



Comhairle Ceantair
an Iúir, Mhúrn
agus an Dúin
Newry, Mourne
and Down
District Council

POLASAÍ CUMHDAIGH SAFEGUARDING POLICY

*Leanaí agus Daoine Fásta i mBaol
Children and Adults at Risk*

Polasaí Uile-Chomhairle

“Cur chun cinn, Cosc agus Cosaint”

A Council Wide Policy

“Promotion, Prevention and Protection”



RÉAMHRÁ AN PHRÍOMHFHEIDHMEANNAIGH

FÍS S'AGAINNE

Is áit í Ceantar an Iúir, Mhúrn agus an Dúin a bhfuil pobail láidre, shábháilte agus bheoga inti, áit a bhfuil cáilíocht bheatha mhaith ag daoine agus fáil acu ar dheiseanna, roghanna agus sheirbhísí ard-chaighdeán atá inbhuanaithe, inrochtana agus a dhéanann freastal ar riachtanais na ndaoine.

Creideann Comhairle Ceantair an Iúir, Mhúrn agus an Dúin go bhfuil de cheart ag gach duine a bheith slán ó dhíobháil, féin-luach a bheith acu, a mhothú go bhfuil daoine ag éisteacht leo, barr a gcumas a shroich agus a gcuid ceart a bheith cosanta. Tá an Chomhairle tiománta dó seo trí fhorbairt agus cur i bhfeidhm an Pholasaí seo.

Freagraíonn an Polasaí seo ár ndualgas reachtúil do chomhlíonadh Chlár an Rialtais atá scaipthe ag leibhéal áitiúil chun comhoibriú lánbhí a chinntiú idir na hearnálacha poiblí, príomháideacha agus deonacha. Is í an aidhm ná beartais a chur ar fáil a gcoinneoidh leanaí agus daoine fásta slán ó bhaol agus a rachaidh i ngleic leis na mórcheisteanna a théann i bhfeidhm ar an phobal, trí chomhoibriú i dtreo na spriocanna céanna. Mar Phríomhfheidhmeannach, ba mhian liom cultúr a chothú **“ina mbaineann cumhdach le cách”**.

Mar gheall ar an Pholasaí seo ní mór dúinn cur chuige duinelárnach a ghlacadh agus a bheith ag éisteacht le leanaí agus daoine fásta a bhfuil cónaí orthu inár bpobail agus a n-úsáideann ár seirbhísí. Tá sé rí-thábhachtach go bhfreagraíonn muid a gcuid riachtanas, go gcuirimid a gcuid rannpháirtíochta chun tosaigh, go dtéimid i gcomhairle leo agus go n-oibrímid i gcomhpháirtíocht leo ar bhonn idirghníomhaireachta chun seasamh na Comhairle mar eagraíocht nach nglacann beag ná mór le dochar a bheith déanta do na daoine is leochailí sa phobal a choinneáil. Tuigeann an Chomhairle luach na comhoibre agus an gá atá ann do struchtúir dhaingne cumhdaigh. Dá thairbhe sin, tá ionadaíocht ag an Chomhairle ar Pháinéil Chumhdaigh, Chomhpháirtíochtaí Straitéiseacha de chuid Iontaobhas um Chúram Sláinte agus Sóisialta, agus ar Bhord Cumhdaigh Thuaisceart Éireann (BCTÉ). Níl dochar do leanaí ná do dhaoine fásta trí mhí-úsáid, dhúshaothrú nó neamart inghlactha i gcás ar bith.

Leagann an Polasaí seo amach an dóigh gur chóir dúinn a bheith ag obair le chéile chun leas leanaí agus daoine fásta i mbaol a chosaint agus a chur chun cinn, de réir na nDualgas in Alt 12 den Acht 2011 um Bhord Cumhdaigh (Tuaisceart Éireann). Tá an Polasaí seo scríofa de réir ár bPlean Pobail fosta agus freagraíonn sé do na torthaí seo a leanas:

“Go bhfhaigneann gach duine i gceantar an Iúir, Mhúrn agus an Dúin tús maith i saoil s’acu agus go mbaineann siad barr a gcumas” agus “go mbaineann siad tairbhe as sláinte mhaith agus folláine.”

Aithníonn an Chomhairle go gcaithfear gach leibhéal den eagraíocht úinéireacht den Pholasaí Cumhdaigh a ghlacadh, agus sa mhéid sin, **tá an polasaí seo curtha faoi bhráid bhaill tofa, fhostaithe, oibrithe ócáideacha, oibrithe gníomhaireachta, oibrithe deonacha, eagraíochtaí deontasmhainithe, fhruilitheoirí áiseanna, sheirbhísí faoi chonradh agus an phobail**. Déanann sé ráiteas soiléir faoi dhúshláin na Comhairle i dtaca le leanaí agus daoine fásta i mbaol. Ba mhian linn eispéiris shábháilte agus mheasúla a bheith ag gach duine sa Cheantar.

