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

Child Safeguarding Policy

For the protection of children

Reviewed: May 2025

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Introduction

Fermanagh and Omagh District Council (the Council) is committed to working in partnership with others to safeguard children 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 children 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 children as far as reasonably practicable.

Definition of Key Terms

- A child**, for the purpose of this policy,** is any young person under the age of 18.
- The **risk of harm** occurs in all socio-economic, racial and ethnic groups regardless of gender, age and sexual orientation.
- Within the policy, the term **'safeguarding'** includes activities which prevents harm occurring in the first place (Safeguarding Procedures) as well as any activity which protects children where abuse or harm has taken place or is likely to occur (Reporting Procedures).
- **Abuse** can be a single, or repeated, act. It can take place within many situations including: the home, school, communities, public places, clubs, societies, etc. There are different types of abuse (see Appendix One) and a child can be abused in more than one way and by one or more perpetrators.
- Being mistreated or abused (sometimes called '**Significant Harm'**) is defined as sexual abuse, physical abuse, neglect or emotional abuse.
- A '**child at risk of harm**' is any person who is aged under 18 years whose exposure to harm through abuse, exploitation or neglect may be increased by their personal characteristics, and/or life circumstances.

Policy Aim

The aim of the Fermanagh and Omagh District Council Child Safeguarding Policy is to put in place and improve upon safeguarding arrangements for children to protect them 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 children.

Objectives

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

1. Promote 'zero-tolerance' of abuse, exploitation and/or neglect towards children.
2. Seek to continually monitor and improve upon existing safeguarding arrangements for children.
3. Promote a continuous learning approach 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 Elected 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

Safeguarding is the responsibility of every individual in Northern Ireland across all disciplines and sectors.

1. **Paramountcy:** The welfare, and best interests, of the child is paramount.
2. **Parental Responsibility:** Parental responsibility means all the rights, duties, powers, responsibilities and authority, which by law a person, with

the parental responsibility of a child, has in relation to the child and their property.

3. **Prevention**: It is better to take action before harm occurs.
4. **Proportionality**: The least intrusive response appropriate to the risk presented.
5. **Protection:** Support and representation for those in greatest need.
6. **Partnership:** Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

Child protection is the process of protecting individual children identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect. Safeguarding, and promoting the welfare of children, is a broader term than child protection. It encompasses protecting children from maltreatment, preventing impairment of children's health or development, and ensures children grow up in safe and nurturing circumstances.

All children have a right to protection against abuse, neglect, exploitation and violence and the Council has a statutory duty to safeguard and promote the welfare of children and young people.

A successful approach to the safeguarding of children and adults at risk requires multi agency collaboration and the recognition of individual's wellbeing and welfare at the heart of the organisation.

The diagram below outlines good practice in relation to safeguarding:



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 Child 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
Fermanagh and Omagh District Council	• Approve the Safeguarding Policy and consider any subsequent amendments.
All Elected Members	• 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 child welfare to the attention of a Safeguarding or Deputy Safeguarding Officer.
Chief Executive	• The Chief Executive has ultimate officer responsibility for embedding 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 employees who have substantial contact with children attend the relevant training and receive specific guidance on how to work with children safely. • Ensure third parties in receipt of funding or hiring Council facilities complete safeguarding monitoring form (Appendix 11).

Group or Individual	Role and Responsibilities
Head of Corporate and Strategic Services	• Chair the meetings of the Internal Safeguarding Working Group. • 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 children participating in, or affected by Council services. • Periodically review the Safeguarding Policy and Procedures. • Provide advice and support as required • Continually improve and update safeguarding procedures based on current best practice and benchmarking results • 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 Local Government 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.

Group or Individual	Role and Responsibilities
	• Act in a way that protects them from wrongful allegations of abuse as far as possible. • Bring matters of concern about the welfare of children 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 Child 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 also be subjected to routine scrutiny at meetings of the Designated Safeguarding Officers which take place bi-annually.

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 - Forms of Abuse

Abuse: 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 and 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 upon and trust.

Harm: 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.

Serious Harm: Judgement of what constitutes 'serious harm' is complex, demanding a careful application of professional judgement several criteria.

Some of the main forms of abuse may include:

1. **Physical Abuse** (physical force or mistreatment of an individual)
2. **Sexual Violence and Abuse** (behaviour of a sexual nature which is unwanted or takes place without consent, understanding or illegally).
3. **Psychological / Emotional Abuse** (behaviour which is psychologically harmful or may inflict mental distress by threat, humiliation or other verbal/non-verbal conduct).
4. **Financial Abuse** (actual or attempted act(s) of theft, fraud or burglary).
5. **Institutional Abuse** (mistreatment or neglect by either an individual or a regime within an organisation or institution).
6. **Neglect** (deliberate withholding, or failure to provide appropriate care and/or support which is necessary to carry out daily living activities).
7. **Exploitation** (intentional maltreatment, manipulation or abuse of power and control, or taking selfish/unfair advantage of another individual).
8. **Domestic Violence and Abuse** (threatening behaviour, violence or abuse on an individual, where they and the perpetrator have been intimate partners or family members).
9. **Human Trafficking / Modern Slavery** (the acquisition and movement of people by improper means, including force, threat or deception).
10. **Hate Crime / Discrimination (**an incident (criminal offence) which was motivated by prejudice, discrimination or hate towards an individual's actual, or perceived, race, religious belief, sexual orientation, disability, political opinion or gender inequality).

