Fermanagh & Omagh District Council
Comhairle Ceantair Fhear Manach agus na hÓmaí

Adult Safeguarding Policy

For the protection of adults at risk of harm

Reviewed: May 2025

Contents

Introduction 3
Policy Aim 3
Objectives 4
Underpinning Principles 4
Implementation 5
Resourcing 5
Roles and Responsibilities 5
Appendix One - Adult Safeguarding Guidance for Employees / Volunteers 8
Appendix Two - Adult Safeguarding Guidance for Contractors / Hirers 10
Appendix Three - Adult Safeguarding Guidance for Members of the Public 11
Appendix Four - FODC Internal Safeguarding Working Group Terms of Reference 12
Appendix Five - FODC WhatsApp Group Guidelines 13
Appendix Six – Safeguarding Reporting Form 14
Appendix Seven - Designated Safeguarding Officers 16
Appendix Eight - Safeguarding Reporting Procedure 17
Appendix Nine – Safeguarding Preventative Measures 18
Appendix Ten – Safeguarding Standards Checklist 19

Introduction

Fermanagh and Omagh District Council (the Council) is committed to working in partnership with others to safeguard adults who are at risk from all forms of abuse, neglect and/or exploitation. The Council advocates that everyone has a right to live free from harm, to be safe and harm caused to adults who are at risk of abuse, exploitation and/or neglect is not acceptable.

Through this policy, the Council aims to ensure that a holistic approach to safeguarding is embedded within all Council services, and that Elected Members, employees, casual workers, agency workers, grant-aided organisations, contractors and volunteers understand their role and responsibilities in relation to safeguarding.

This policy emphasises that safeguarding should be paramount to everyone and recognises the Council's responsibility with regards to safeguarding, and the protection of people as far as reasonably practicable.

Key Definitions

- An **adult**, for the purpose of this Policy, is any person(s) over the age of 18 years.
- The **risk of harm** occurs in all socio-economic, racial and ethnic groups regardless of gender, age and sexual orientation.
- An '**adult at risk of harm**' is any person who is aged 18 years or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their personal characteristics, and/or life circumstances.
- An '**adult in need of protection**' is any person who is aged 18 years and over, whose exposure to harm through abuse, exploitation and neglect may be increased by their personal characteristics, and/or life circumstances and who is unable to protect their own well-being, property, assets, rights or other interests. Also, where the action, or inaction, of another person (or persons) is causing, or is likely to cause, him/her to be harmed.

Policy Aim

The aim of the Fermanagh and Omagh District Council Adult Safeguarding Policy is to put in place, and improve, safeguarding arrangements for adults who are at risk of harm from abuse, exploitation and/or neglect.

This policy not only demonstrates how the Council will meet its legal obligations, but will also act to reassure the public, service users, Elected Members, employees and individuals/organisations working on behalf of the Council on what they can expect

Fermanagh and Omagh District Council to do to Safeguard Adults, who are at risk of harm.

Objectives

By working in accordance with this Policy, Fermanagh and Omagh District Council will:

1. Promote 'zero-tolerance' with regards to harm of adults who are at risk from abuse, exploitation and/or neglect.
2. Seek to continually monitor and improve upon existing safeguarding arrangements for adults who are at risk of harm from abuse, exploitation and/or neglect.
3. Promote a continuous learning approach and ensuring that appropriate training is available for all Members, employees and volunteers.
4. Implement robust recruitment, selection and management procedures.
5. Respond appropriately to all concerns reported.
6. Develop and implement effective procedures for recording and responding to incidents, ensuring confidentiality is maintained where appropriate.
7. Develop and implement effective procedures for recording and reporting any allegations or suspicions of harm or abuse.
8. Promote the welfare and wellbeing of individuals during and within Council services, including during the planning of services.
9. Maintain a good level of safe working practice at all times to minimise risk to anyone that encounters Members, employees, volunteers and agency workers.
10. Ensure that effective and co-ordinated multi-agency responses are provided.
11. Influence the way the organisation thinks about harm to children and adults at risk by embedding a culture which recognises every person's right to respect and dignity, honesty, humanity and compassion in every aspect of their life.

