|  |  |  |
| --- | --- | --- |
| C:\Users\theresa.johnstone\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\UQ741L4A\image001.png | | Derry City and Strabane District Council  Safeguarding Policy (Children and Adults at Risk of Harm) |
| DCSDC Policy |  |
| Document Number | | A unique identifier will be assigned to an approved policy. |
| Responsible Officer | | Lead Democratic Services and Improvement Officer |
| Contact Officer | | Designated Safeguarding Officer(s) |
| Approval | | Governance and Strategic Planning – Min Ref:  Date of full Council meeting at which policy approval was ratified. |
| Effective Date | | March 2017 |
| Modifications | | N/A |
| Superseded Documents | | None -New Policy for Derry City & Strabane District Council |
| Review Date | | To be reviewed every 3 years. However, the Policy will be reviewed sooner in the event of any one or more of the  following:   * Failure or weakness in the policy 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 |

# Preamble

## **Purpose**

## 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 of harm 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.

## The purpose of this policy and procedures is to safeguard the personal safety of all children and adults at risk of harm using Council’s facilities and services through actively promoting awareness, good practice and robust procedures.

## **Background**

## 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.

# Scope

## The main stakeholders/individuals/groups/sections of the community 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 of harm on Council property/facilities within the Derry City and Strabane District Council area.

# Definitions

## **General**

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

### **Frequently** means once or more per month and will cover activity that takes place on a repetitive basis.

### **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 of harm.

### **Regulated activity** refers toany activity that involves contact with children or adults at risk of harm frequently (see above), intensively (see above) and/or overnight. (Such activities include teaching, training, care, supervision, advice, treatment and transportation).

### **Standard Disclosure Check** shows details of an individual’s spent and unspent convictions and cautions. It does not show details of cases pending.

### **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.

### An ‘**Adult at risk of harm’** 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);

### An ‘**Adult in need of protection’** is an adult at risk of harm (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.

## **Forms of Abuse – Adults**

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

**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.

**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.

**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.

**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.

**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 of harm. 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.

**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.

**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.

**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.

**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.

**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.

## **Forms of Abuse – Children**

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**Recognition of Inappropriate Behaviour**

### 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 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.

# Policy Statement

## Derry City and Strabane District Council is committed to making sure that children under 18 years of age and adults at risk of harm 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, student placements and to Council staff who volunteer in external organisations. (This is in accordance with the statutory safeguarding requirements detailed in the legislation set out in Section 3).

## As such Council will endeavour to protect children and adults at risk of harm by:

* Nominating Designated Safeguarding Officers to implement the Safeguarding Policy (Children and Adults at Risk of Harm)
* Nominating Premises Designated Officers to ensure the policy is implemented appropriately at all Council’s buildings
* Having rigorous recruitment procedures (Section 4.3.)
* Introducing rules on the use of photography and filming equipment in Council facilities
* Providing effective management for staff through supervision, support and training
* Creating an open environment to ensure that children and adults at risk of harm 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 of harm 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 of harm through a Code of Behaviour for staff. (See Appendix 2)
* Raising awareness of abuse and its effects
* Membership of Leisurewatch
* Having a Safeguarding Working Group

## 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 of harm 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.

## **Policy Objectives**

## The objectives of the policy are:

* To promote zero-tolerance of harm to all children and adults at risk of harm from abuse, exploitation or neglect.
* 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 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 Codes of Behaviour for Staff (Appendix 3).
* To serve as a model of good practice to the wider community.

## **Roles and Responsibilities**

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

## Each **Director** has responsibility for the implementation of the Safeguarding Policy (Children and Adults at Risk of Harm) 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.

## The Designated Safeguarding Officers, Premises Designated Officers, Lead Officers, Heads of Service, Nominated Officer and Line Managers have specific duties to deal with the effective functioning of this policy. Their roles and responsibilities are detailed below.

## **Lead Democratic Services and Improvement Officer** has the direct responsibility for managing the corporate implementation of the Safeguarding Policy (Children and Adults at Risk of Harm) and ensuring its objectives are met.

## **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:

* Establish contact with a senior member of Social Services staff and/or PSNI and any other statutory agencies responsible for safeguarding in the Council’s catchment area in the event of an incident occurring during office hours
* Provide information and advice on safeguarding within the Council
* Ensure that the Council’s Safeguarding Policy (Children and Adults at Risk of Harm) are followed and particularly to inform Social Services within the appropriate Trust of relevant concerns about individual children and adults at risk of harm
* Coordinate investigations and carry out investigations when required
* 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
* 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 Line Managers
* Co-ordinate and monitor the Safeguarding Policy (Children and Adults at Risk of Harm
* 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 of Harm)
* 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 of harm with police and social services, as necessary.