Appendix Two - Child Safeguarding Guidance for Employees / Volunteers

What should you do if you have concerns?

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

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

NSPCC Child Protection Helpline: 0800 800 5000

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
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Child Safeguarding

(Guidance to the Policy and Code of Practice)

(Council Staff/Volunteers)



More information on Fermanagh and Omagh District Council's Child 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 child protection and the procedures that must be followed.

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

The Council believes that all children have the right to be protected from abuse and harm at all times and in all situations. The Child Safeguarding Policy aims to safeguard the personal safety of all children using Council facilities and/or services.

Fermanagh and Omagh District Council define a child as anyone under 18 years of age, however child abuse is not easily quantified. Everyone, especially those who work with children and young people, has a legal and moral duty to help protect children from abuse and mistreatment.

Possible abuse situations may include:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Bullying including physical, verbal, emotional and cyber bullying

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

Inappropriate Behaviour

- Petting or fondling
- Inappropriate physical contact between an adult and child
- Sexually explicit behaviour in games
- Adults behaving suspiciously e.g. watching children or spending an exceptionally long time in changing area/cubicle/toilet or play area where there is no obvious reason for their presence
- Adults present in an area for children only
- Those seen looking over/under cubicles
- Adult behaviour causing distress to children e.g. rough play
- Use of inappropriate language in the presence of children
- Use of photographic equipment without proper permission

Council Employees and Volunteers must never:

- Let an allegation from a child go unreported
- Engage in rough/inappropriate games with children
- Allow or engage in appropriate touching of a child
- Inappropriately or unreasonably retrain a child
- Make sexually suggestive comments to or within earshot of a child
- Allow children to use inappropriate language or behaviour
- Do things of a personal nature for children that they can do themselves

Where possible employees should avoid spending time alone with a child.

Appendix Three - Child 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

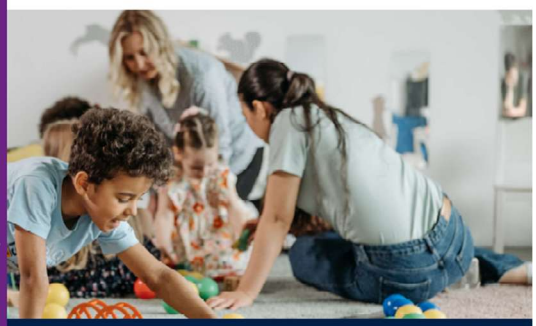
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Child Safeguarding

(Guidance to the Policy and Code of Practice)

(Council Contractors)



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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 Four - Child Safeguarding Guidance for Members of the Public

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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
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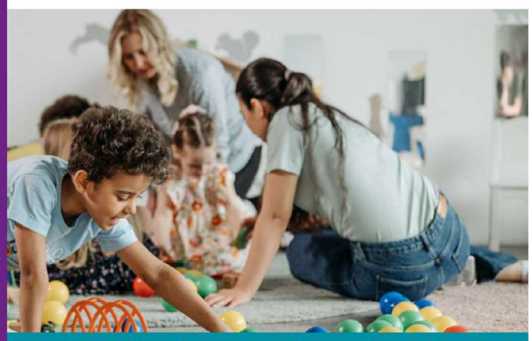
Lifeline: 0808 808 8000 (freephone):

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

Child Safeguarding

(Guidance to the Policy and Code of Practice)

(Members of the Public)



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

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

The Council believes that all children have the right to be protected from abuse and harm at all times and in all situations. The Child Safeguarding Policy aims to safeguard the personal safety of all children using Council facilities and/or services.

Fermanagh and Omagh District Council define a child as anyone under 18 years of age, however child abuse is not easily quantified. Everyone, especially those who work with children and young people, has a legal and moral duty to help protect children from abuse and mistreatment.

Possible abuse situations may include:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Bullying including physical, verbal, emotional and cyber bullying

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 children to ensure that there is adequate supervision arrangements

Employees who work with children

All Council employees who will work with children 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 Child Safeguarding Policy or their own policy if applicable.

The Council's Policy sets out good practice guidelines for hirers who organise activities for children and the Council will assist through advice, guidance and training to ensure that children 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 child protection or child 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 Child Safeguarding Officer.

Appendix Five - 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 Child Safeguarding.

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

Appendix Six - FODC WhatsApp Group Guidelines

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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 Seven – Safeguarding Reporting Form

Fermanagh & Omagh District Council
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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 Eight - 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 Nine - Safeguarding Reporting Procedure

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Reporting Procedures



Appendix Ten – 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 11 – 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.