



**ANTRIM AND NEWTOWNABBAY BOROUGH COUNCIL
CHILD AND ADULT SAFEGUARDING POLICY AND
PROCEDURES**

PREVENTION AND PROTECTION IN PARTNERSHIP

November 2016

This Policy has been screened for Equality.

CHIEF EXECUTIVE'S FOREWARD

Everyone has a fundamental right to be safe. Whatever the cause, and wherever it occurs, harm caused to children and adults by abuse, exploitation or neglect is not acceptable. This policy emphasises that safeguarding is everyone's business and that as a Council, Antrim and Newtownabbey Borough Council (ANBC) strive to prevent harm to children and adults from abuse, exploitation or neglect.

This policy requires us to put all individuals who may be at risk at the centre of what we do, to listen to them and to work in partnership with them and on an inter-agency basis to create an organisation which has a zero-tolerance of harm to the most vulnerable people living in Northern Ireland.

The policy contributes to the fulfilment of a Northern Ireland Executive Programme for Government commitment to deliver a package of measures to safeguard children and adults who are at risk of harm and to promote a culture where safeguarding is everyone's business.

The Council recognises that the Safeguarding Policy must be owned at all levels within the organisation. As Chief Executive of Antrim and Newtownabbey Borough Council I have directed that this policy be developed and I, with the Corporate Leadership Team, will be responsible for its approval and ensuring it is fully implemented and reviewed. A key element of the safeguarding policy is the nomination of a Safeguarding Manager who will ensure that this council embraces best practice in this area.

The Policy applies to all employees, elected members, casual/agency workers, volunteers, contractors, grant-aided organisations and those using our facilities irrespective of their function, remit or role. It provides comprehensive guidelines, sets out responsibilities and details where support can be obtained. I particularly commend this Policy to all employees and would ask that you take the time to familiarise yourself with the contents.

Jacqui Dixon
Chief Executive

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INTRODUCTION

1. WHAT IS SAFEGUARDING?

Within this policy the term 'safeguarding' is used in its widest sense, that is, to encompass both activity which **prevents** harm from occurring in the first place (Council Safeguarding Procedures) and activity which **protects** children and adults at risk where harm has occurred or is likely to occur (Council Reporting to Statutory Agencies Procedures).

Preventative Safeguarding includes a range of actions and measures. Council employees may come into contact with children and adults who may be at risk of harm and so must recognise the potential for, and to prevent, harm. In practice the Council supports staff by providing safeguarding procedures e.g.:

- Recruitment and Selection – Vetting Procedures
- Management, Support, Supervision, Training and Awareness
- Reporting Procedures for Safeguarding Children and Adults at Risk of Harm
- Assessing and Managing Risks
- Comments and Complaints procedures
- Management of records, confidentiality and sharing of information
- Workplace Domestic Violence Policy and Trusted Colleagues
- Safeguarding Codes of Behaviour
- Block booking procedures for council facilities
- Photographic guidance
- Role of Safeguarding Manager
- Membership of Leisurewatch

Protective Safeguarding is targeted at children and adults who are in need of protection, that is, when harm from abuse, exploitation or neglect is suspected, has occurred, or is likely to occur. The protection service is led by Health and Social Care Trusts and PSNI. In practice the Council has internal reporting protocols for concerns regarding children and adults which may lead to referrals to these statutory agencies.

The duty to safeguard is a responsibility of all organisations, groups, services and agencies within the 'community' that come into contact with children and adults at risk of harm.

2. AIMS

This policy aims to:

- Promote zero-tolerance of harm to all children and adults from abuse, exploitation or neglect.
- Improve safeguarding arrangements for children and adults who are at risk of harm from abuse, exploitation or neglect.
- Influence the way the organisation thinks about harm to children and adults resulting from abuse, exploitation or neglect by embedding a culture which recognises every person's right to respect, dignity, honesty, humanity and compassion in every aspect of their life.
- Establish clear procedures for reporting and responding to concerns that a child or adult is, or may be, at risk of being harmed or in need of protection.
- Prevent and reduce the risk of harm to adults, while supporting their right to maintain control over their lives and make informed choices free from coercion.
- Ensure all staff are trained and required to adhere to the policy.
- Ensure all staff are recruited with full adherence to best practice for regulated posts.
- Promote a continuous learning approach to safeguarding.
- Incorporate safeguarding responsibilities into Business Plans where appropriate.
- Require all contractors and external service providers who are supplying workers who will work with children and adults at risk of harm to have a safeguarding policy which meets with Council's approval and shall if requested by Council provide a copy of their Safeguarding Policy. If they do not have a Policy, they must accept and be bound to apply the standards of care as set out in the Council's Safeguarding Policy.
- Make it a condition of use for Council premises that all clubs and organisations interacting with children and adults at risk of harm must have their own Safeguarding Policy in place and if requested by Council provide a copy of their Safeguarding Policy. If they do not have a Policy, they must accept and be bound to apply the standards of care as set out in the Council's Safeguarding Policy.
- Reserve the right to refuse usage of Council facilities for any group which does not have a Safeguarding Policy in place and also refuses to adhere to the Council's policy.

3. **COUNCIL COMMITMENT**

In meeting its commitment, Council will ensure the following standards are met:

- The adoption and implementation of protection guidelines, procedures and policies for children and adults at risk of harm.
- Sharing information and concerns with the appropriate statutory bodies.
- Sharing and dissemination of information about protection and good practice in these 2 areas: Providing effective management through good supervision and support.
- On-going training for staff, volunteers and elected members.
- Taking appropriate and effective action in response to issues concerning child safeguarding and protection of adults at risk of harm which occur on council property, council functions and/or involve council staff, volunteers or contracted providers.
- By appointing a Safeguarding Manager and Designated Safeguarding Officers in service areas, who will be responsible for the co-ordination, implementation and overseeing of the Policy.
- By the registration of all relevant facilities with the Health and Social Care Trusts and by undergoing regular checks.
- By following a strict recruitment and selection procedure which ensures that candidates for posts involving supervision or contact with children and adults at risk of harm are properly vetted and appropriately qualified for the post
- By taking appropriate steps to ensure that all organisations, coaches, entertainers etc, who are engaged by Council or use Council facilities adhere to and are conversant with the Council's Policy.
- By implementing a Code of Behaviour, this Code will incorporate Council's present Code of Practice in relation to use of mobile phones in Council facilities, particularly where they have a camera facility, it will also incorporate our procedures in the use of camera and photography on Council property.
- The Council's Policy is supported by and linked to other organisational policies and procedures aimed at promoting safe and healthy work practices, including; Disciplinary; Equality; Learning and Development; Whistleblowing; Social Media; Health and Safety; Fraud and Corruption; Complaints procedure; Performance Management Scheme; Disposal of Records Policy; Dignity at Work Policy; Data Protection Policy; and Community Planning Policy.