Iarraim ar achan duine am a ghlacadh chun eolas a chur ar an Pholasaí seo agus ar na nósanna imeachta a bhaineann leis, sa dóigh is go dtuigeann siad go maith a gcuid freagrachtaí agus dualgas. Tá sé tábhachtach go gcosnaíonn gach duine leanaí agus daoine

fásta i mbaol agus go dtuigeann siad a gcuid freagrachtaí agus dualgas mar atá leagtha amach i reachtaíocht phríomha agus sa treorú a bhaineann léi.

Marie Ward

Príomhfheidhmeannach

CHIEF EXECUTIVE'S FOREWORD

OUR VISION

Newry, Mourne and Down is a place with strong, safe and vibrant communities where everyone has a good quality of life and access to opportunities, choices and high quality services which are sustainable, accessible and meet people's needs.

Newry, Mourne and Down District Council believes that everyone has the right to be safe from harm, feel valued and listened to, to fulfil their full potential and to have their human rights protected. The development and implementation of this Policy is Council's commitment to this.

This Policy responds to our statutory duty to the fulfilment of a Programme for Government which is disseminated at a local level to ensure a meaningful collaboration between the public, private and voluntary sectors. The aim is to deliver measures that will protect children and adults at risk from harm and to tackle the issues that affect communities through everyone working together towards the same goals. As Chief Executive I wish to promote a culture where: "**safeguarding is everyone's business**".

This Policy requires us to adopt a person-centred approach and to listen to all children and adults at risk who live in our communities and who engage in our services. It is essential we respond to their needs, promote their engagement, consult with them and work in partnership on an inter-agency basis to maintain Council's position, as an organisation which operates zero-tolerance of harm to the most vulnerable living in our society. Council understands the value of collaborative work and the need for robust safeguarding structures and so has representation on the Health and Social Care Trust Safeguarding Panels, Strategic Partnerships, and the Safeguarding Board for Northern Ireland (SBNI). In no circumstances is harm caused to children and adults by abuse, exploitation or neglect acceptable.

This Policy sets out how we should all work together to safeguard and promote the welfare of children and adults at risk in accordance with Section 12 Duties of the Safeguarding Board (Northern Ireland) Act 2011. This Policy is also created in line with our Community Plan and responds to the following outcomes:

"All people in Newry, Mourne and Down get a good start in life and fulfil their life long potential" and **"enjoy good health and well-being."**

Council recognises that the Safeguarding Policy must be owned at all levels within the organisation and, as such, **this Policy is addressed to all elected members, employees, casual workers, agency workers, volunteers, hirers of facilities, contracted services and the general public.** It provides a clear statement of the Council's responsibilities towards children and adults at risk. We aspire to having safe and respectful experiences for all with the District.

I would request that everyone takes the time to familiarise themselves with this Policy and the accompanying procedures, so that they are fully aware of their responsibilities and duties. It is important that everyone safeguards children and adults at risk and understands their responsibilities and duties as set out in primary legislation and associated guidance.

Marie Ward
Chief Executive

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This Policy was created in partnership with the accompanying procedures. They provide the structures which uphold the policy and which through their implementation will aim to create a safe and supportive environment for all Council personnel and service users.

1. Title

Safeguarding Policy

2. Statement

Newry, Mourne and Down District Council is committed to **working in partnership** with others to **safeguard children and adults** from **all forms of abuse, neglect or exploitation**. This Policy aims to ensure that a holistic approach to safeguarding is embedded within all Council services, and that elected members, employees, casual workers, agency workers, contractors and volunteers understand their role and responsibilities in relation to safeguarding.

The implementation of this Policy will create an organisational culture where the reporting of abuse, neglect and exploitation is encouraged and where all Council personnel feel supported and equipped with the skills to do so.

3. Aim

This Policy will set out the framework for safeguarding and ensure that Council meets all its legal responsibilities to children, adults at risk and families to whom it **directly** or **indirectly** provides a service.

This Policy aims to:

- promote **zero-tolerance** of harm to all children and adults at risk,
- 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,
- establish clear procedures for reporting and responding to concerns/incidents,
- ensure safe recruitment, selection and other relevant Human Resources, procedures are integral in creating safe environments for children and adults at risk,
- ensure effective and co-ordinated multi-agency responses are provided,
- promote a continuous learning approach to safeguarding.

Safeguarding principles

Safeguarding and protecting children and adults at risk is the responsibility of every individual in Northern Ireland across all disciplines and sectors.

All children and adults have a fundamental right to be safeguarded from harm. Their welfare must be promoted and every opportunity given to develop their full potential. The Council outlines the key principles of safeguarding as follows:

- The child's welfare is paramount.
- Adults at risk must be empowered and involved in the decision making process.
- Responses must be proportionate to the circumstances.
- The individual involved, whether child or adult has a right to be heard.
- Action taken should be reported and recorded (as per the procedures).
- Agencies should work together.

Effective safeguarding will prevent harm occurring through early identification of risk and appropriate intervention and also implement adequate action when protection is required.

There is an expectation that all elected members, employees, casual workers, agency workers and volunteers will work in partnership to safeguard children and adults at risk, or in need of protection, whether the contact is **direct or indirect**. Effective safeguarding activity will:

- **promote** the welfare for the child/adult at risk,
- **prevent** harm occurring through early identification of risk and appropriate, timely intervention,
- **protect** children and adults at risk from harm when this is required.

