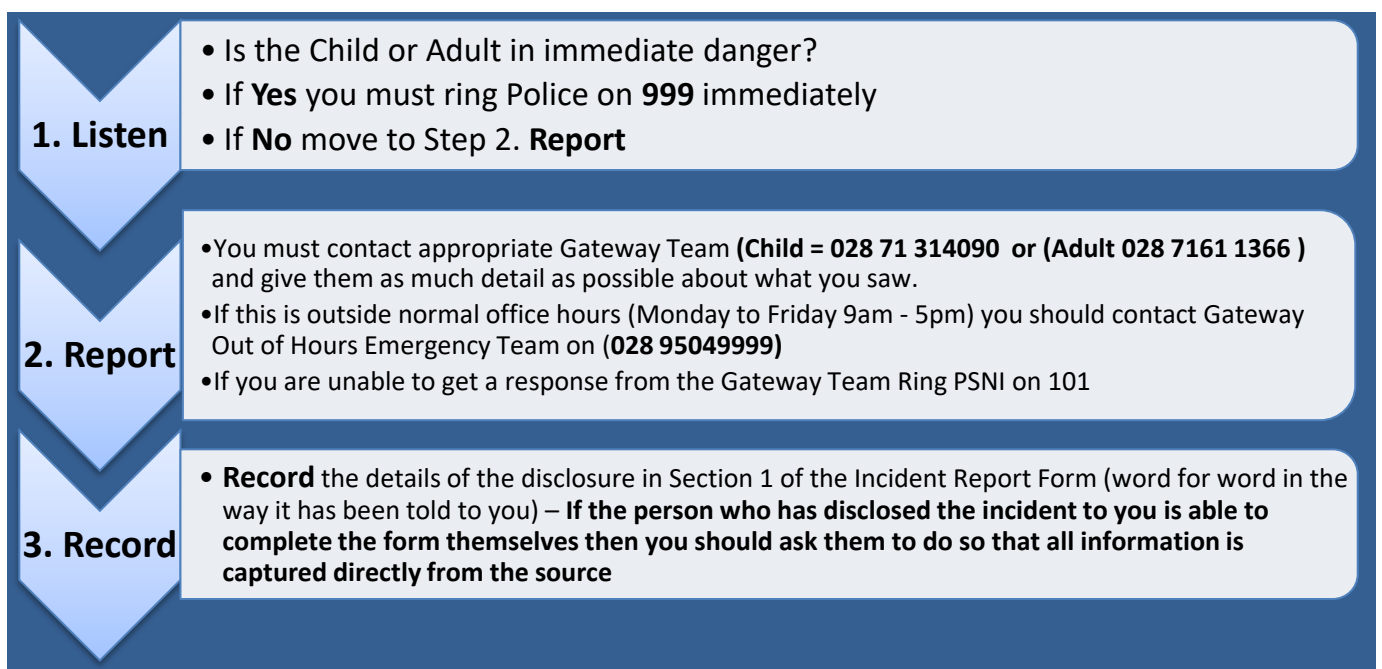


Lone Worker

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

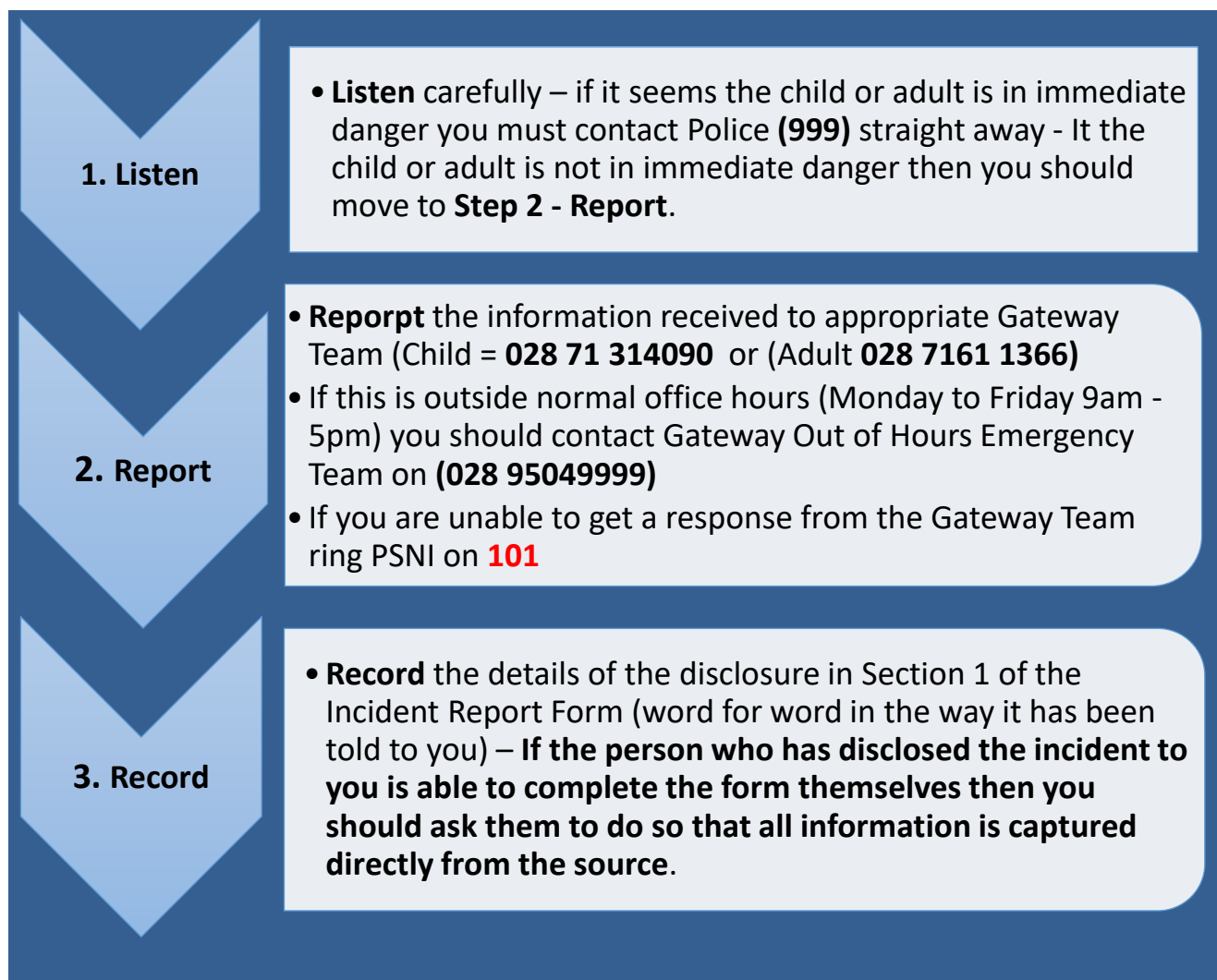


If you **receive a report/disclosure** of an incident of abuse during the course of your work you must:-



Line Managers/Premises Duty Officer

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 adult – the fact that you have been made aware of the situation means you must report this to the appropriate organisation.



All workers dealing with an individual presenting with suicidal ideation

In addition to the above, both adults and children 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.

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 circumstances, staff may wish to encourage the individual to self-refer to their own GP, but where emergency intervention is necessary then staff should make contact with 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 **028 7126 5511** or **116 123 (Freephone)**.

If a member of staff encounters a member of the public in crisis at the weekend they should contact the **Community Crisis Intervention Service (CCIS)** - The pilot CCIS, is a community-led initiative, which responds to individuals who are observed to be in distress and potentially vulnerable, and who may be at risk of suicidal behaviour over the weekend period.

The service provided by **Extern** is a timely (within approx. 30mins), non-clinical, community response to individuals experiencing social, emotional or situational crisis over a timeframe of 8pm on Thursdays through to 8am on Sundays. They can be contacted on 028 7126 2300 - The service will provide support and offer a short-term solution to manage immediate crisis, which will include risk assessment, de-escalation, and identification of personal support options (friends/family) and other appropriate support and treatment services.

PSNI (999) can provide support to staff in an emergency too, the operator can talk to you about different types of immediate support the emergency services can offer.

Contact details for other relevant services are available in the following table.