4. WHO IS THIS POLICY FOR?

The policy applies to all employees, elected members, casual/agency workers, volunteers, contractors, grant-aided organisations and those using our facilities irrespective of their function, remit or role.

There is an expectation that all employees will work in partnership as they apply this policy to their work with children and adults who may be at risk of harm or in need of protection.

5. UNDERPINNING PRINCIPLES/BACKGROUND

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.

Definitions (for the purposes of this policy)

Child

Those aged under 18 years.

Adult at risk of harm

It is not possible to definitively state when an adult is at risk of harm as this will change on a case by case basis. The following definition is intended to provide guidance, as to when an adult may be at risk of harm in order that further professional assessment may be sought:

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:

- a) **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

- b) **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** is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their:

- a) personal characteristics

AND/OR

- b) life circumstances

AND

- c) who is **unable to protect** their own well-being, property, assets, rights or other interests;

AND

- d) where the **action or inaction of another person or persons** is causing, or is likely to cause, him/her to be harmed.

A number of factors will influence the determination of the seriousness of harm. A single traumatic incident may cause harm or a number of 'small' incidents may accumulate into 'serious harm' against one individual, or reveal persistent or recurring harm perpetrated against many individuals. The judgement of what constitutes '**serious harm**' is a complex one and demands careful application of professional judgement by Health and Social Care professionals.

A list of further definitions is available at Appendix 1.

Legal Approach to Child Safeguarding

Legislative Background

The Children (NI) Order 1995 came into force in Northern Ireland on 4th November 1996. It significantly affects the moral and legal responsibilities of all those, both in the statutory and voluntary sectors, who work with children and young people up to the age of 18 years. The Order was influenced by principles in the United Nations Convention on the Rights of the Child, which was ratified by the British Government on 16th December 1991. The Convention sets minimum standards for children and young people's civil, political, social, cultural and economic rights within three main categories – participation, protection and provision.

The Order embodies five key principles:

- **Paramount** – in childcare law and practice, the welfare of the child is the overriding consideration in any decisions about him or her.
- **Parental responsibility** – parents have responsibilities to their children, rather than rights over them. In some situations “significant” adults share this responsibility with one or both parents.
- **Prevention** – this principle means preventing the separation of children from their families.
- **Partnership** – the basis of this principle is that the most effective way of ensuring that a child's needs are met is by working in partnership with other professionals and especially with parents.
- **Protection** – children should be safe from abuse and should be protected by intervention if they are in danger.

The duty to safeguard is a responsibility of all organisations, groups, services and agencies within the 'community' that come into contact with children and young people directly and/or indirectly, independent or whether or not a child or his/her family pay for use of the service. Legally and morally everyone is required to make every reasonable effort to prevent and protect children from suffering harm.

Legal Approach to Adult Safeguarding

The majority of adults live full, independent lives free from harm caused by abuse, exploitation or neglect. However, there is a growing recognition that some adults, for a wide variety of reasons, may have been harmed or may be at risk of harm.

The language of adult safeguarding previously focused on protection and used the term 'vulnerable adult.' This was widely misinterpreted, often used out of context and, for some, the term implied weakness on the part of the adult, which many found unacceptable. The focus is now on establishing the concept of 'risk of harm' in adulthood. It places the responsibility for harm caused with those who perpetrate it. Harm resulting from abuse, exploitation or neglect violates the basic human rights of a person to be treated with respect and dignity, to have control over their life and

property, and to live a life free from fear. Harm can have a devastating and long lasting impact on victims, their families and carers. It is the impact of an act, or omission of actions, on the individual that determines whether harm has occurred. Any action which causes harm may constitute a criminal offence and/or professional misconduct on the part of an employee.

Adult safeguarding is based on fundamental human rights and on respecting the rights of adults as individuals, treating all adults with dignity and respecting their right to choose. It involves empowering and enabling all adults, including those at risk of harm, to manage their own health and well-being and to keep themselves safe. It extends to intervening to protect where harm has occurred or is likely to occur and promoting access to justice. All adults at risk should be central to any actions and decisions affecting their lives.

Safeguarding adults is complex and challenging. The focus of any intervention must be on promoting a proportionate, measured approach to balancing the risk of harm with respecting the adult's choices and preferred outcome for their own life circumstances. The right of a person with capacity to make decisions and remain in control of their life must be respected. Consideration of 'capacity' and 'consent' are central to adult safeguarding, for example, in determining the ability of an adult to make lifestyle choices, such as choosing to remain in a situation where they risk being harmed or where they choose to take risks. There should always be a presumption of capacity to make decisions unless there is evidence to suggest otherwise.

However there are also some circumstances when it may be necessary to consider the protection and rights of others and overriding the withholding of consent may be necessary to ensure the protection of others.

Preventative Safeguarding includes a range of actions and measures such as practical help, care, support and interventions designed to promote the safety, well-being and rights of adults which reduce the likelihood of, or opportunities for, harm to occur. Effective preventative safeguarding requires partnership working, that is, individuals, professionals and agencies working together to recognise the potential for, and to prevent, harm. Prevention is therefore the responsibility of a wide range of agencies, organisations and groups; indeed it is the responsibility and concern of us all as good citizens and neighbours. All professionals and service providers across sectors that come into contact with adults, including those who may be at risk of harm, must be alert to the individual's needs and any risks of harm to which they may be exposed. Prevention will strive towards early intervention to provide additional supports at all levels for adults whose personal characteristics or life circumstances may increase their exposure to harm.

Protective Safeguarding will be targeted at adults who are in need of protection, that is, when harm from abuse, exploitation or neglect is suspected, has occurred, or is likely to occur. The protection service is led by HSC Trusts and the PSNI. The input of other individuals, disciplines or agencies may be required, either in the course of an investigation of an allegation of harm or in the formulation and delivery of a care and protection plan.

All Adult Safeguarding activity must be guided by five underpinning principles:

A Rights-Based Approach: To promote and respect an adult's right to be safe and secure; to freedom from harm and coercion; to equality of treatment; to the protection of the law; to privacy; to confidentiality; and freedom from discrimination.

An Empowering Approach: To empower adults to make informed choices about their lives, to maximise their opportunities to participate in wider society, to keep themselves safe and free from harm and enabled to manage their own decisions in respect of exposure to risk.

A Person-Centred Approach: To promote and facilitate full participation of adults in all decisions affecting their lives taking full account of their views, wishes and feelings and, where appropriate, the views of others who have an interest in his or her safety and well-being.

