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

|  |  |  |
| --- | --- | --- |
| U:\My Documents\Council Corporate Identity\DCSDC CMYK portrait (002).jpg |  **DCSDC SAFEGUARDING**  Incident Report Form |  |

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|  |  |
| --- | --- |
| Council Location (e.g. building name or outdoor venue)  |  |
|  |  |
| Area *within* location where incident/concern is reported to have occurred (e.g. changing rooms)  |  |
| Date/time of Incident |  |

Detailed account of incident/concern/individual

|  |
| --- |
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**Continue on an additional sheet, if necessary**

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**

**Yes No (Please circle)**

Witnesses to Incident (if any)

|  |  |  |
| --- | --- | --- |
| **Name** | **Address** | **Contact phone Number** |
|  |  |  |
|  |  |  |
|  |  |  |

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**

|  |
| --- |
| **DESIGNATED SAFEGUARDING OFFICER USE ONLY** |
| Date Report Received |  |
| Parents Contacted (if applicable) |  |
| Date referred to Gateway team  |  |
| Date Referred to PPU |  |
| Incident Number if reported to PPU |  |
| Leisurewatch Referral Made if applicable |  |
| Date Director Informed if applicable |  |
| Name of Designated Officer |  |
| Designated Safeguarding Officer Comments  |  |

**How to Fill in Safeguarding Incident Report Form A**

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 of harm.Where possible the person who 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.

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

**Witnesses to Incident:** Record the names, addresses and telephone numbers of any witnesses who have come forward.

**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 Premises Designated Officer or Designated Officer. They will take any necessary action, including reporting the incident to the police or social services using Form B.

**Appendix 1b: Employee/Customer Reporting Procedure**

Incident occurs/ employee has a concern(s)

Is the child/adult at risk of harm in immediate danger?

Yes

Possibly

**REPORT**

Contact the PSNI via 999

No

**RECORD**- Fill in Form A\* and report to Premises Designated Officers (PDO) or Designated Safeguarding Officer (if PDO is unavailable). Lone Workers to follow specific diagram (see Appendix 1c).

**REPORT & RECORD**

Designated Safeguarding Officer or Premises Designated Officer gathers information and takes appropriate actions and completes Form B (see Appendix 2)

**\*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 reported.***

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

**Appendix 1c: 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.**

Incident occurs/ Lone Worker has a concern

Is the child/adult at risk of harm in immediate danger?

Yes

Possibly

**REPORT**

Contact the PSNI via 999

No

**RECORD**-Fill in Form A and report to Designated Safeguarding Officer/Premises Designated Officers/Line Manager immediately on your return to place of work

**REPORT & RECORD**

Designated Safeguarding Officer or Premises Designated Officer gathers information, takes appropriate action completes Form B

***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.***

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

Designated Safeguarding Officer or Premises Designated Officer receives Form A

Is the child/adult at risk of harm in immediate danger?

Yes

**PSNI/Social Services should be contacted in the presence of whoever witnessed the event or received the disclosure**

Possibly

**REPORT**

Contact the PSNI via 999

No

**RECORD-**

Complete Form B (Appendix 2) and use policy definitions (page x) to identify the type(s) of abuse that may have been perpetrated

Not a serious concern

Identified as a serious concern

Possible Abuse

Is the report completely unfounded and malicious?

**REPORT-** to Social Services/PSNI /Leisurewatch

Seek and follow advice from relevant authority e.g. PSNI/Social Services

No

Inform your Line Manager

**REPORT-** Refer

To Gateway Team/Elderly Support Team

Yes

If necessary identify appropriate safeguarding training

Carry out disciplinary investigation

Line Manager to request disciplinary investigation if required

Inform alleged perpetrator

Are you concerned about inappropriate behaviour by a member of staff?

**Appendix 1e: Reporting Concerns Regarding a Member of Staff**

Formal investigation is carried out, if appropriate. Where required, action will be taken in accordance with the Council’s disciplinary procedure and statutory bodies informed accordingly

Possible Outcomes of investigation:

* No case to answer
* Warrants advice/warning on future conduct/sanctions
* Further training and support needed
* Suspension
* Council need to review its practices

Report concerns to Head of Service and Designated Officer for an investigation

Yes

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

Appeals Committee

The Decision Making Panel will decide on the action to be taken. Possible outcomes of preliminary investigation:

* Suspension
* Full investigation to be carried out
* Inform Police
* Inform Social Services

Line Manager will suspend the individual from duties that include direct contact with children and vulnerable adults or relocate him/her pending an investigation. Report concerns to Head of Service and Designed Officer

If incidence relates to Line Manager, report concerns to next level of management who will inform Designated Officer. S/he will suspend the Line Manager from duties that include direct contact with children and vulnerable adults or relocate him/her pending an investigation

Yes

Is it abuse?