Underpinning Principles

Adult Safeguarding activity will be guided by five underpinning principles:

1. **A Rights-Based Approach:** To promote and respect the rights of adults, who are at risk of harm, to be safe and secure; to be free from harm and coercion; to have equality of treatment; to the protection of the law; to privacy; to confidentiality; and freedom from discrimination.
2. **An Empowering Approach:** To empower adults, who are at risk of harm, 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.
3. **A Person-Centred Approach:** to promote and facilitate full participation of adults, who are at risk of harm, 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/her safety and well-being.

4. **A Consent-Driven Approach:** To make a presumption that the adult, who is at risk of harm, 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.
5. **A Collaborative Approach:** To acknowledge that Adult Safeguarding will be most effective when it has the full support of the wider public and the Council's safeguarding partners. Working in partnership and 'a person-centred' approach will work hand-in-hand.

Implementation

This Policy will be supported by the Adult Safeguarding Guidance for:

- Employees / Volunteers - Appendix Two
- Contractors / Hirers – Appendix Three
- Public – Appendix Four

Resourcing

- All necessary human, financial and material resources will be made available to implement the Policy, whilst being mindful of budgetary constraints.
- Training will be provided to raise awareness of the Policy and Procedure among employees and to ensure its effective implementation. All training is outlined within the Guidance Notes.

Roles and Responsibilities

All Elected Members, employees and volunteers with Fermanagh and Omagh District Council are responsible for ensuring the successful implementation of the Adult Safeguarding Policy and Procedure.

All Members and employees will be required to attend any relevant training and/or awareness-raising sessions that are relevant to their position.

Other clear roles and responsibilities have been established and are outlined below:

Group or Individual	Role and Responsibilities
All Elected Members / Employees / Volunteers	• Take due care to ensure compliance with, and to promote, the Safeguarding Policy and Procedure. • Act in a way that protects them from wrongful allegations of abuse as far as possible. • Bring matters of concern about adult welfare to the attention of a Safeguarding or Deputy Safeguarding Officer.
Fermanagh and Omagh District Council	• Approve the Safeguarding Policy and consider any subsequent amendments
Chief Executive	• The Chief Executive has ultimate officer responsibility for embedding all safeguarding principles throughout the Council.
Corporate Leadership Team (CLT)	• Allocate resources to enable the Council to meet its responsibilities. • Promote the integration of safeguarding principles into the culture of the Council. • Consider safeguarding issues at CLT meetings.
Heads of Service	• Ensure employees are aware of this policy. • Notify the Designated Safeguarding Officers in strict confidence of any safeguarding issues that are brought to their attention. • Ensure that relevant employees attend the relevant training sessions. • Ensure third parties in receipt of funding or hiring Council facilities complete safeguarding monitoring form (Appendix 11).
Head of Corporate and Strategic Services	• Chair the internal meetings of the Designated Safeguarding Officers. • Report quarterly to CLT on safeguarding incidents and corporate safeguarding measures. • Raise the profile of Safeguarding within the Council, and develop initiatives to ensure the protection of adults who are at risk of harm, participating in, or affected by Council services. • Periodically review the Safeguarding Policy and Procedures. • Develop the Safeguarding Policy and Procedure with arrangements for periodic review. • Provide advice and support as required • Continually improve and update safeguarding procedures based on current best practice and benchmarking results.