A Consent-Driven Approach: To make a presumption that the adult has the ability to give or withhold consent; to make informed choices; to help inform choice through the provision of information, and the identification of options and alternatives; to have particular regard to the needs of individuals who require support with communication, advocacy or who lack the capacity to consent; and intervening in the life of an adult against his or her wishes only in particular circumstances, for very specific purposes and always in accordance with the law.

A Collaborative Approach: To acknowledge that adult safeguarding will be most effective when it has the full support of the wider public and of safeguarding partners across the statutory, voluntary, community, independent and faith sectors working together and is delivered in a way where roles, responsibilities and lines of accountability are clearly defined and understood. Working in partnership and a person-centred approach will work hand-in-hand.

6. ROLES AND RESPONSIBILITIES

Employers Duties

6.1 Implementation of the Policy

- The Chief Executive and the Directors have responsibility for general implementation of this Policy across Council with the Safeguarding Manager acting as a pivotal point for all safeguarding matters.
- Managers have responsibility for daily implementation and monitoring of application of the policy within their Sections.

6.2 ROLE OF THE COUNCIL'S SAFEGUARDING MANAGER

Key to the Council's ability to safeguard and to enable its employees to provide a safe environment the Council has nominated a **Safeguarding Manager**. This is an important role since the expertise and experience of safeguarding is focused on one post and the manager will in turn act as a pivotal point for all safeguarding matters.

The Safeguarding Manager for Antrim and Newtownabbey Borough Council is:

Name: Human Resources Manager (Organisation Development)
Contact: Antrim Civic Centre, 50 Stiles Way, Antrim, BT41 2UB
Email: safeguarding@antrimandnewtownabbey.gov.uk
Telephone: 028 90 340084

Specifically the role and responsibilities of the Safeguarding Manager will include:

Referral of child/adult protection concerns

- Monitoring the implementation of the Council's Safeguarding Policy and procedures and specifically to inform Social Services/PSNI within the appropriate Trust area of any concerns about a child or adult.
- Ensuring that any referral made by telephone is confirmed in writing for any documentation relating to concerns to be passed to Social Services, the PSNI or the Disclosure and Barring Service.
- To act as custodian to ensure the safekeeping of any case material, compiling and analysing records, making records available for inspection and keeping Senior Management of the Council apprised of any developments.

Partnership with Health Trusts

- Providing a link through regular liaison with senior members of the Northern Health and Social Care Trust to participate in any appropriate training, new legislation and guidance etc.
- Safeguarding Manager or Designated Officers are members of the Local Adult Safeguarding Partnership in both Trust areas.

Within the Council and Regionally

- Advising the Corporate Leadership Team of any immediate Safeguarding concerns and reporting quarterly on the work of the Safeguarding Working Group.
- Acting as a champion for safeguarding within the Council by raising and maintaining awareness about safeguarding in the organisation.
- Chairing the Safeguarding Working Group.
- Monitoring the implementation of the Safeguarding Policy and Procedure.
- Acting as source of advice and assistance on safeguarding matters in the Council.
- Advising the Council in conjunction with the Learning and Development Officer of any safeguarding training needs.
- Communicating Safeguarding Procedures to all employees.
- Promoting the inclusion of safeguarding in regular facility management teams' agendas.
- Safeguarding Manager or Designated Officers are a member of the NI Network of Councils for Safeguarding.
- Overseeing the review of the Safeguarding Policy and Procedures at least every three years.

6.3 Role of Designated Safeguarding Officers

In order to assist the Safeguarding Manager, the Council has nominated a number of Designated Officers within the service units of the Council.

Responsibilities include:

- Acting as a point of contact for safeguarding matters for their unit
- Receiving and recording concerns
- Responsible for reporting **all** concerns to the appropriate statutory agency for safeguarding and the Council's Safeguarding Manager
- Making referrals to the statutory agencies in the absence of the Safeguarding manager/out of hours.

The names and contact details of DSOs are held on the Council's Safeguarding intranet site and listed in Appendix 2.

The Safeguarding Working Group

The Safeguarding Working Group is a cross-departmental group set up to oversee the practical implementation of this policy and to develop/review safeguarding procedures. It is governed by the Terms of Reference for the group.

Its role includes:

- Identifying safeguarding training needs within services
- Developing supplementary safeguarding procedures as they are required
- Promoting good practice within Council services
- Discussing incidents and concerns raised in services to facilitate a Council-wide response if necessary

General Responsibilities

- To investigate complaints as detailed per this policy.
- To inform, consult and train employees on this policy.
The Council accepts and recognises its responsibilities with regards to developing awareness of child and adult at risk of harm safeguarding issues amongst its employees and volunteers.

6.4 Employees Responsibilities/ Elected Members

To comply with this policy and with the Code of Behaviour as set out in section 6.5.

To report any concerns of suspicious or inappropriate behaviour.

All staff has a duty to report the following types of inappropriate behaviour:

- Petting or fondling
- Inappropriate physical contact between an adult and child
- Sexually explicit behaviour in games etc
- Adults behaving 'suspiciously' e.g. watching children in changing areas/ cubicles / toilets.
- Those who spend an inordinate amount of time in changing areas / cubicles / toilets.
- Adults who have 'strayed' into areas restricted to children only
- Those who have been seen peering under / over cubicles
- Adults whose behaviour is causing distress to children e.g. rough play, horseplay.
- Use of inappropriate language in the presence of children.
- Inappropriate or suspicious photography of children

Staff witnessing behaviour of this description should report their observations immediately to the Manager of the facility.

Customers, visitors and contractors

All customers, visitors and contractors will be expected to adhere to this Policy, if they do not have their own safeguarding policy.

External Clubs, Organisations and Coaches using the Council Facilities/Services (or receiving grants/funding)

All Organisations, Clubs or Governing bodies working with Under 18's, using Antrim and Newtownabbey Borough Council facilities / services (or applying for grants/funding), should have a Safeguarding Policy in place.

For those Clubs/Organisations who may not have a Safeguarding Policy at present, they must accept and be bound to apply the standards of care as outlined in the Council's Safeguarding Policy.

(A copy of the Policy will be distributed to Hirers along with the 'Conditions of Hire' information). The Conditions of Hire documentation is set out in Appendix 3.

6.5 Council's Code of Behaviour for Staff/Volunteers/Members/Contractors

All staff/volunteers /Members/Contractors working with vulnerable groups are required to adhere to the following Codes of Behaviour.

ACCEPTABLE BEHAVIOUR CODE:

- ✓ Treat all children with respect
- ✓ Encourage children to participate in the organisation's activities
- ✓ Be good role models for the children
- ✓ Listen to children
- ✓ Use common sense in selecting subjects to demonstrate on when teaching/coaching.
- ✓ Respect a young person's right to privacy.
- ✓ Avoid situations where you and individual children are completely unobserved.
- ✓ Always be publicly open when working with children.