Child protection is the process of protecting 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.

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 freedom of choice. It involves empowering and enabling all adults, including those at risk, to manage their own health, well-being and safety. 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.

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.

3.1 The diagram below outlines good practice in relation to safeguarding



3.2 The table below identifies the key safeguarding principles for adults and children

SAFEGUARDING PRINCIPLES – ADULTS	SAFEGUARDING PRINCIPLES – CHILDREN
<p>Empowerment - People being supported and encouraged to make their own decisions and give informed consent.</p> <p>Prevention - It is better to take action before harm occurs.</p> <p>Proportionality - The least intrusive response appropriate to the risk presented.</p> <p>Protection - Support and representation for those in greatest need.</p> <p>Partnership - Local solutions through services working with their communities. Communities have a part to play in preventing, detecting, and reporting neglect and abuse.</p> <p>Accountability - Accountability and transparency in safeguarding practice.</p>	<p>Paramountcy - The welfare and best interests of the child as paramount.</p> <p>Parental Responsibility - Parental responsibility means all the rights, duties, powers, responsibilities and authority which, by law, a parent of a child has in relation to the child and their property.</p> <p>Prevention - It is better to take action before harm occurs.</p> <p>Proportionality - The least intrusive response appropriate to the risk presented.</p> <p>Protection - Support and representation for those in greatest need.</p> <p>Partnership - Local solutions through services working with their communities. Communities have a part to play in preventing, detecting, and reporting neglect and abuse.</p>

4. Scope

This Policy applies to all employees, elected members, casual workers, agency workers, volunteers, contractors and those using our facilities irrespective of their function, remit or role.

There is an expectation that all Council personnel will work in partnership as they apply this Policy to children and adults at risk. Council will ensure that elected members, employees, casual workers, agency workers and volunteers are provided with the tools and knowledge to equip them to safeguard children and adults at risk and deal with situations that may cause them concern.

5. Related policies

The Policy provides assurance that the welfare of children and adults at risk is paramount. The Policy has also been produced to support staff and volunteers by providing information and guidance to increase confidence in what they do. Council has developed this Policy in line with the following legislation and good practice guidelines.

Legislation:

- UN Convention on the Rights of the Child 1989
- The Children’s (NI) Order 1995

- Crime and Disorder Act 1998
- Section 75 NI Act 1998
- Human Rights Act 1998
- Immigration and Asylum Act 1999
- Every Child Matters 2003
- Children Act 2004
- Mental Capacity Act 2005
- The Safeguarding Vulnerable Groups (NI) Order 2007
- The Sexual Offences (NI) Order 2008
- Safeguarding Board Northern Ireland Act 2011
- Children Services Co-operation Act 2015
- Co-operating to Safeguard Children and Young People in Northern Ireland 2017

For further information on safeguarding legislation please visit www.opsi.gov.uk.

In addition to legal, policy and procedural guidance, The Council has framed this Policy within the following human rights and values:

- Article 2 The Right to Life
- Article 3 Freedom from Torture (including humiliation and degrading treatment)
- Article 8 Right to Family Life (one that sustains the individual)
- Article 14 Prohibition of discrimination

Good Practice Guidelines:

- NIASP (NI Adult Safeguarding Partnership) - Adult Safeguarding Policy for NI
- 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
- National Governing Body of Sport Guidelines
- Marshall Report – Report of the Inquiry into Child Sexual Exploitation in Northern Ireland 2014
- Sexting and the Law – Safeguarding Board for Northern Ireland
- National Crime Agency – CEOP (Child Exploitation and Online Protection)
- Adult Safeguarding: Prevention and Protection in Partnership 2015

This Policy operates in parallel to, and is supported by, the following council policies:

- Equality & Good Relations
- Training and Development
- Whistleblowing
- Social Media
- Health & Safety
- Fraud & Corruption
- Complaints, Comments and Compliments
- Data Protection
- Code of Conduct

6. Definitions

The following definitions have been obtained from www.nspcc.org.uk and www.hscboard.hscni.net (August 2017). Further information and detailed information in relation to recognising signs and symptoms can be found by using the links and will be complemented via training and the accompanying procedures.

6.1 Safeguarding

Within this Policy the term 'safeguarding' encompasses 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 Procedures).

6.2 Preventative safeguarding

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 and volunteers by providing safeguarding procedures e.g.

- Recruitment, Selection and Vetting
- Code of Conduct for Councillors
- Employee Code of Conduct
- Photographic Guidance
- Role of Adult Safeguarding Champion, Designated Safeguarding Officers and Safeguarding Co-ordinator
- Membership of Leisurewatch
- Best Practice Supervision Ratios and Standards
- Work Experience Placement Guidance
- Guidance for Contractors
- Managing Challenging Behaviour/Anti-Bullying

6.3 Protective safeguarding

Protective Safeguarding is targeted at children and adults at risk 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. This Policy highlights Council's reporting protocols for concerns regarding children and adults at risk, which may lead to referrals to these statutory agencies.