Group or Individual	Role and Responsibilities
	• Co-ordinate audits as required by the Safeguarding Board NI. • Ensure there are effective internal procedures to handle concerns. • Ensure that the Council is represented at Safeguarding Network meetings.
Designated Safeguarding Officer and Deputy Safeguarding Officers	• Establish contacts and liaise with Social Services, PSNI and other agencies in relation to safeguarding issues within the Council • Provide information and advice on safeguarding issues. • Ensure that appropriate information is available at the time of the referral and that the referral is confirmed in writing under confidential cover. • Ensure that relevant people within the Council are informed on a timely basis about any issues, concerns, action taken and any further action required, whilst ensuring that all records are maintained in a secure and confidential manner. • Ensure that an individual case record is maintained of the action taken by the Council, the liaison with other agencies and the outcome. • Advise on suitable training content. • Liaise with other Safeguarding Officers to determine the course of action and referral required. • Attend quarterly Internal Safeguarding Working Group meetings (terms of reference Appendix Five).
All Employees / Volunteers	• Take due care to ensure compliance with and to promote the Safeguarding Policy and Procedure. • Act in a way that protects them from wrongful allegations of abuse as far as possible. • Bring matters of concern about the welfare of adults to the attention of Line Manager or Designated Safeguarding Officer. • Inform their Line Manager, or Head of Service, whenever a safeguarding referral has been made. • Ensure that all safeguarding allegations are reported.

Review

The Adult Safeguarding Policy will, under normal circumstances, be formally reviewed every three years. The next review will be in May 2028.

The Policy will also be subject to routine scrutiny and, from time to time, updates and re-issues will be circulated.

The policy will be reviewed sooner in the event of any one or more of the following:

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

Appendix One - Adult Safeguarding Guidance for Employees / Volunteers



What should you do if you have concerns?

You may have concerns about any adult safeguarding issues at any of the Council facilities or organised events/activities.

Please remember, as Council employees you are not responsible for deciding whether abuse has taken place, however you are responsible for reporting concerns to your Line Manager who will in turn report this to the Designated Safeguarding Officer.

Good guidance for this is:

- **Listen**
- **Record** your concerns or what you have been told (word for word)
- **Report** to your supervisor/duty officer/line manager or to the Council's Designated Safeguarding Officer.

Useful Contacts:

FODC Designated Safeguarding Officers:

Ian Davidson
T: 0300 303 1777 ext. 21167

Louise Horner
T: 0300 303 1777 ext. 21189

Emma McManus
T: 0300 303 1777 ext. 21600

Rena Weir
T: 0300 303 1777 ext. 20125

Damian Maguire
T: 0300 303 1777 ext. 21246

External Contacts:

Family Intervention Centre
Enniskillen: 028 6634 4000
Omagh: 028 8225 4500

PSNI Non Emergency: 101

South West Acute Hospital (Out of Hours): 028 6638 2000

Western Health and Social Care Trust Adult Safeguarding Team: 028 6638 2000

Lifeline: 0808 808 8000 (freephone):

Fermanagh & Omagh District Council
Comhairle Ceantair Fhear Manach agus na hÓmaí

Adult Safeguarding
(Guidance to the Policy and Code of Practice)
(Council Staff/Volunteers)

More information on Fermanagh and Omagh District Council's Adult Safeguarding Policy can be found online at www.fermanaghomagh.com or by telephoning 0300 303 1777

These guidelines have been produced by Fermanagh and Omagh District Council to provide information about safeguarding adults and the procedures that must be followed.

More information on Adult Safeguarding can be obtained by contacting the Council's Designated Safeguarding Officers or by visiting **www.fermanaghomagh.com**

The Council believes that everyone has the right to be protected from abuse and harm at all times and in all situations. The Adult Safeguarding Policy aims to safeguard the personal safety of all adults (who may be at risk) using Council facilities and/or services.

An adult at risk of harm is someone aged 18 years or over who may:

- Be unable to look after their own well-being, property, rights or other interests.
- Be at risk of harm (either from another person's behaviour or from their own behaviour.
- Have a disability or other illness making them more vulnerable to being harmed than other adults

Possible abuse situations may include:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Financial abuse
- Institutional abuse
- Neglect
- Exploitation
- Domestic violence/abuse
- Human trafficking
- Hate crime

The above examples are not an exhaustive list. More information on the situations outlined above and other examples can be found within the Council's Adult Safeguarding Policy.
All Council employees are provided with training on the policies and all employees are expected to act in accordance with the policy at all times.