UNACCEPTABLE BEHAVIOUR CODE

- ✗ Allowing or engaging in inappropriate touching of any form.
- ✗ Allowing children to use inappropriate language unchallenged.
- ✗ Embarrassing a child especially in front of other children
- ✗ Do not engage in rough, physical, sexually, provocative games, including horseplay.
- ✗ Do not embrace a child in order to console as it may project the wrong image.
- ✗ Do not make sexually suggestive comments to a child even in fun.
- ✗ Do not let allegations a child makes go unchallenged, unrecorded or not acted on.
- ✗ Do not do things of a personal nature that a child can do for themselves.
- ✗ Do not show favouritism to any individual
- ✗ Do not where possible administer first-aid to a child of the opposite sex to you. If you must, ensure another member of staff is present and/or a parent/guardian/teacher/leader/team coach etc act as witness.
- ✗ Do encourage parents/guardians to take responsibility for their own children at all times. Where classes or groups have to be supervised always ensure that you have another member of staff or the teacher/leader present while you are there.
- ✗ **Do not** allow anyone, including those groups covered in this policy, into a Council vehicle. In an emergency situation or where it is deemed to be an appropriate action, to permit non staff into a council vehicle, this should be done on advice from the emergency services.

Rumours

Rumours should not be allowed to hang in the air. Any rumours relating to attention of the Designated Officers and checked without delay. Any ensuing information should be handled confidentially and with sensitivity. If the Designated Officer has reasonable grounds for concern that a child and adult at risk of harm has been abused she/he should refer the matter to the relevant authorities using the standard procedures. If there is any doubt about the requirement to report the substance of a rumour, advice should be sought from Social Services in the local Health Board or Social Services Department.

Whistleblowing

- Public Interest Disclosure (Northern Ireland) Order 1998

If an employee becomes aware of activities which he/she believes to be illegal, improper, unethical or otherwise inconsistent with this Code, the employee should report the matter, acting in accordance with the employee's rights under the Public Interest Disclosure (Northern Ireland) Order, and with the Council's confidentiality reporting procedure, or any other procedure designed for this purpose. An individual who reports a concern in "good faith" is not deliberately attempting to slander another person's name. The Public

Interest Disclosure (Northern Ireland) Order 1998 protects workers who "blow the whistle" about wrongdoing.

The Criminal Law Act (Northern Ireland) 1967

The Criminal Law Act (Northern Ireland) 1967 places the responsibility on everybody to report offences or to forward information to the police by emphasising the:

- duty of every other person, who knows or believes, that the offence or some other arrestable offences has been committed; and
- that he has information which is likely to secure, or to be material assistance in securing, the apprehension, prosecution or conviction of any person for that / offence.

Implication for Staff

Staff members and volunteers who breach any of the Codes of Behaviour may face the disciplinary procedure. If an allegation is made against a member of staff, it will be investigated in line with our procedure for dealing with allegations against staff. The investigating officer will liaise with the Designated Officers for Safeguarding, to see if there are any relevant records and any other information concerning the staff member under investigation.

Other Codes of Behaviour are set out in Appendix 4.

7.0 Recognising Harm & Abuse

What is Harm?

Harm is the impact on the victim of abuse, exploitation or neglect. It is the result of any action whether by commission or omission, deliberate, or as the result of a lack of knowledge or awareness which may result in the impairment of physical, intellectual, emotional, or mental health or well-being.

The full impact of harm is not always clear from the outset, or even at the time it is first reported. Consideration must be given not only to the immediate impact of harm and risk to the victim, but also the potential longer term impact and the risk of future harm.

Harmful conduct may constitute a criminal offence or professional misconduct.

What is Abuse?

Abuse is 'a single or repeated act, or lack of appropriate action, occurring within any relationship where there is an expectation of trust, which causes harm or distress to another individual or violates their human or civil rights'.

Abuse is the misuse of power and control that one person has over another. Abuse may be perpetrated by a wide range of people, including those who are usually physically and/or emotionally close to the individual and on whom the individual may depend and trust. This may include, but is not limited to, a partner, relative or other family member, a person entrusted to act on behalf of the adult in some aspect of their affairs, a service or care provider, a neighbour, a health or social care worker or professional, an employer, a volunteer or another service user. It may also be perpetrated by those who have no previous connection to the victim.

7.1 FORMS OF ABUSE

7.1.1 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.

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.

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.

Bullying –

Although bullying has not been defined as abuse within the Children (NI) Order 1995, a child who is bullied may be suffering any type of abuse as defined. Bullying is defined as deliberately hurtful behaviour, 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)
- cyber bullying (for example the use of e-mail, instant messaging, chat , rooms, pagers, mobile phones)

7.1.2 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 occurs when a person deliberately withholds, or fails to provide, appropriate and adequate care and support which is required by another adult. It may be through a lack of knowledge or awareness, or through a failure to take reasonable action given the information and facts available to them at the time. 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, or 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 is the deliberate maltreatment, manipulation or abuse of power and control over another person; to take 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.

8.0 RESPONDING TO SUSPICIONS OR ALLEGATIONS OF ABUSE and INAPPROPRIATE BEHAVIOUR

When there are concerns or where a disclosure or allegation is made people often feel anxious about passing the information to anyone else. Concerned individuals may ask themselves 'What if I am wrong?' and this may hold them back from taking action. It is important for staff/volunteers to know that they are not responsible for deciding whether or not abuse has occurred, nor for conducting the investigation (this is the role of the appropriate authorities). **However, any concerns must be passed on through the Council's reporting procedures.**

It is vital that any staff member/volunteer does not attempt to deal with the situation alone.

Potential signs and indicators of abuse

A list of physical signs and behavioural indicators for both Children and Adults at Risk of harm are attached at Appendix 5.

8.1.1 Responding to an allegation by a child

- React calmly so as not to frighten the child
- Reassure the child that they were right to tell and they are not to blame
- Take what the child says seriously, be patient with them and ensure that you do not lead them in answering or probe their replies, unduly.
- Keep any questioning to an absolute minimum necessary to ensure a clear and accurate understanding of what has been said.
- Re-assure the child, but do not make promises of confidentiality, which may subsequently not be possible.
- Make a full record of what has been said, heard or seen – as soon as possible.