6.4 Child/young person

Refers to anyone under the age of 18.

6.5 Adult at risk

It is not possible to definitively state when an adult is at risk 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:

An '**adult at risk**' is a person aged 18 or over where there is an exposure to harm through abuse, exploitation or neglect. This may be increased by their:

- **personal characteristics** (which 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
- **life circumstances** (which may include, but are not limited to, isolation, socio-economic factors and environmental living conditions).

6.6 Adult in need of protection

A person aged 18 or over whose exposure to harm through abuse, exploitation or neglect maybe 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
- **and** where the action or inaction of another person or persons is causing or likely to cause him/her to be harmed.

6.7 Abuse

Abuse can be a single or repeated act. Abuse and neglect is something that can occur within many situations including the home, school, communities, public places and all forms of clubs and societies. There are different types of abuse and a child or adult at risk can be abused in more than one way and by one or more perpetrators.

6.9 Significant harm

In relation to children

The Children Act 1989 introduced Significant Harm as the threshold that justifies compulsory intervention in family life in the best interests of children. Physical_abuse, sexual_abuse, emotional abuse and neglect are all categories of Significant Harm.

Harm is defined as the ill-treatment or impairment of health and development. This definition was clarified in section 120 of the Adoption and Children Act 2002 (implemented on 31 January 2005) so that it may include, "for example, impairment suffered from seeing or hearing the ill-treatment of another". There are no absolute criteria on which to rely when judging what constitutes significant harm. Sometimes a single violent episode may constitute significant harm but more often it is an accumulation of significant events, both acute and longstanding, which interrupt, damage or change the child's development.

In relation to adults

A key concept in adult safeguarding work is 'significant harm'. The impact of harm upon a person will be individual and depend upon each person's circumstances and the severity, degree and impact or effect of this upon that person. The concept of 'significant harm' is therefore relative to each individual concerned.

7. Assessing and managing risk

Assessing and managing risks to children, young people and adults at risk 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, to the staff or volunteers, or any other person in the context of the activities and services of the organisation. 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. 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.

Risk assessment is fundamental to the whole process of safeguarding and is specifically concerned with the identification of specific risks to a person covered by the Safeguarding Policy and Procedures.

Risk assessment will seek to determine:

- What the actual risks are – the harm that could be caused, the level of severity of the harm.
- Who or what has potential to cause harm.
- Factors that contribute to the risk, for example, personal, environmental, relationships, resulting in an increase or decrease to the risk;
- Implementation of procedures to minimise risk.

When unforeseen issues/risks arise it is essential that mechanisms are put in place to combat the likelihood of them reoccurring. This is a dynamic process that requires consistent vigilance and monitoring to promote robust practices.

8. Reporting

It is fundamentally important that if any elected members, employees, casual workers, agency workers, volunteers, contractors and service users, have concerns about a child or adult at risk that they report these concerns to the Designated Safeguarding Officers and/or Safeguarding Coordinator and follow the steps laid out in the Procedures. No promises should be made to maintain confidentiality **(if someone is at risk you must report it)**.

Please note that a Standard Safeguarding Report Form for incidents, disclosures and concerns of abuse is contained in Appendix 1.

Investigating child/adult at risk of abuse is a very complex and detailed process.

Remember, you are NOT responsible for deciding whether or not abuse has taken place.

But you are

Responsible for reporting your concerns to the relevant person and completing the recording form.

The flowchart in Appendix 2 outlines the procedure for the reporting of safeguarding issues for workers/volunteers.

The flowchart in Appendix 3 outlines the procedure for the reporting of safeguarding issues for elected members.

Please note the relevant contact details for all agencies in order to escalate safeguarding concerns are available in Appendix 4.

Appendix 5 is the form that should be completed when contact is made with a referral agency and should be attached to the initial report alongside any witness statements that may have been taken.

Appendix 6 outlines contact details for all of Council's Designated Safeguarding Officers.

In the event of the Safeguarding Coordinator and/or Designated Safeguarding Officers not being available, the individual reporting the incident/concern should proceed to the next stage of the reporting procedure. The Safeguarding Coordinator should be advised of such actions as soon as practicable.

9. The role of Council's Safeguarding Coordinator and Designated Safeguarding Officers

Key to the Council's ability to safeguard children and adults at risk in its care and enable its elected members and employees to provide a safe environment, Council has identified a Safeguarding Coordinator and Designated Safeguarding officers. The role of the Safeguarding Coordinator is to be the primary contact on safeguarding, acting as a pivotal point for all safeguarding matters and the processing of relevant documentation.

10. Safeguarding Steering Group

The Safeguarding Steering Group is a cross-departmental group set up by Council to oversee the practical implementation of this Policy and to develop, monitor and review safeguarding procedures.

Its role 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.