Council employees/volunteers should:

Recognise and take action in the event of inappropriate behaviours such as:

- Petting or fondling
- Inappropriate physical contact
- Sexually explicit behaviour or language
- Those who are spending an exceptionally long time in changing area/cubicle/toilet when there is no obvious reason for their presence
- Those seen looking over/under cubicles
- Behaviour causing distress to others
- Use of inappropriate language or sexually suggestive comments
- Doing things of a personal nature for other adults that they can do for themselves or that their parent/carer can do for them

Employees and volunteers should treat everyone with respect and respect every individual's right to privacy. Employees should be aware that it is possible for adults at risk of harm to be abused by anyone, including people that are known to them.

Council Employees and Volunteers should never:

- Allow or Engage in rough, inappropriate games including horseplay
- Allow or engage in inappropriate contact of any kind. (Appropriate contact should always be in response to the individual's needs, age and stage of development and should always be with the individual's permission).

Never let an allegation or concern go unreported

Appendix Two - Adult Safeguarding Guidance for Contractors / Hirers

Photography within Council Facilities

Photography within Council facilities will only be permitted with the prior authorisation of the Facility Manager and with the completion of a 'Photography Permission Form' (provided by the Council).



Please note, photography or recording is prohibited in the following areas:

- All changing areas
- Toilet areas
- Play areas
- Aerobic/fitness or other classes
- Play areas
- Fitness suite and gyms
- Swimming pool
- Sauna and Steam Rooms

Useful Contacts:

FODC Designated Safeguarding Officers:

Ian Davidson (Head of Wellbeing and Cultural Services)
T: 0300 303 1777 ext. 21167

Louise Horner (Head of Corporate and Strategic Services)
T: 0300 303 1777 ext. 21189

Emma McManus (Centre Manager Fermanagh Lakeland Forum)
T: 0300 303 1777 ext. 21600

Rena Weir (Centre Manager Omagh Leisure Complex)
T: 0300 303 1777 ext. 20125

External Contacts:

Family Intervention Centre
Enniskillen: 028 6634 4000
Omagh: 028 8225 4500

Sport NI: 028 9038 1222

PSNI Non Emergency: 101

South West Acute Hospital (Out of Hours): 028 6638 2000

Western Health and Social Care Trust Adult Safeguarding Team: 028 6638 2000

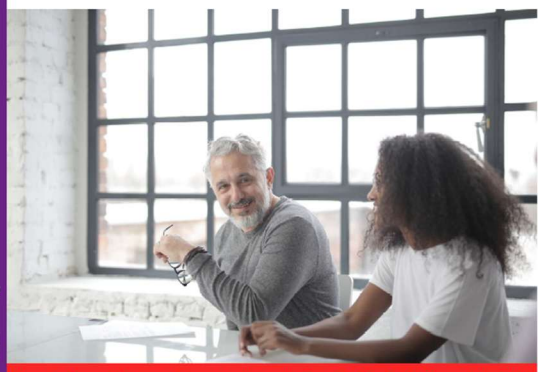
Lifeline: 0808 808 8000 (freephone):

Fermanagh & Omagh District Council
Comhairle Ceantair Fhear Manach agus na hÓmaí

Adult Safeguarding

(Guidance to the Policy and Code of Practice)

(Council Contractors)



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The Council believes that everyone has the right to be protected from abuse and harm at all times and in all situations. The Adult Safeguarding Policy aims to safeguard the personal safety of all adults (who may be at risk) using Council facilities and/or services.

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Contractors' responsibilities

As a Contractor, it is not your responsibility to determine whether abuse is taking place. However, **it is your responsibility** to pass on any concerns you or your employees may have.

You will need to make your employees aware of what abuse might occur, as well as the need to be alert and pass on all concerns to a named person within your organisation.

This individual needs to take responsibility for passing all those concerns on to Fermanagh and Omagh District Council immediately.

Do not worry about being wrong - abuse can be hard to identify, even for those experienced in working with abuse. All concerns will be investigated fully and confidentially by the relevant authorities.