8.1.2 Responding to an allegation by an Adult

- Stay calm, listen and hear
- Express concern and sympathy about what has happened
- Reassure the person, tell the person they are doing the right thing telling you
- Tell the person the information will be taken seriously and update them on what will happen next
- If urgent medical/police help is required, call the emergency services
- Ensure the safety of the person
- Be aware that medical and forensic evidence might be needed
- Let the person know they will be involved at every stage
- Record in writing (date and sign the report) and report to the Safeguarding Manager/Designated Safeguarding Manager at the earliest possible time
- Act without delay

8.1.3 Summary of how to React, What to do and Not do

DO	DO NOT
<p>✓ Stay Calm Ensure the child is safe and remains safe.</p>	<p>✗ Panic or rush into inappropriate actions.</p>
<p>✓ Listen and hear. Give the person time to say what they want to say.</p>	<p>✗ Ask leading questions (questions that influence the person to give a particular answer).</p>
<p>✓ Reassure them that they have done the right thing in telling you.</p>	<p>✗ Promise to keep secrets, or make any promise you cannot keep.</p>
<p>✓ Record in writing what was said as soon as possible.</p>	<p>✗ Ask for details of the abuse.</p>
<p>✓ Report the matter to a Designated Safeguarding Officer.</p>	<p>✗ Make the child/Adult at risk of Harm repeat the story unnecessarily.</p>
<p>✓ Record your report accurately with fact.</p>	<p>✗ Take sole responsibility, rather you should consult your line manager.</p>
<p>✓ Remain if possible in sight of another adult, but not in earshot</p>	<p>✗ Allow anyone else (apart from police or social services) to question the child.</p>

9.0 REPORTING PROCEDURES

A clear distinction should be drawn between factual information, opinion and hearsay. Reporting the matter to the Social Services or Police should not be delayed by attempts to gain further information.

Discussion should not take place with anyone else with the line management structure as this impedes the investigation and affects the confidentiality of the situation.

It is up to the Safeguarding Manager and Designated Safeguarding Officers, as to who else is to be informed of the situation, including incidents where a member of staff may be the alleged abuser.

Completed Record Forms should be provided to the Safeguarding Manager who will store these appropriately, these forms must only viewed by appropriate staff, Social Services or Police and no copies must be kept.

Information must not be emailed or forwarded to anyone involved in the process unless a confidential mailing system is used.

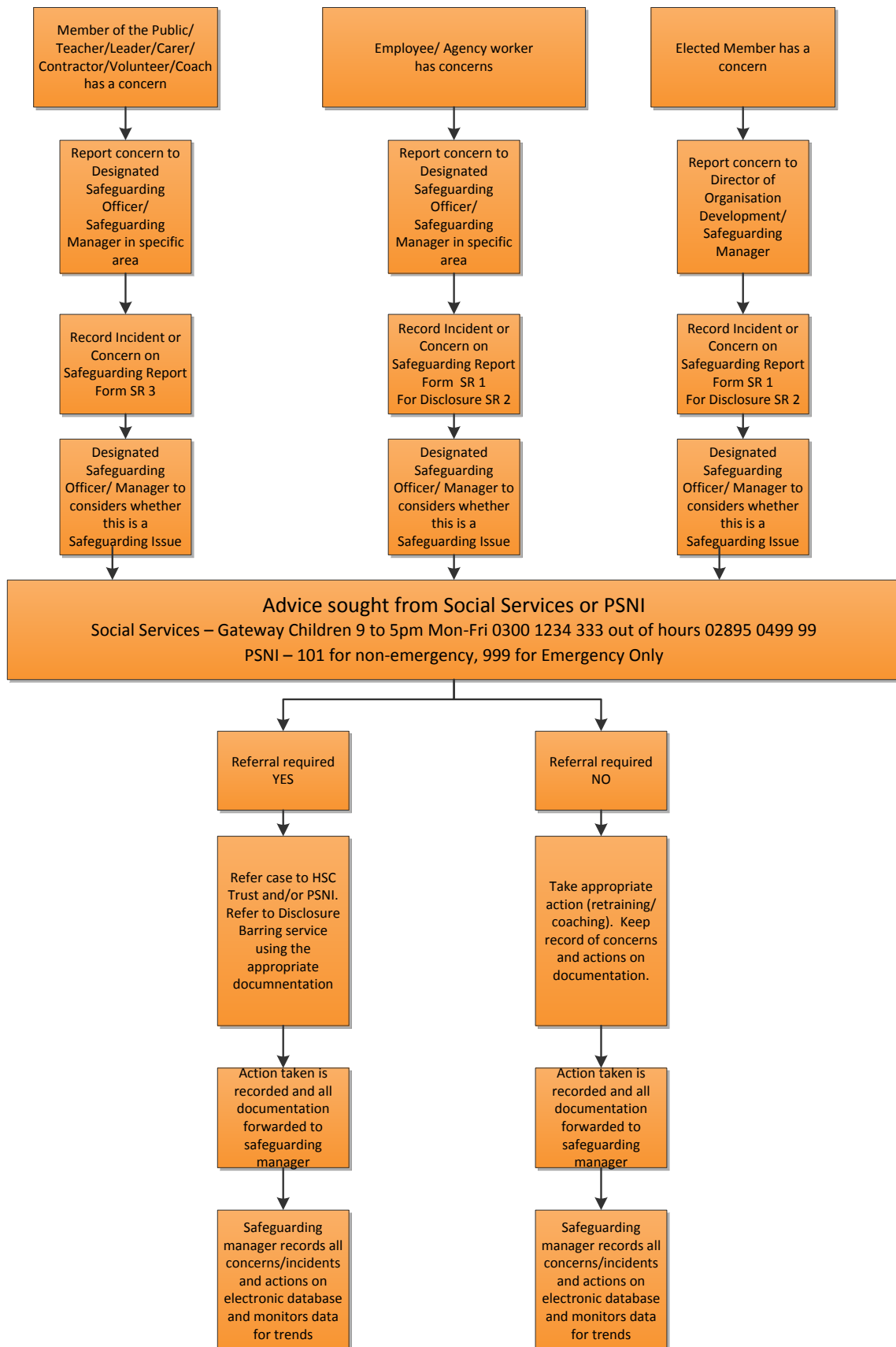
The appropriate Safeguarding Report Forms should be completed which are listed in Appendix 6.