Useful Contacts	Telephone Number
Altnagelvin Health & Social Services	028 7134 5171
Action for Elder Abuse	080 8808 8141
Shantallow Health Centre	028 7135 1350
Strabane Health Centre	028 71384114 028 71865195 (out of hours)
Rosstown House, Glendermott Rd	028 7131 4200
Riverview House, Abercorn Road, Derry	028 7126 6111
PSNI Care Unit	028 7136 7337
Tyrone County Hospital	028 8283 3100
South West Acute Hospital	028 6638 2000
NSPCC	028 7126 6789
Childline	0870 336 2945
Domestic Violence Helpline	0800 802 1414
Extern	028 7126 2300
LifeLine	0808 808 8000
Age NI Advice Line	0808 808 7575
The Samaritans	028 7126 5511 116 123 (Freephone)



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Safeguarding

A guide for service users

**Safeguarding is everyone's business and
together we can make a difference.**

www.derrystrabane.com

Introduction

This guide provides information for service users about what Derry City and Strabane District Council is doing to safeguard children and adults at risk.

- A child is anyone aged under 18 years of age.
- An adult at risk is anyone aged 18 years or over who could be at risk of harm due to their personal or environmental circumstances.

Our commitment to Safeguarding

We aim to create a safe and welcoming environment, where everyone who uses our services and facilities is respected and valued. We ensure our organisation is run in a way that actively prevents harm, harassment, bullying, abuse and neglect. We train our staff to be ready to respond if there is a problem and we actively monitor our progress on an ongoing basis.

We have developed a comprehensive Safeguarding Policy which aims to:

- Put safeguarding at the heart of what we do to ensure the personal safety of all children and adults who use our facilities/services.
- Encourage our staff to adopt safe practices when working with children/adults at risk and ensure that new staff are vetted appropriately;
- Provide guidance and support to staff and users on how best to record and report suspected abuse;
- To work towards continuous improvement in the area of safeguarding to inspire confidence in service users and in our staff alike.

The Council's Safeguarding Policy can be found at: www.derrystrabane.com/safeguarding

Using our facilities

We put safeguarding first. When using our facilities, feel free to ask a member of staff about our Safeguarding arrangements. We are committed to ensuring the personal safety of all who use our services and facilities.

Our staff are trained to help. Staff will listen to you, and record and report your concerns as appropriate. If, however, if you think someone is in immediate danger or if you observe something which you believe to be an emergency, do not delay, and contact the PSNI on 999.

But sometimes we might also need your help. If you see something, say something. If you have concerns when using our services and facilities, you should immediately bring it to the attention of ANY member of staff at the facility you are using or as soon as possible thereafter.

Hire of Council Facilities

Where Council facilities are hired by a third party to host events and activities, the responsibility for safeguarding children and adults at risk lies entirely with the hiring party, and not with the Council. It is the responsibility of any hirer to ensure that all necessary safeguards are in place.

Photography

Photography is strictly prohibited in ALL regulated areas, including changing rooms and toilet facilities.

- Council will provide signage in regulated areas advising service users about areas where photography and filming are prohibited;
- Staff will take a zero-tolerance approach to anyone suspected of unauthorised photography or video-recording in regulated areas;
- Any request to take photographs should be made to a member of staff who will provide advice in relation to our procedures;
- If in doubt, please ask a member of staff.

Leisurewatch

All of the Council's leisure facilities are part of the Leisurewatch scheme which is designed to protect children and adults at risk through a reporting system which allows our staff to report concerns about the behaviour of any person.

Activities

When managing activities, the Council will provide adequate adult to child supervision ratios as detailed in the Council's Safeguarding Policy. Children and/or adults at risk should not be dropped off outside a facility but should be accompanied to the facility and should be collected immediately at the end of an activity. If you have questions, please ask a member of staff.

Useful Contact Numbers

Child Safeguarding (9am – 5pm) Social Services Western Trust (Gateway):	02871 314090
Adult Safeguarding (9am-5pm), Social Services Western Trust: (Gateway):	028 7161 1366
Children and Adult Safeguarding Regional Out of Hours Entire Council area:	028 9504 9999
Police: Urgent/Emergency	999
Police Non-Urgent	101
NSPCC Child Safeguarding Helpline - For parents and other professionals	08 8800 5000
Childline (for Children)	0800 1111
Domestic Violence Helpline:	080 8802 1414
Forced Marriage Unit	020 7008 0151
Human Trafficking	080 0012 1700
Directory of Services to help improve mental health and wellbeing (ZCard):	https://www.publichealth.hscni.net/sites/default/files/2020-01/Western_area_card_2020.pdf