11. Policy owner

Catrina Miskelly
Assistant Director Corporate Services

12. Contact details in regard of this Policy

Gary Scott
Safeguarding Coordinator
gary.scott@nmandd.org

Oifig Dhún Pádraig |Downpatrick Office
Downshire Civic Centre |Downshire Estate| Ardglass Road |Downpatrick |BT30 6GQ
Tel: 0300 013 2233/ 02844 610805
Mobile: 07766923054

13. Policy authorisation

Strategy, Policy and Resources Committee authorised on:
12 October 2017
19 December 2019 (updated)

Council authorised on:
6 November 2017
6th January 2020 (updated)

14. Policy effective date

1 December 2017
1st February 2020

15. Policy review date

The Policy will be reviewed in line with the Council's agreed policy review cycle i.e. every 4 years (as per Council's Equality Scheme commitment 4.31), or sooner to ensure it remains reflective of legislative developments.

16. Procedures and arrangements for monitoring the implementation and impact of the Policy

This Policy is accompanied by tailored operating procedures that will outline the standards required for appropriate safeguarding.

The Policy will be implemented via a series of briefings, road shows and training sessions in accordance with the need of the relevant department.

Quality assurance visits will be undertaken periodically to ensure compliance with the Policy and associated procedures.

The impact of the Policy would be monitored via feedback from the Steering Group and Designated Safeguarding Officers from across the organisation regarding the effectiveness and suitability of the operating procedures.

17. Equality screening

This Policy has been equality screened and the following outcome determined:

1. Not be subject to an EQIA (with no mitigating measures required).

18. Rural impact assessment

The Rural Needs Act (Northern Ireland) 2016 requires the Council to have due regard to rural needs when: (a) developing, adopting, implementing or revising policies, strategies and plans, and (b) designing and delivering public services.

A Rural Needs Assessments has been completed (September 2017). No mitigating factors are to be considered as the Policy does not distinguish between rural and urban areas.

19. Version control

Version 2

CONFIDENTIAL

SAFEGUARDING RECORD FORM

To be completed by worker/volunteer

Name of Child/Adult at Risk: _____

Date of birth: _____ Address: _____

Location/facility: _____ Date and time of incident: _____

Name of person completing form: _____ Position: _____

Incident/reason for concern

Name of witnesses (position) and any other information (Attach statements taken)

Action taken

Signature: _____ Date and Time: _____

All concerns must follow the NMD Safeguarding Policy and Procedures.

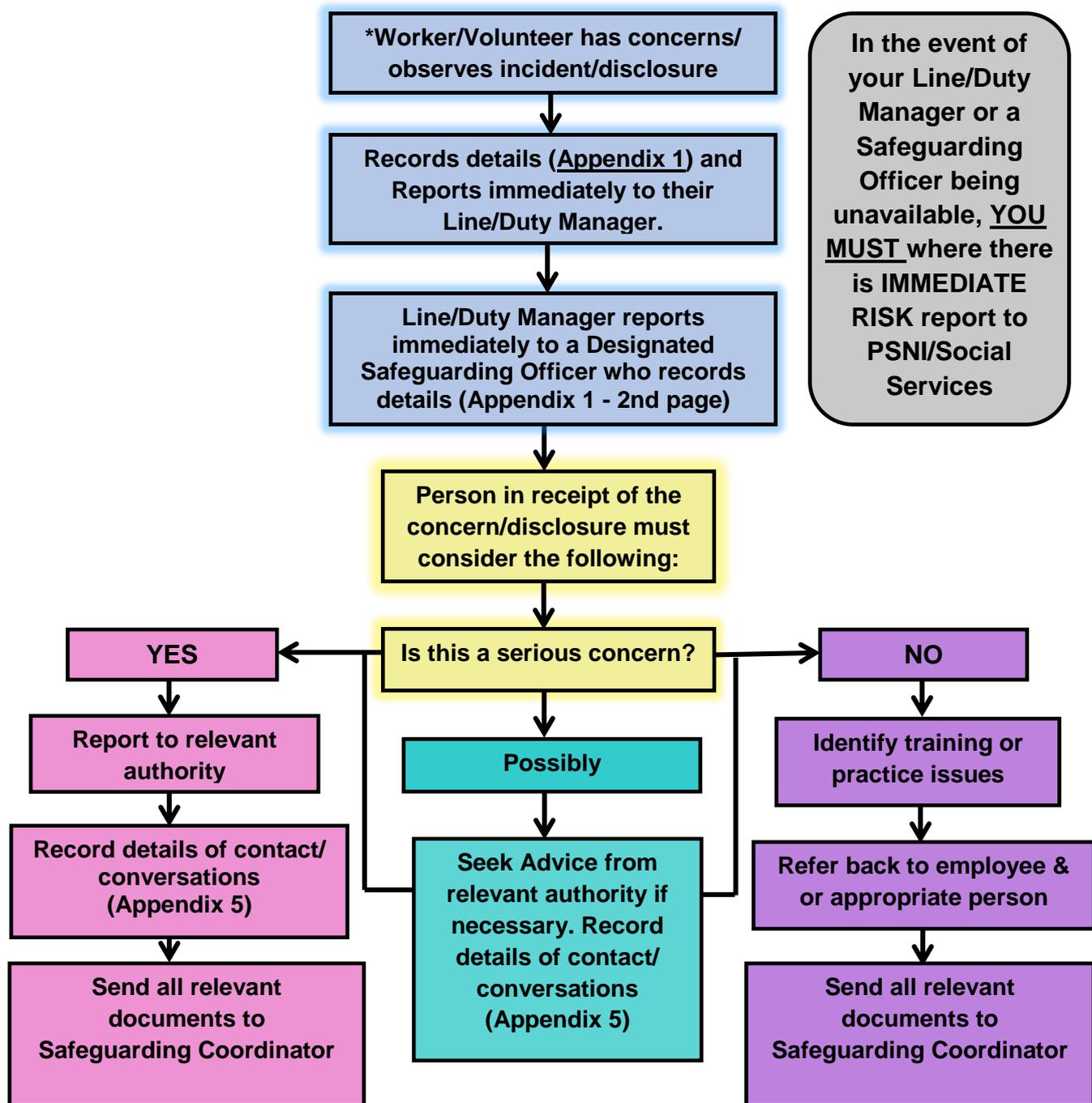
Ensure all information is stored in accordance with data protection procedures.