Is it poor practice or an alleged breach of the Codes of Behaviour?

Refer concerns to Line Manager

**Appendix 2: Form B-Reporting/Observance of Alleged Abuse** (**This section should be completed by the Designated Officer or Designated Premises Officer)**

|  |  |  |
| --- | --- | --- |
| U:\My Documents\Council Corporate Identity\DCSDC CMYK portrait (002).jpg | DCSDCSafeguardingDesignated Officer/Premises Designated Officer Reporting Form |  |

**Private and Confidential-** This form must be kept in a secure place

**Please Note That This Is a Discoverable Document**

|  |
| --- |
| Name of Staff Member reporting information (include position and service)  |
|  |

Does report refer to a disclosure of abuse or a report/observation of suspected abuse?

|  |
| --- |
|  |
|  |
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|  |

Actions Recommended/Decisions taken

|  |
| --- |
|  |
|  |
|  |
|  |

Referred to Social Services/PSNI?

Yes  No 

If yes, Name of Social Worker/PSNI Officer:

Trust/Office/Station:

Date and Time Notified:

Advice received from Social Services/PSNI:

|  |
| --- |
|  |
|  |
|  |

If incident was not referred to Social Services/PSNI, please state reasons why:

|  |
| --- |
|  |
|  |

Signed:

Date:

**Please ensure this form is stored in the Safeguarding Central File once it has been completed. Instruct any other officers involved to dispose of any written or electronic paperwork/emails associated with this incident.**

**Appendix 3-Code of Behaviour 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 of harm and young people, and that would guarantee the protection of children and adults at risk of harm.

However this Code of Behaviour sets out the standards expected from all staff so that they can fulfil their roles in Council. This Code of Behaviour should help to protect both children and adults at risk of harm 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 a young person’s right to personal privacy

**Do** Provide access for young people and adults 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 of harm or young people when contact is necessary

**Do** Remember that someone else might misinterpret your actions, no matter how well intentioned

**Do**  Recognise that caution is required especially in sensitive moments of counselling, such as when dealing with bullying, bereavement or abuse

**Do** On overnight excursions have separate sleeping accommodation for supervisors and children and adults at risk of harm

**Do not** Permit abusive youth peer activities e.g. ridiculing, bullying

**Do not** Become involved in ‘horseplay’ with young people

**Do not** Have inappropriate physical or verbal contact with others

**Do not** Jump to conclusions about others without checking facts

**Do not** Allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes but deal firmly and fairly with such behaviour at all times

**Do not** Exaggerate or trivialise child abuse issues

**Do not** Make suggestive remarks or gestures or tell jokes or stories of a ‘smutty’ nature

**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 young person without clearly explaining what you are doing e.g. correcting the position of a foot, showing a skill in the water, etc.

Council staff must never physically restrain a child or young person, unless it is to:

* Prevent physical injury to the child to other children and adults at risk of harm, to visitors or staff or to yourself
* Prevent damage to any property
* Prevent or stop the child or young person committing a criminal offence

In all circumstances, physical restraint must be appropriate and reasonable. If not, your action can be defined as assault.

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

**Do** Stay calm

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

**Do** Keep questions to an absolute minimum necessary to ensure a

clear and accurate understanding of what has been said

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

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

**Do** Report the matter to the Designated Officer/Premises Designated Officer

**Do** Record your report – see Appendix X

**Do Not** Panic

**Do Not** Ask leading questions

**Do Not** Promise to keep secrets

**Do Not** Make the child 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 Codes of Behaviour will face our disciplinary procedure. If an allegation is made against a member of staff, Council will investigate the matter in line with its procedure for **Dealing with Allegations Made Against a Member of Staff.**

**Appendix 4: Supervision Levels and Ratio Guidelines**

Supervision must be adequate, whether at the Council’s venues or on a journey or visit. The appointed leader 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 to children/ adults at risk of harm that one must follow. These ratios can be checked by contacting the relevant sporting bodies, or the 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 leader in charge 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 to two children
* There should always be at least two members of staff supervising any group of children and adults at risk of harm
* 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 adults at risk of harm with disabilities depends on the needs of the individual child/adults at risk of harm.

The diversity of activities and functions of Derry City and Strabane District Council make it difficult to be prescriptive in relation to adult 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, and minimum standards according to the Children’s Act are:

Indoor activities

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 8 children

8 years and over 2 members of staff (preferably one of each gender) for up to 20 children

There shall be one additional adult for everyone to ten extra children young people.