Report Form should include:

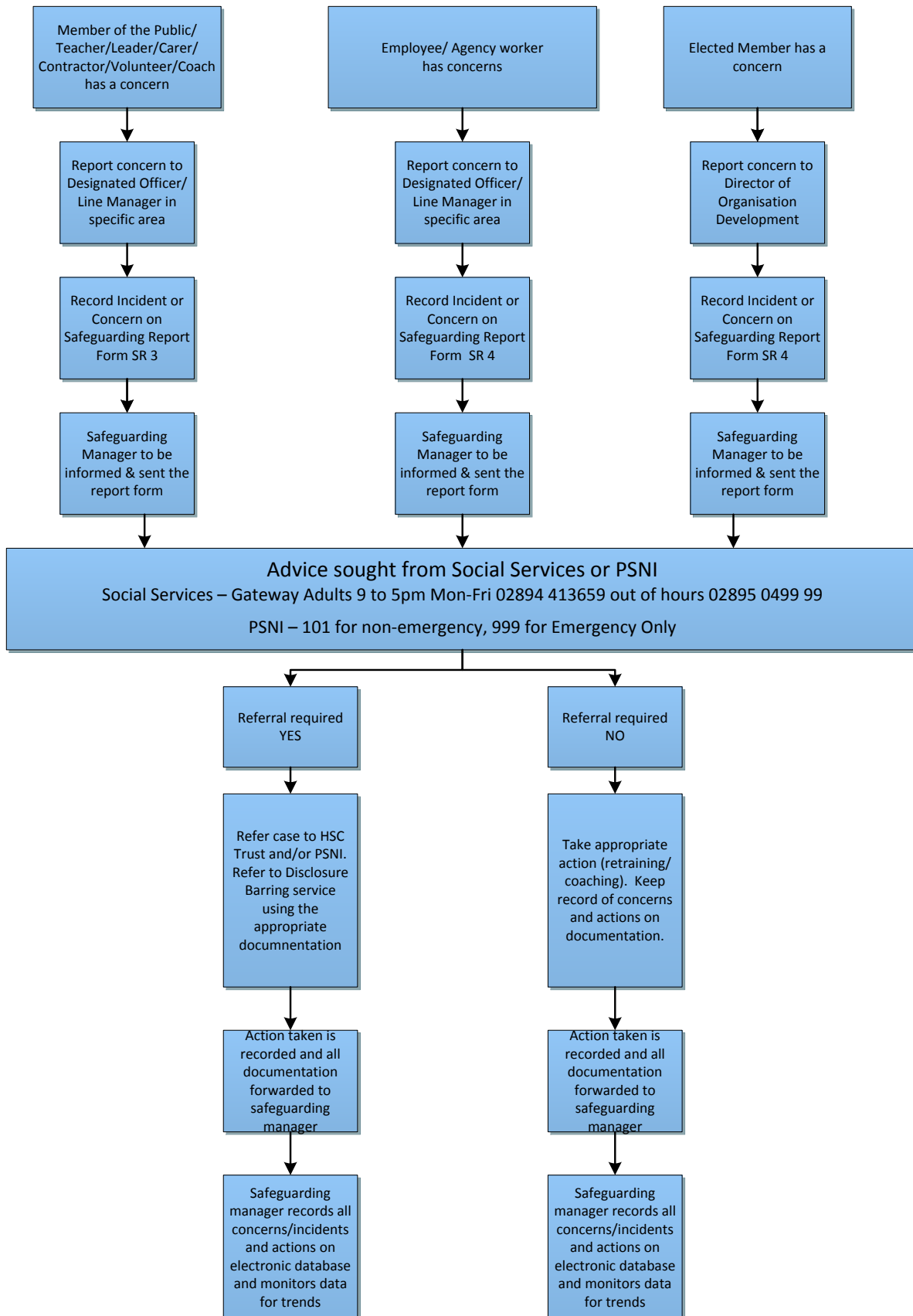
- Nature of the allegation
- Recording the child's/Adult at Risk of Harm's condition including emotional state and any observed injuries e.g. physical injury or bruising
- Note the Child's/ Adult at Risk of Harm's account of incident (or that of accompanying adult for a child)
- Detail if, for example, first aid administered
- Note relevant dates, times, additional information i.e. contact details
- Adult at Risk of Harm – note if the person is aware of/has agreed to the referral
- Sign, Date and time on the Record form

The Safeguarding Manager or Designated Safeguarding Officer must complete the Safeguarding Response Section of each form.

Safeguarding Children Reporting Procedure



Safeguarding Adult at Risk of Harm Reporting Procedure



10. INVESTIGATING ALLEGATIONS

Investigations of child/adult at risk of harm, abuse or neglect are governed by strict guidance that has been agreed by all the agencies concerned.

The steps to be taken by the Council Safeguarding Manager or Designated Safeguarding Officers will depend on who is the abuser.

10.1.1 Allegations of abuse against a staff member

Allegations of abuse may also be made against members of staff, work experience or volunteers. It is of utmost importance that all allegations of abuse are taken seriously and appropriate action taken no matter how uncomfortable you as a recipient of information may feel. In some circumstances the allegations may be about poor practice rather than abuse. (Poor practice relates to any action etc which contravenes the Code of Behaviour.) A complaint of abuse against staff, work experience students or a volunteer may result in three types of investigation:

- 1. A SAFEGUARDING INVESTIGATION**
- 2. A CRIMINAL INVESTIGATION**
- 3. A DISCIPLINARY OR MISCONDUCT INVESTIGATION**

10.1.2 DEALING WITH THE ALLEGATION:

It may be discovered on any of the above that the suspicion/allegation points to a member of staff, work experience student or a volunteer. If so follow the procedure through but include the following points.

The identity of the staff member etc must remain confidential, disclosed only to the relevant Officer in charge. The Safeguarding Manager or Designated Safeguarding Officer must inform the staff member that an allegation has been made against him/her and conduct an investigation.

If the relevant officer in charge is the subject of the suspicion/allegation, the service's manager must be immediately informed who will in turn ensure an appropriate Designated Safeguarding Officer is assigned to the investigation.

If a service manager is the subject of the suspicion/allegation, the suspicion/allegation must be reported to the Director of the service.

If the Director is the subject of the suspicion/allegation, the report will go to Chief Executive,

If it's against the Chief Executive, the Chair of Council will be informed and an independent investigator appointed.

Where an allegation involves coach/teacher/Instructor whether employed by The Council or independent but using/hiring the service's facilities, the Executive Officer of the relevant governing body should be informed.

Work experience students who are under the age of 18 years that have been accused of abuse are also protected by the Safeguarding Laws. Therefore it is imperative that Social Services are contacted immediately.

10.1.3 ALLEGATIONS OF PREVIOUS ABUSE

An allegation of previous abuse may surface when for example an adult who was abused as a child by a member of staff who is still currently working with children, can no longer carry this burden.

In such a case, carry out the procedures as given above.

N.B

Social Services must be contacted where there is doubt in making a judgement of the validity of an allegation and especially where it is conclusive or has been admitted by the abuser.

Social Services will advise and act accordingly, it is they who will inform Parents or Carers of the child and whether to involve the Police.

10.1.4. POSSIBLE OUTCOMES OF INVESTIGATION

As a result of an investigation, the allegation may or may not be substantiated. There are 4 possible investigation outcomes as outlined below:

- **Allegation of harm/risk of harm substantiated** – individual removed from regulated activity.