Your responsibility is to ensure that all concerns are passed on.

How to report concerns

Any concerns should be reported to, or discussed with your client contact at Fermanagh and Omagh District Council. This person will then assist you to fill in the appropriate reporting form for the matter to be invesitgaed if required.

If your client contact is unavailable, or you need further support, please contact one of the Council's Designated Safeguarding Officers (details overleaf).

Appendix Three - Adult Safeguarding Guidance for Members of the Public

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Fermanagh & Omagh District Council
Comhairle Ceantair Fhear Manach agus na hÓmaí

Adult Safeguarding

(Guidance to the Policy and Code of Practice)

(Members of the Public)



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More information on Adult Safeguarding can be obtained by contacting the Council's Designated Safeguarding Officers or by visiting **www.fermanaghomagh.com**

The Council believes that everyone has the right to be protected from abuse and harm at all times and in all situations. The Adult Safeguarding Policy aims to safeguard the personal safety of all adults (who may be at risk) using Council facilities and/or services.

An adult at risk of harm is someone aged 18 years or over who may:

- Be unable to look after their own well-being, property, rights or other interests.
- Be at risk of harm (either from another person's behaviour or from their own behaviour.
- Have a disability or other illness making them more vulnerable to being harmed than other adults

Possible abuse situations may include:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Financial abuse
- Institutional abuse
- Neglect
- Exploitation
- Domestic violence/abuse
- Human trafficking
- Hate crime

The above examples are not an exhaustive list. More information on the situations outlined above and other examples can be found within the Council's Child Safeguarding Policy.

All Council employees are provided with training on the policies and all employees are expected to act in accordance with the policy at all times

Supervision levels

The Council will take all reasonable steps when planning and organising events or activities that may involve adults who are a risk of harm to ensure that there is adequate supervision arrangements

Employees who work with children

All Council employees who will work with adults who are at risk of harm are vetted by the Council through the ACCESS NI service prior to the commencement of their employment

Activities organised by outside bodies

The Council requires hirers, or other external organisations/persons, who hire our facilities either to follow the Council's Adult Safeguarding Policy or their own policy if applicable.

The Council's Policy sets out good practice guidelines for hirers who organise activities for adults at risk of harm and the Council will assist through advice, guidance and training to ensure that individuals taking part in activities at Council facilities can do so in a happy and safe environment.

How to report concerns

If you have concerns about adult safeguarding issues at any of the Council's facilities or organised events/activities you should report this immediately to an employee of the Council who will then inform the Council's Designated Safeguarding Officer.
If you believe a crime has been committed, you should phone the PSNI immediately.

Appendix Four - FODC Internal Safeguarding Working Group Terms of Reference

The Safeguarding Working Group (SWG) is an internal, cross-directorate, group set up to oversee the practical implementation of this policy and to develop, monitor and review safeguarding procedures.

The SWG consists of officers from all four Directorates and is chaired by the Head of Corporate and Strategic Services. The role of this Group includes:

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

Monitoring

The Council will monitor the implementation of this policy at regular intervals and will respond in a positive fashion to both regional and local changes in circumstances or new initiatives.

The Council's Designated Safeguarding Officers formally meet at least bi-annually, discussing any changes in circumstance and any procedural changes that are required.

Linkages

This policy provides the framework to guide the Council's practice in relation to Adult Safeguarding.

The policy operates in accordance with the Council's Adult Safeguarding Code of Practice.

Appendix Five - FODC WhatsApp Group Guidelines

Fermanagh & Omagh
District Council
Comhairle Ceantair
Fhear Manach agus na hÓmai

Workplace WhatsApp Group Guidance

There is no obligation for staff to use WhatsApp. This guidance is for any staff member who chooses to use this social media platform for work purposes.