**General supervision arrangements**

Making arrangements for the proper supervision of children and adults at risk of harm is one of the best ways Council can minimise the opportunities for children and adults at risk of harm 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 and adults at risk of harm must be supervised at all times
* Children and adults at risk of harm 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 and adults at risk of harm are, and what they are doing
* Any activity using potentially dangerous equipment should have constant adult supervision
* Children and adults at risk of harm will be safer if supervised by two or more adults
* Dangerous behaviour by children and adults at risk of harm 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 school children as well as the Council officer(s).

**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 publicly open when working with children and adults at risk of harm
* Avoiding situations where individual employees and children and adults at risk of harm are completely unobserved
* Where possible, parents, guardians or group leaders would take the responsibility for children and adults at risk of harm under their care within changing rooms/toilets
* It is preferable that a male and female member of staff supervises mixed activities
* Individual members of staff should avoid spending excessive amounts of time with children and adults at risk of harm away from others

Council staff must never physically restrain a child or young person, unless it is to:

* Prevent physical injury to the child to other children, adults at risk of harm, to visitors or staff or to yourself
* Prevent damage to any property
* Prevent or stop the child, young person or adults at risk of harm committing a criminal offence

In all circumstances, physical restraint must be appropriate and reasonable. If not, your action can be defined as assault.

Staff must not, except in emergencies, have children, adults at risk of harm or young people 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/children, having received parents’ 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 5: Dealing with Allegations or Suspected Abuse**

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

* Listen carefully to what they tell you
* Do not ask direct questions – avoid Who, What, Where, When
* Encourage them to talk
* Keep calm – even if you find what they are saying difficult
* Be honest with them - you cannot keep what they tell you as a secret
* Reassure them that they have done the right thing by telling you.
* Fill in the incident report form as soon as possible – filling in what was said – in the child’s words – not yours
* Pass the incident report form to your line manager
* Do not inform parents
* Keep the matter entirely confidential

**Dealing With Abuse – Dealing with Allegations of Child Abuse Against a Member of Staff**

**Reporting Procedures**

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

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 line manager. If, however, the allegation involves the line manager, a report must be made to the next level of management.

The Designated Officer should then be informed together with the Head of Department and the Human Resource Manager.

**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 Department of Health and Social Services 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 Social Services 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 investigating 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 Designated Officer will pass on information to the Department of Health, Social Services and Public Safety.

A flow chart relating to concerns regarding a member of staff is included at Appendix 1e.

**Appendix 6 - 7.2.3 Handling 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 1998 and other relevant legislation pertaining to the safe handling, storage, retention and disposal of Disclosure information.

**Storage and Access**

Disclosure information is 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 relevantnon-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 7a: 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.

Derry City and Strabane District Council recognises that abuse can extend beyond acts of a physical or mental nature. The Council will therefore will only use photographers who are approved by the Marketing and Communications Section for Council run events and activities. Such approval will only be given where there has been a criminal records check as part of a professional registration process or an Enhanced Disclosure has been obtained in the tendering / select list process.

Spectators (including parents, relatives or carers) **will not** be permitted to use photographic/film/video equipment with a telescopic or zoom lens or any photographic mobile phones or electronic devices in regulated area **Council leisure facilities**. Regulated areas include changing rooms, toilet areas and spectator areas

No matter what arrangements are put in place to prevent the use of cameras, videos or mobile phones with digital image recording, the very nature of “peeping tom type photography” make it difficult to police. Managers should highlight awareness of potential abuse to users of Council facilities and encourage them to report their concerns.

**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 events.

Staff must follow the following procedures to ensure utmost care in protecting the child/children involved.

* Where the child is a minor or the individual is an adult at risk of harm a consent must be obtained before the individual can take part (See Appendix 5a). If the child/adult at risk of harm is part of a larger group, Council staff are responsible for ensuring that the group leaders have obtained consent from parents/guardians and a have signed a copy of the must be supplied for record-keeping purposes.
* Where consent is not given, the child/adult at risk of harm must be separated from the group until all photography, filming etc. has been completed to ensure that their image is not captured.
* Photographs held by Council must 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 parents/guardians.
* Photographs must be destroyed or deleted from databases once they are no longer required for the purpose for which they were taken.
* Parents/guardians should be made aware that, when group photographs are taken be commercial photographers or press/media then the copyright of the photograph belongs to the photographer. Contact details for the photographer must be given to the parents/guardians.

If a member of Council staff is taking the photograph then that individual must have been subject to an Enhanced Disclosure Check.

Where there is sufficient reason for the 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 involves children or adults at risk of harm within their group they should provide the management of the facility with a signed and witnessed letter indicating that they have received approval from parents and guardians for the children/ adults at risk of harm to be photographed and filmed and that the film or photographic crew have been subjected to appropriate disclosure checks.