## **Premises Designated Officer** will:

* 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
* Ensure that the Council’s Safeguarding Policy (Children and Adults at Risk of Harm) are followed and particularly to inform Social Services within the appropriate Trust of relevant concerns about individual children and adults at risk of harm
* Attend Safeguarding Working Group meetings
* Pass on confidential information recorded in relation to incidents to the Designated Safeguarding Officers
* Compile any incidents/issues/actions log for the premises for which they have responsibility
* Carry out investigations as required.

## 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 of harm. 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.

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

* Ensure that employees follow the policy and procedures
* Monitor and control employees’ adherence to the Employees ’Code of Behaviour for Staff’ (See Appendix 3)
* Gather information on reports of safeguarding incidents and referring these to the relevant Designated Officer
* Assist the Designated Safeguarding Officers in conducting investigations of any incident for disciplinary purposes.

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

* Assist Heads of Service/Line Managers on disciplinary matters arising from non-compliance with the Code of Behaviour
* Advise on the disciplinary procedure that may result from an investigation by either the Designated Officers or management
* Ensure that all employees of Derry City and Strabane District Council who have substantial access to children or adults at risk of harm have undergone an Access NI check
* Be responsible for ensuring Access Northern Ireland (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 of harm. 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.

## The duties of the **Line Manager** are:

* To act as 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
* To 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
* To record Council staff’s suspicion that a child or adult at risk of harm is allegedly being abused.
* 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
* To record all action taken and advise the Designated Officer within 24 hours
* To ensure copies of all reports of incidents are passed to the Designated Officer
* If the matter is urgent and there are concerns for the safety of a child or adult, the Line Manager must ensure the Designated Officer is contacted immediately so that s/he can inform statutory agencies
* To ensure that staff destroy any written or electronic records of incidents once they have been reported to Designated or Premises Designated Officers.

## **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 Line Managers and/or Designated Safeguarding Officers if required.

## The Council’s Safeguarding Policy (Children and Adults at Risk of Harm) is applicable to all elected members and staff, volunteers and those on work placements.

## **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 the an enhanced disclosure check is carried out, as is deemed appropriate by a risk assessment.

## 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

# Legal & 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.

## Legislation

* The Criminal Law Act 1967
* The Children’s (NI) Order 1995
* UN Convention on the Rights of the Child 1989
* The Mental Health(NI) Order 1986
* The Safeguarding Vulnerable Groups (NI) Order 2007 (as amended by the Protection of Freedoms Act 2012)
* The Sexual Offences Order (NI) 2008
* Section 75 NI Act 1998
* The Safeguarding Board Act (NI) 2011

## 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

## Linkage to Corporate Plan

### Derry City and Strabane District Council’s Corporate Plan 2016-2017 sets out the corporate objective of Promoting Healthy Communities. Fundamental to this is the provision of quality and effective safeguarding procedures for both children and adults at risk of harm.

### 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.

# Impact Assessment

## **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.

## **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.

## **Sustainable development**

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

## **Other impacts**

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

# 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 Designated Officers.

**Training**

## All employees be will provided with appropriate training.

## New employees will also be provided with information on this policy as part of their induction process.

## **Procedures & Systems**

## In order to implement this policy and procedures Derry City and Strabane District Council has put the following procedures and systems in place:

### Prevention

* Disclosure
* The use of photography and filming equipment
* Supervision of children and adults at risk of harm
* Guidance for Hire of Facilities
* Supervision, support and training for staff
* Procurement

### Dealing with Abuse

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

### Leisurewatch

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 but in place. All

### Contact Details

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

|  |  |  |
| --- | --- | --- |
| **Designated Safeguarding Officers** | | |
| **Location** | **Job Title** | **Officer Names and Contact Details** |
| Derry Road Site,  Strabane | Policy Officer  (Sustainability)  Human Resources | Fionnuala O’Kane  Tel: 028 71 253253 Ext 4266  E-mail:  [fionnuala.okane@derrystrabane.com](mailto:fionnuala.okane@derrystrabane.com)  Anne Robinson  Tel. 02871 253253  E-mail:  [anne.robinson@derrystrabane.com](mailto:anne.robinson@derrystrabane.com) |
| Strand Road Site,  Derry | Policy Officer  (Equality)  Policy Officer  (Irish) | Kay McIvor  Tel: 028 71 253253 Ext 6705  E-mail: [kay.mcivor@derrystrabane.com](mailto:kay.mcivor@derrystrabane.com)  Pól O’ Frighil  Tel: 028 71 253253 Ext 6706  E-mail: [pol.ofrighil@derrystrabane.com](mailto:pol.ofrighil@derrystrabane.com) |
| Nb: If any officer is not available, contact the others. | | |