If the investigation finds that the allegation is substantiated, that is harm or risk of harm to a child or adult at risk of harm has occurred and the individual is removed from regulated activity. Under these circumstances the organisation will be under a statutory duty to refer to the Disclosure and Barring Service (DBS) under the SVG (NI) Order 2007, as amended by The Protection of Freedoms Act 2012.

It should be at the point that a determination of harm/risk of harm is made and a decision taken to remove an individual from regulated activity that the duty to refer to the DBS is triggered; this may happen at any stage during the disciplinary process and not necessarily when the process concludes.

If the staff member/volunteer resigns or retires at any point during the investigation process, the investigation should nevertheless be concluded and a referral should be made to the DBS if the investigation concludes that harm or risk of harm to a child or adult at risk of harm has occurred. If the individual is registered with a Professional Regulatory Body, the organisation should also make a referral to that body.

- **Allegation of harm/risk of harm substantiated** - individual reinstated to regulated activity.

If the investigation finds that the allegation is substantiated but the circumstances of the case are such that the individual can be reinstated to the post/role subject to appropriate disciplinary sanctions, training/retraining being undertaken and support and supervision arrangements being put in place. Despite the finding that harm/risk of harm has occurred, the decision to return the individual to the post/role means that a referral to the DBS is not required.

- **Allegation of harm/risk of harm unsubstantiated - ongoing concerns**

The investigation finds that the allegation is unsubstantiated, that is the individual has not harmed or placed at risk of harm a child or adult at risk of harm. However, the organisation has ongoing concerns about the conduct of a staff member/volunteer. The organisation may conclude that the individual can be reinstated with additional support, supervision and training/retraining.

- **Allegation of harm/risk of harm unsubstantiated - no ongoing concerns**

The investigation finds that the allegation is unsubstantiated, that is, the individual has not harmed or placed at risk of harm a child or adult at risk of harm. The staff member/volunteer may be reinstated and provided with support, training and supervision if necessary.

Allegations against members of staff or volunteers can be traumatic and unsettling for any organisation. For this reason, staff and volunteers should have a clear understanding of how allegations will be handled and expect the organisation's disciplinary procedure to be consistently implemented. If, for example, the organisation's policy is to suspend without prejudice when an allegation of abuse or harm is made, all members of staff and volunteers should be aware of the policy. There is an onus on organisations to ensure that the investigation is handled sensitively from initiation to conclusion and to manage any anxieties expressed or demonstrated by any child, adult at risk of harm, parent, carer, family member, advocate or any other member of staff or volunteer.

If there is a concern is about the behaviour of someone external to the Council:

- Report concerns to the Safeguarding Manager or Designated Safeguarding Officer.
- Safeguarding Manager or Designated Safeguarding Officer to contact Social Services or Police.
- Social Services or Police will decide how/when to inform parents / guardian.

11.0 REFERRALS

The **Disclosure and Barring Service** (DBS) is responsible for maintaining the list of individuals barred from engaging in Regulated Activity with children and vulnerable adults across England, Wales and Northern Ireland. A regulated activity provider must refer anyone to the DBS who has harmed or poses a risk of harm to a child or an adult and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will decide whether the person should be barred from working in regulated activity with children, or adults, or both. It is an offence to knowingly engage a barred person in regulated activity and it is an offence to engage or offer to engage in regulated activity if you are barred.

12. MANAGING RECORDS AND DATA PROTECTION

While all such matters are confidential officers should, at all times, adhere to the Council guide lines on the Management of records including the requirements of Data Protection, Retention and Disposal Policy. While information about children, young people and adults at risk of harm is confidential, it may be disclosed to external agencies to ensure the care and safety of an individual or of others or where a crime is suspected.

This includes the disclosure of information to the HSC Trust or PSNI for such purposes.

12.1 THE CASE DETAIL

- All forms, reports and related matters will be retained with the Human Resource Department under the responsibility of the Safeguarding Manager.
- No copies to be retained by departments.
- Documents kept strictly confidential.
- Stating on a need to know basis who has access.
- Password protected electronic register kept to record incidents.

13. Assessing and Managing Risk

It is the responsibility of each Directorate to carry out related Risk Assessments and Action Plans connected to this key policy. Assessing and managing risks to children, young people and adults at risk of harm should be integral to each department's risk management strategy.

Assessment of risk is the process of examining what could possibly cause harm to a child, young person or adult at risk of harm, to the staff or volunteers or any other person in the context of the activities and services of the organisation.

Risk of harm can be posed by actions and inactions in many different situations for example:

- intimidation and other threatening behaviours
- behaviours resulting in injury, neglect, abuse, and exploitation by self or others
- the misuse of drugs or alcohol
- aggression and violence
- suicide or self-harm
- a person's impairment or disability
- accidents for example, participating in an event or activity.

No endeavour or activity, or indeed interaction, is entirely risk free and even with good planning it may be impossible to completely eliminate risks from any activity, service or interaction.

However, each Department should have in place risk assessment and management practice to reduce the likelihood of it occurring and to minimise the impacts of abuse by responding effectively when it does occur.

13.1 RISK REGISTER

All risks and risk-reducing measures are recorded in the form of a Risk Register. A section of this organisation's risk register deals specifically with safeguarding risks and this is kept under regular review. A risk review is carried out annually and additionally during any change management process.

14. Receiving Comments and Complaints

The Councils Complaints and Comment Policy should be strictly adhered to if there is any matter connected to a Safeguarding case. Where a service user has a concern or complaint about some aspect of the organisation, they should have access to the organisation's complaints procedure. The standard complaints procedure for The Council is to be applied.

14.1 What about serious incidents?

If there is a complaint in relation to a particularly serious incident, for example, where abuse or exploitation is suspected, then the reporting procedure takes precedence over the complaints procedure.

As well as the complaints procedure being outlined in the Policy, it should be displayed on the premises and in material relating to the organisation. If necessary, it should be provided in alternative formats, and one-to-one explanations should be provided if required. While volunteers should use the complaints procedure, members of staff should have access to the organisation's grievance procedure.

There is also a whistleblowing policy for staff and volunteers where there are concerns about malpractice in the organisation.

15. Recruitment and Vetting of Staff and Volunteers

The Council operates transparent and clearly defined recruitment and selection procedures in line with legislative requirements and best practice. Thorough procedures help to screen out those who are not suitable to work with children and Adults at Risk of Harm.

AccessNI is a criminal history disclosure service in Northern Ireland. It supplies criminal history information to organisations and individuals on three levels of criminal record check (sometimes called disclosures) the level of checks will be determined at recruitment and the related processes will be managed by the Councils Human Resource Department.

An AccessNI Enhanced Disclosure with Barred List Check is required for staff and volunteers in regulated activity (as defined under the SVG (NI) Order 2007 (as amended by the Protection of Freedoms Act 2012)).