**Photographic policy**

Staff and volunteers must never take photographs or videos of children or adults at risk of harm without the permission of a parent, guardian or carer. The parent or guardian must be made aware of any photographs or use of the child or adult at risk of harm name to be used for publicity purposes and provide written consent prior to this taking place.

**Technology**

New ways for abuse against children or adults at risk of harm has resulted from the increasing use of technology. For these reasons, it is imperative that staff do not allow children or adults at risk of harm 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 of harm in chat rooms, via social media or via phone applications (‘apps’) e.g. WhatsApp/ Snapchat

**Appendix 7b: Photographic/Video Image Consent Form**

Dear Parent/Guardian

**Event Title:**

**Date:**

Children, young people and adults at risk of harm are often photographed in connection with Derry City and Strabane District Council events; sports events and recreational activities.

Council now seek your permission to include your child/person under your guardianship in the photographs/video for the above named event.

Please complete the appropriate section below.

Yours faithfully

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chief Executive

I give permission for photographs of my child/person under my guardianship to be taken for the purpose as stated above:

Name of person to be included in photograph/video: ……………………………..

Signed: …………………………………………. Date: ……………………………

(Parent/Guardian)

------------------------------------------------------------------------------------------

I do not give permission for photographs of my child/person under my guardianship to be taken for the purpose as stated above:

Name of child/person under guardianship:…………. ……………………………..

Reason: ………………………………………………………………………………..

Signed: …………………………………………. Date: ……………………………..

 (Parent/Guardian)

**Appendix 7c -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 also 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 of harm 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 of harm in their group at all times.

**External Service Providers, Grant Aid Recipients and Organisations that hire Council facilities** should all supply their own Child Protection/Safeguarding Policies or sign a declaration form stating that they have read, understand and comply with this Safeguarding Policy. This includes a declaration that an Access NI check has been carried out on those who will have substantial access to children. 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 of harm 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 of harm
* Who has responsibility for children and adults at risk of harm 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 young people it is important that staff should not find or place themselves in a situation where there is unsafe equipment or materials, inadequate colleague support, or work for which they do not have adequate training or experience.

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 of harm 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).

By correctly identifying risks and taking steps to minimise them in Council is essential to the development of safe environment.

**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 of harm, and will be asked directly about the applicant’s suitability for work with children and adults at risk of harm.

**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 (See Appendix XII). 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: 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 (Appendix XI). 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 11: Training and Support for Staff**

Council recognises that working with children and adults at risk of harm 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 of harm and Code of Behaviour, 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 of harm and young people will participate in training on the protection of children and adults at risk of harm, which should include:

**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 of harm.

**Awareness of Safeguarding Issues**

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

**Code of Behaviour**

* Why a Code of Behaviour?
* Protecting children and adults at risk of harm
* Protecting workers
* The use of a Code of Behaviour

**Awareness of issues around**

* Working with children and adults at risk of harm from ethnic backgrounds or with disabilities
* Dealing with bullying
* Residential issues

**Policy and Procedures**

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

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

* **Level 1:** General policy awareness training for all staff in non-regulated positions
* **Level 2:** In depth Child Protection training for those in regulated positions
* **Level 3:** Comprehensive training for Designated Officers

**Appendix 12: Guidance for Contractors**

**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 of harm. Council is committed to ensuring that these services are safe and of a high quality.

To ensure that Council become more effective in safeguarding and supporting the children and adults at risk of harm 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 shall at all times comply with Derry City and Strabane District Council’s Policy and Procedures for the Protection of Children and** adults at risk of harm **and contractors and sub-contractors will ensure that:**

* **Their staff have a clear commitment to abide by the Policy and Procedures for the Protection of Children and** adults at risk of harm **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 of harm, e.g. leisure facilities, museums, events and festivals. Contractors should establish whether their staff will require a Disclosure Check.**

**Failure to comply with any part of this Clause will be deemed a Breach of the Contract."**

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

**Supervision of Contractors**

Where contractors are employed to carry out work on behalf of Council and/or in facilities where there are children and/or adults at risk of harm using the Council service then relevant Council/facility managers must ensure that the contractors are supervised to make certain that the highest standards of protection are in place.

**Appendix 13: 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.

* When journeys or visits are organised a detailed programme of activities should be planned for the children and adults at risk of harm who are involved
* Staff are responsible for the children and adults at risk of harm’s welfare and safety for the whole time they are away from home
* Young people should not be left to their own devices, for example, in a town for the evening or on shopping expeditions
* All children and adults at risk of harm 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 consent must be obtained for any children and appropriate consent for adults at risk of harm 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 of harm to each supervising adult)