|  |  |  |
| --- | --- | --- |
| **Premises Designated Officers-To be finalised – full details available via Designated Safeguarding Officers** | | |
| **Location(s)** | **Job Title** | **Officer Names and Contact Details** |
| Riversdale Leisure  Centre, Derg Valley  Leisure Centre and  Melvin Sports Complex | Leisure  Services  Manager | Paul Tamati  Tel. 02871  E-mail: [ptamati@derrystrabane.com](mailto:ptamati@derrystrabane.com)  Mob: 07812148870 |
| Alley Arts & Conference  Centre | Art Centre  Manager | John Kerr  Tel. 02871 253253  Ext. 4225  E-mail: [jkerr@derrystrabane.com](mailto:jkerr@derrystrabane.com)  Mob: 07872814642 |
| Foyle Arena, Brandywell, Templemore, City Baths Leisure Centres |  | To be finalised |
| Strahan’s Road Recycling Centre |  | To be finalised |
| Skeoge Recycling Centre |  | To be finalised |
| Guildhall/Harbour House |  | To be finalised |

## **Guidelines and Forms**

### For guidelines in relation to the appropriate steps/actions to take place see the box below:

|  |  |  |
| --- | --- | --- |
| **What Are You Reporting?** | **Organisation to Report it to** | **Telephone Number** |
| 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)**  **NB:**  Where child is in **immediate** danger | Gateway/Western Trust Duty and Initial Assessment Team  **(Available During Office Hours only)**  **Out of Office Hours Only**- Regional Emergency Social  Work Service (RESWS)  PSNI | 02871 314090  028 95049999  (onsite action is available if required)  0845 600 800 or  999 |
| 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  of harm  **NB:**  Where adult at risk of harm is in **immediate** danger | Social Services-Adult  Protection Gateway  Team (Available  During Office Hours  only)  **Out of Office Hours**  **Only**- Regional  Emergency Social  Work Service  (RESWS)  PSNI | 02871 611366  028 95049999  (onsite action is  available if  required)  0845 600 800 or  999 |

## **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.

## **Support and Advice**

### Useful contacts in relation to support and advice 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) |
| Rossdowney House, Glendermott Road,  Waterside, Derry | 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 |
| Age NI Advice Line | 0808 808 7575 |
| The Samaritans | 028 7126 5511  116 123 (Freephone) |

## **Risk Management**

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

# Monitoring, review and evaluation

### Derry City and Strabane District Council is committed to ensuring that 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 protection and recruitment and selection.

### Checking to see that personnel records are up to date, that job descriptions for new positions include reference to child protection (Human Resource Section).

### Checking to see that training has been undertaken (Line Managers)

### Consulting with children and adults at risk of harm and young people, parents and carers as part of the review of the Safeguarding Policy (Children and Adults at risk of harm), 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 of harm 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 of Harm) 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

# Appendices

Appendix 1a: Form A- Incident Reporting Form (including guidance)

Appendix 1b: Employee/Customer Reporting Procedure

Appendix 1c: Lone Worker Reporting Procedure

Appendix 1d: Designated Safeguarding Officer/Premises Designated Officer Reporting Procedure

Appendix 1e: Reporting Concerns Regarding a Member of Staff

Appendix 2: Form B: Reporting/Observance of Alleged Abuse

Appendix 3: Code of Behaviour for Staff

Appendix 4: Supervision Levels and Ratios Guidelines

Appendix 5: Dealing with Allegations of Suspected Abuse

Appendix 6: Photography and Technology Guidance

Appendix 7a: Photography/Video Image Consent Form

Appendix 7b: Photography/Video Image Confirmation of Receipt

Appendix 8: Guidance for Block Bookings and Hiring Facilities

Appendix 9: Recruitment, Selection and Vetting

Appendix 10: Student Placements/Agency Staff/Work Experience

Appendix 11: Training and Support for Staff

Appendix 12: Guidance for Contractors

Appendix 13: Guidance for Organised Activities or summer schemes