Administrators of FODC WhatsApp Groups must follow this guidance:

- Be Managers, Team Leaders or similar.
- Set up and manage your team's WhatsApp group.
- Name the WhatsApp group appropriately, such as Staff FODC [name of team or venue].
- Turn off the 'Add Other Members' and the 'Edit Group Settings' settings, so only administrators are authorised to make these changes.
- Have an appropriate and professional profile photo, such as FODC logo or current image of workplace building.
- Receive written consent from all members before being added to the group and appropriately file all written responses (consents need to be kept in a service area folder, with limited access).
- Save employee's mobile phone numbers (following consent) on your phone and add them to the WhatsApp Group you manage.
- Only use employee's mobile phone numbers for work purposes.
- Monitor WhatsApp group membership monthly to ensure only current council employees are present and members who are no longer employees are removed from the group immediately and numbers are deleted from your mobile phone.
- Consider whether the group needs to have open communication or if a closed communication forum with only admins being able to communicate is appropriate.
- All communication must be work-related.
- Before communicating photos or videos, review photography and videography thoroughly to ensure there is no irrelevant and inappropriate background visuals or sounds.
- Take action if the WhatsApp group has an open communication forum and the communication becomes unprofessional or irrelevant (delete content and request members to stop this communication).
- Ensure communication happens at a reasonable hour (between 8am & 8pm or as service requires) unless it is an emergency.

Members of FODC WhatsApp Groups must follow this guidance:

- Never access a member's mobile or profile photo from a FODC WhatsApp Group.
- Never communicate unprofessionally or randomly in a workplace WhatsApp Group.
- Follow the Employee Code of Conduct in workplace WhatsApp Groups.
- Ensure communication happens at a reasonable hour (between 8am & 8pm or as service requires) unless it is an emergency.
- All communication must be work-related.
- Before communicating photos or videos, review photography and videography thoroughly to ensure there is no irrelevant and inappropriate background visuals or sounds.

Please note: WhatsApp communication is subject to the Freedom of Information Act (like email communication). Relevant information must be disclosed along with other responses to ATI requests.

Appendix Six – Safeguarding Reporting Form



Fermanagh & Omagh District Council
Comhairle Ceantair Fhear Manach agus na hÓmaí

Safeguarding Report Form

To report a safeguarding concern, incident or disclosure

1. **When did the situation arise (dates and times)?**

2. **What were the immediate circumstances leading to the situation?**

3. **Were there others present at the time of the incident/disclosure?**

Yes ☐ **No** ☐ **Don't Know** ☐

If Yes, please state who (name and position) and what role they played.

4. **Exactly what did you witness?**

(Include as much information as possible such as location and personal appearances. Continue to a separate sheet if necessary).

Signs

5. **Describe any factual signs of physical injury evident on the child or adult:**

6. **Describe any factual signs of behavioural changes displayed by the child or adult:**

7. **Has the child or adult alleged that any particular person is the abuser, or have you witnessed an individual abusing another individual?** (If so, please record the details below)

8. **Was the child or adult informed to any future course of action?**

Signatures

Signed:		**Date:**
_____	**Person reporting concern**	_____
_____	**Line Manager**	_____
_____	**Designated Safeguarding Officer**	_____

Appendix Seven - Designated Safeguarding Officers

The Designated Safeguarding Officer and Corporate Safeguarding lead is the Head of Corporate and Strategic Services, Louise Horner

The lead Deputy Safeguarding Officer is the Head of Wellbeing and Cultural Services, Ian Davidson.

Designated Safeguarding Officers (Fermanagh and Omagh District Council)

Fermanagh and Omagh District Council has several Designated Safeguarding Officers. If you have a safeguarding concern, in relation to a Council service, programme, facility or venue, you can report it to one of these Officers.