To be completed by Designated Officer when made aware of the incident/disclosure/concern

DISCLOSURE/ INCIDENT/ CONCERN
When were you made aware of the disclosure/incident/concern? _____ _____
What action did you take? Guidance given to employee/volunteer? _____ _____ _____

SIGNS
Did the worker/volunteer note any physical injury/behavioural changes evident? _____ _____
Has the child or adult at risk alleged that any particular person is the abuser? (If so, please record the details below) _____
Was contact made with the parent/guardian/carer? (Name, relationship, Details of conversation) _____ _____ _____
TO BE SIGNED BY THE DESIGNATED SAFEGUARDING OFFICER Referred to Social Services (contact name): _____ ref: _____ Referred to PSNI (contact name): _____ ref: _____ Referral Agency Contact Form completed: YES / NO Additional evidence/records attached: YES / NO Signed: _____ Date: _____ Received by the Safeguarding Coordinator: _____ Date: _____

REPORTING FLOWCHART FOR SAFEGUARDING ISSUES/INCIDENTS WORKER/VOLUNTEER



REMEMBER

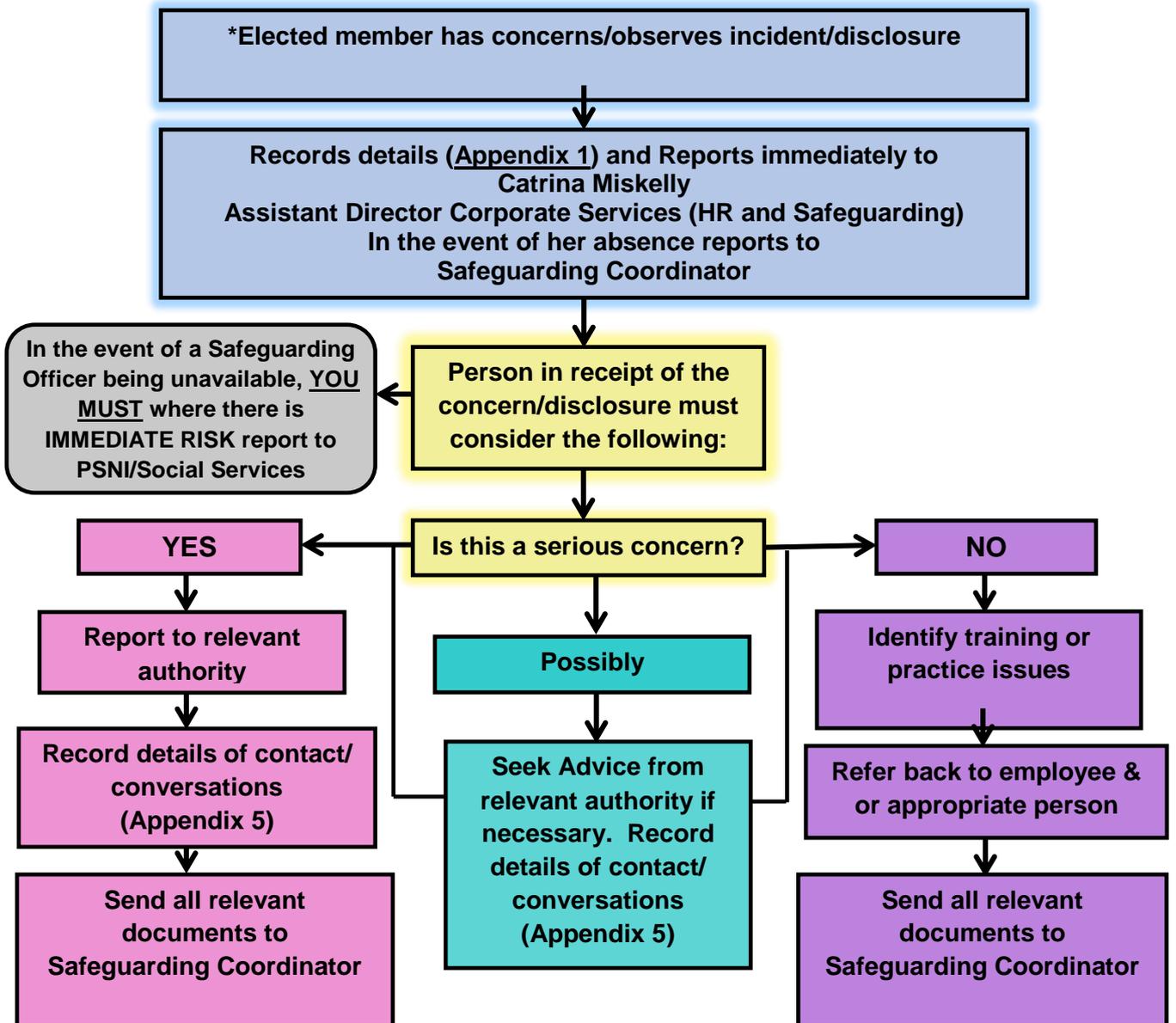
It is not your job to judge or investigate however it is your job to report and refer on to a Designated Safeguarding Officer.