Therefore, before advertising a post or a volunteering role, the Council will decide if it falls into the category of regulated activity, see definition in Appendix 1.

The Council's recruitment and selection procedures for staff and volunteers include the following:

- Defining the post through clear job/role descriptions and personnel specifications for staff and volunteer specifications for volunteers. These identify the key skills, qualities, abilities and qualifications required to fill the post. The job/role description indicates whether the post constitutes regulated activity under the SVG (NI) Order 2007 (as amended by the Protection of Freedoms Act 2012), or if the post meets the pre-September 2012 definition of regulated activity.
- An open recruitment process
- Completion of an application form/registration form, which will cover past work/volunteering experience
- Completion of a declaration and consent form. The applicant must declare any past criminal convictions, cautions and bind-overs which are not protected and any cases pending against them. The applicant must provide information on any investigation that has been carried out in relation to child or adult at risk of harm/abuse in which they have been the alleged perpetrator. They must also give consent for the relevant level of Access NI Disclosure Check to be requested if they are considered the preferred candidate for a post, and have been conditionally offered the job/role subject to the results of appropriate checks;
- Interview (or meeting in the case of a volunteer) appropriate to the job/role with at least two representatives of The Council. Photographic identification and, where required, documentary evidence of qualifications and any accredited training should be produced by the candidate at the interview or meeting.

Following a conditional offer of employment the following procedures apply:

- Request for two written references, which may be followed up orally as necessary;
- Appropriate checks will be undertaken where required. An Access NI Enhanced Disclosure with Barred List Check will be requested on the preferred candidate if the job/role constitutes regulated activity. Where the post meets the former definition of regulated activity (pre- September 2012) an Enhanced Disclosure without Barred List check will be requested. If required, a registration check with an appropriate Professional Body will also be required;
- All posts are approved by management.

The Council will ensure that all information relating to recruitment and selection is securely and confidentially stored.

Handling and storage of criminal history information complies fully with Access NI's Code of Practice for the storage, retention and disposal of disclosure information.

Copies of The Council's procedure on the handling of Access NI information; the security policy regarding disclosure information and the procedure on the recruitment of ex-offenders are available on request.

For Agency Workers, refer to Appendices 9.

Effective Management, Support and Supervision of Staff and Volunteers

Effective management of staff and volunteers ensures that everyone in the Council is clear about what we are trying to achieve and what their particular job/role is. The Council wants to prevent harm to the children and Adults at Risk of Harm we support and the provision of appropriate training and support and supervision of staff and volunteers helps to achieve this. We also want staff and volunteers to feel valued and listened to.

The Council's management procedures for staff and volunteers include the following:
Induction, which covers;

- The Council's Safeguarding Policy and Procedures.
- The job/role and the staff member/volunteer's area of responsibility.
- What is expected of staff and volunteers and the boundaries within which they may operate.
- Support available to the staff member/volunteer.
- Meeting fellow colleagues and volunteers.
- Written acknowledgement of completion. The staff member/volunteer and their manager/coordinator sign off the induction.

Probationary period for staff and trial period for volunteers

- All appointments are conditional on a satisfactory period of employment or volunteering, the timeframe for which will be agreed. The probation review form includes reference to Safeguarding.

Training

As an Investor in People Organisation, the Council recognises the importance of excellent training and development practice. It is management's responsibility to identify both the individual and common training needs for our staff and volunteers. Please refer to Appendix 11.

In addition to induction, all staff and volunteers in Council will receive training on an ongoing process and this will be appropriate to their need and their job/role. In relation to safeguarding, all staff and Elected Members shall receive awareness training in Safeguarding Children and Adults at Risk of Harm. This training will include familiarisation with the Council's Policy and procedures. The training will commence at induction, for all staff or when required for Elected Members.

Corporate Safeguarding Training will include:

- Awareness of Safeguarding Issues and the legal context
- Code of Behaviour
- Reporting Procedures and Forms
- Assessing and Managing Risks
- Managing Information and Storing Data
- Receiving Comments and Complaints
- Awareness to all relevant Procedures and Guidance as detailed in the appendices

Training will include all full time, part time, seasonal and casual staff, agency staff, student placements and volunteers, line managers and supervisors. On occasions when an agency assignment, student placement and volunteering period is too short for Corporate Safeguarding Training, the Safeguarding Policy training will be covered at a local induction.

Training will be provided at four levels:

LEVEL	TYPE	STAFF	FREQUENCY
Level 1	Introduction and Awareness	ALL STAFF AND ELECTED MEMBERS	ONCE EVERY 3 YEARS
Level 2	Full Safeguarding Training	ANYONE WORKING A REGULATED POSITION	ONCE EVERY 3 YEARS
Level 3	Training for Managers and Supervisors	TRAINING FOR MANAGERS MANAGING EMPLOYEES IN A REGULATED POST	ONCE EVERY 3 YEARS OR AS REQUIRED
Level 4	Full Designate Safeguarding Officer Training	DESIGNATED SAFEGUARDING OFFICERS	ON-GOING AS REQUIRED

Where appropriate, The Council will link in house training with certified training from NIASP and other recognised service providers.

Training Management

The Council will keep written records of all training completed by staff and volunteers. Additional training needs identified will be discussed with their line manager/coordinator. Support and Supervision - Support and supervision is provided for staff and volunteers through regular one-to-one meetings and team meetings. Personal Review and Development Plan meeting with staff and regular reviews for volunteers is provided to assess and give feedback to staff and volunteers on their general performance and to help identify future support and training needs.

Written records are maintained for all areas of staff and volunteer management, development and support including records of team meetings, support and supervision, personal review, training needs identified and training completed.

Awareness

Regular articles will be communicated through the Staff Newsletter in regard to keeping staff updated on Safeguarding matters and these will also be displayed on Staff Noticeboards. Quarterly reports on Safeguarding will be produced for the Corporate Leadership Team.

Monitoring and Review of Policy

The Council will ensure this Safeguarding Policy is reviewed and updated at regular intervals and in line with legislative changes.

APPENDICES

1. Definition of Terms
2. List of Designated Safeguarding Officers
3. Block Bookings – Information Handbook and Requirements for Extended Lets.
4. Codes of Behaviour
5. Potential Signs and Indicators of Abuse
6. Safeguarding Report Forms – SR1, SR 2, SR 3, and SR 4.
7. Guidance for Staff on the use of photographs and images of children and Adults at risk of harm.
8. Procedures for Work Experience/Voluntary Placements/Young Workers and Adults at Risk of Harm.
9. Guidance on Agency Providers
10. Safeguarding Training Outline
11. Useful Contact details
12. Guidance on Hiring of Coaches (to be confirmed)