Ian Davidson	Community and Wellbeing
Emma McManus	Community and Wellbeing
Damian Maguire	Community and Wellbeing
Tracey McCallan	Community and Wellbeing
Rena Weir	Community and Wellbeing
Carol Follis	Community and Wellbeing
Thomas Mann	Community and Wellbeing
Declan Maguire	Community and Wellbeing
Louise Horner	Corporate Services and Governance
Megan Glennie	Corporate Services and Governance
Lucy Elliott	Corporate Services and Governance
Joanne Campbell	Corporate Services and Governance
Hazel Alderdice	Corporate Services and Governance
LeeAnn Taggart	Corporate Services and Governance
Tracey DeGoveia	Corporate Services and Governance
Amy Gallagher	Environment and Place
Brian Tracey	Environment and Place
Maurice Smith	Environment and Place
Adele Elliott	Regeneration and Planning

Appendix Eight - Safeguarding Reporting Procedure

Fermanagh & Omagh District Council
Comhairle Ceantair Fhear Manach agus na hOmai

Reporting Procedures



Appendix Nine – Safeguarding Preventative Measures

This includes a range of actions and measures. Council personnel may come into contact with children and adults who may be at risk and so must recognise the potential for harm and put in measures to prevent it.

In practice Council supports elected members, employees, casual workers, agency workers and volunteers by providing safeguarding procedures e.g.

- Recruitment, selection and vetting, including Access NI checks
- Code of Conduct for Councillors
- Employee Code of Conduct
- Block booking or extended lets of Council facilities
- Photographic guidance
- Role of Designated Safeguarding Officers and Safeguarding Co-ordinator
- Supervision levels at activities
- Guidance for Work Placements
- Guidance/Protocols for contractors
- Managing Challenging Behaviour/Anti-Bullying
- WhatsApp Group Guidelines
- Safeguarding Checklists for external stakeholders

Protective Safeguarding

Protective Safeguarding is targeted at children and adults at risk when harm is suspected, has occurred or is likely to occur. The protection service is led by the Health and Social Care Trusts and the PSNI. In practice the Council has internal reporting concerns regarding children and adults which may lead to referrals to these statutory agencies.

Appendix Ten – Safeguarding Standards Checklist

This makes the organisation seeking funding responsible for safeguarding whilst reducing bureaucracy for the organisation and the Council.

1. Responsibility for Safeguarding

☐ By ticking this box, I confirm the organisation understands and accepts full responsibility for safeguarding all children, young people and adults at risk of harm that it comes into contact with during the delivery of services or activities?

2. Compliance with Safeguarding Standards

☐ By ticking this box, I confirm the organisation understands and complies with the safeguarding standards and requirements outlined in the Terms and Conditions?

The following section is then included in the Terms and Conditions.

The Organisation shall comply with the following safeguarding standards at all times:

1. **Written Policy**
   The Organisation shall maintain a written safeguarding policy that demonstrates its commitment to protecting children, young people and adults at risk of harm. This policy must be accessible to all stakeholders.
2. **Safe Recruitment**
   The Organisation shall implement and consistently apply a thorough and clearly defined recruitment process for all staff and volunteers, in accordance with legislative requirements and recognised best practice. This process may include AccessNI checks and any other relevant vetting procedures such as references or interviews.
3. **Staff and Volunteer Management**
   The Organisation shall have procedures in place for the effective induction, support, supervision, and ongoing training of staff and volunteers, including safeguarding training appropriate to their roles.
4. **Reporting and Responding Procedures**
   The Organisation shall maintain clearly defined procedures for raising awareness of safeguarding issues and for responding to, recording, and reporting concerns regarding actual or suspected abuse or harm.

5. **Activity Safety**
   The Organisation shall adhere to guidelines that ensure the general safety and effective management of all activities undertaken.

Useful Safeguarding Resources:
Agreed standards and good practice guidance for working with children and young people is available via Volunteer Now's website, see *Keeping Children Safe: Our Duty to Care available* at: www.volunteernow.co.uk/publications/keeping-children-safe-our-duty-to-care/.

For agreed standards and good practice guidance on working with adults at risk see *Keeping Adults Safe: A shared responsibility* at www.volunteernow.co.uk/publications/keeping-adults-safe-a-shared-responsibility/.

The Northern Ireland Council for Voluntary Action has a Child Protection and Safeguarding Vulnerable Adults - Guidance and Training section on their website: www.nicva.org/article/child-protection-and-safeguarding-vulnerable-adults-guidance-and-training.