Sharing of information is on a need to know basis – respect for those involved and confidentiality in line with safeguarding process is essential at all stages.

**NB: *Worker refers to full time, part time, casual or agency
All documentation must be sent to the Safeguarding Coordinator**

REPORTING FLOWCHART (ELECTED MEMBERS)

If whilst representing **Newry, Mourne and Down District Council** you become aware of any safeguarding concerns or incidents relating to either children or adults at risk of harm, you must report this via the following process.



REMEMBER

It is not your job to judge or investigate however it is your job to report and refer on to a Designated Safeguarding Officer.

Sharing of information is on a need to know basis – respect for those involved and confidentiality in line with safeguarding process is essential at all stages.

If, while representing your **political party/undertaking independent constituency duties**, you become aware of any safeguarding concerns or incidents relating to either children or adults at risk of harm, elected members are required to process safeguarding concerns/incidents through their respective internal guidance/structures.

EMERGENCY AND REFERRAL CONTACT DETAILS

Organisation	Unit	Contact details
Health and Social Care Trust	Regional centralised out of hours service for NI	028 9504 9999
South Eastern Health and Social Care Trust	South Eastern Gateway Team (Children's)	Normal hours 0300 1000 300 Out of hours 028 9504 9999
South Eastern Health and Social Care Trust	Adult Safeguarding Gateway Team	Normal hours 028 9250 1227 Out of hours 028 9504 9999
Southern Health and Social Care Trust	Southern Gateway Team (Children's)	Normal hours 0800 783 7745 Out of Hours 028 9504 9999
Southern Health and Social Care Trust	Adult Safeguarding Gateway Team	Normal hours 028 3756 4423 Out of hours 028 9504 9999
PSNI	Central Referral Unit Children and adults at risk	Immediate Risk – 999 028 9025 9299 cru@psni.pnn.police.uk (No immediate risk)
PSNI	Non-emergency call handling	0845 600 8000/ 101
National Crime Agency (CEOP)	Child exploitation and online protection team	Immediate risk – 999 Enquiries - 0370 496 7622
Leisurewatch	Central Team	Immediate risk – 999 All other concerns follow the online referral system via: www.tdi.org.uk/leisurewatch
Newry, Mourne and Down District Council	Safeguarding Coordinator	Normal hours (8am-4pm) 07776 165 792

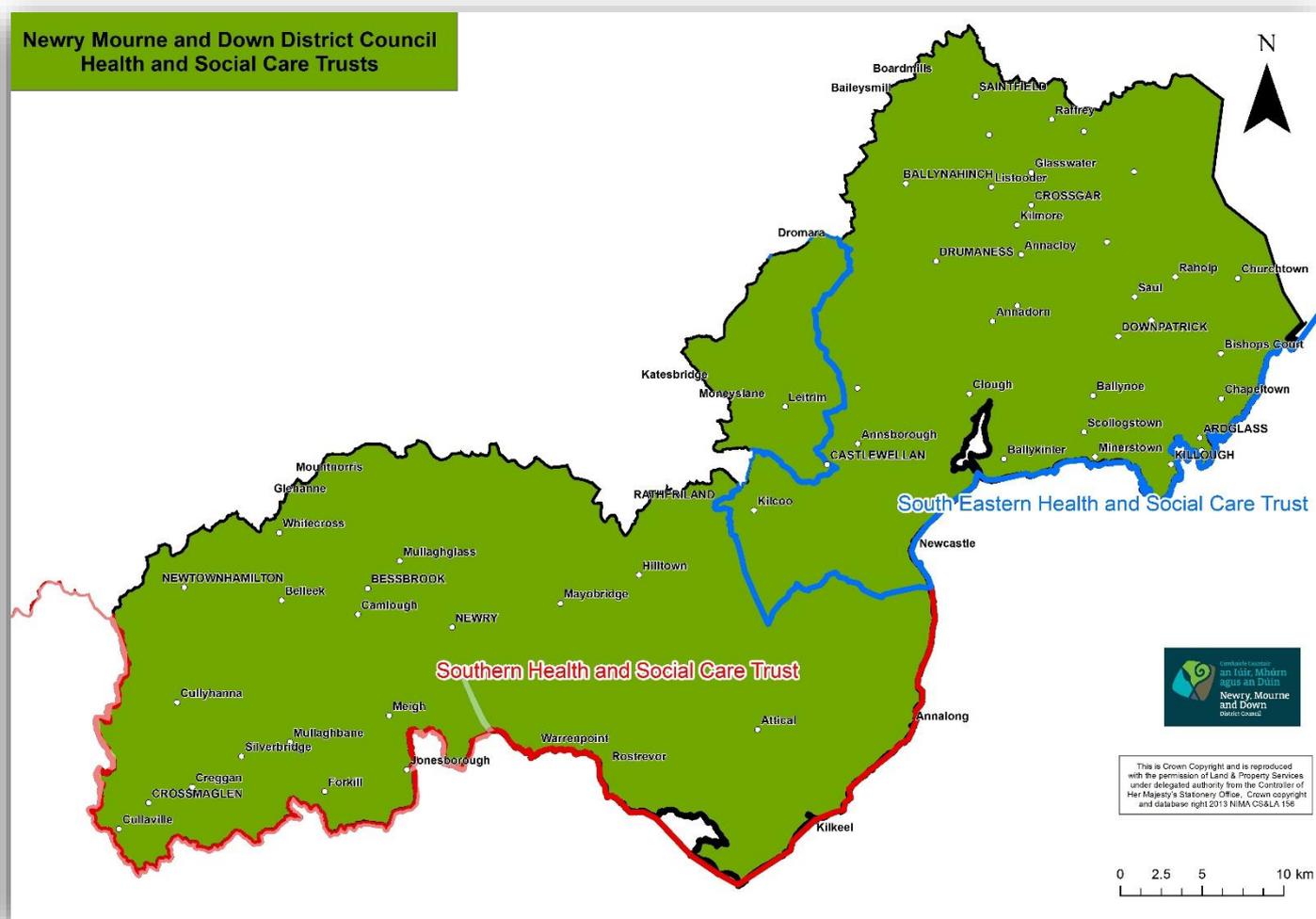
COUNCIL DESIGNATED SAFEGUARDING OFFICERS

<u>Corporate Services</u>	Assistant Director Corporate Services(HR & Safeguarding)	Safeguarding Coordinator	Head of Compliance
<u>Chief Executive's Department</u>	Head of Community Planning		
<u>Neighbourhood Services</u>	Head of Building Control Head of Facilities Management Performance and Operations Manager	Enforcement Officer Head of Maintenance	
<u>Active and Healthy Communities</u> Community	Community Services Managers (East and West)	Safer Communities & Relations Manager	Engagement & Development Manager
Leisure	Sports Development Officers (East and West)	Area Managers (Leisure)	Duty Managers (Indoor Leisure Facilities)
Environmental Health	Head of Environmental Health (Residential)	Head of Sustainability	
<u>Enterprise, Regeneration and Tourism</u> Tourism, Culture and Events	Tourism and Development Officer (Bagenel's Castle) Events Supervisor (Greenbank)	Facilities Administrator (Sean Hollywood Arts Centre)	Museum Education Officer (Bagenel's Castle)
	Countryside Warden (Delamont)	Community Education Manager (Down County Museum)	

Safeguarding Steering Group Membership

Assistant Director Corporate Services (HR & Safeguarding)
Safeguarding Coordinator
Head of Compliance
Head of Indoor Leisure
Head of Outdoor Leisure
Head of Refuse and Cleansing
Assistant Director Community Engagement
Assistant Director Tourism, Culture and Events
Assistant Director Health and Well-being
Assistant Director Facilities, Management and Maintenance

MAP OF THE HEALTH AND SOCIAL CARE TRUST BOUNDARIES IN NEWRY, MOURNE AND DOWN DISTRICT COUNCIL AREA



Responsibility for safeguarding a child/adult at risk lies with the Health and Social Services Trust in which a child/adult at risk is a resident. While this may on most occasions be the Southern Health and Social Care Trust or the South Eastern Health and Social Care Trust area, there will be times when children/adults at risk come from other Council and Trust areas.

Where a child's/adult's at-risk address is unknown or it is unclear, referrals in the first instance should be made to Southern/South Eastern Health & Social Care Trust (depending on the locality of the incident/disclosure) or the PSNI. If a child/adult at risk is known to live in another Trust area, referrals will be to the Senior Social Worker for Family and Childcare in that area.

CATEGORIES OF ABUSE

The following definitions have been obtained from www.nspcc.org.uk and www.hscboard.hscni.net. Further information and detailed information in relation to recognising signs and symptoms can be found by using the links and will be complimented via training and the accompanying procedures.

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.

Exploitation

Exploitation is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud

or child trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature (see below).

Child sexual exploitation (CSE)

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/ or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Child trafficking

Child trafficking and modern slavery are child abuse. Children are recruited, moved or transported and then exploited, forced to work or sold.

Children are trafficked for:

- child sexual exploitation
- benefit fraud
- forced marriage
- domestic servitude such as cleaning, childcare, cooking
- forced labour in factories or agriculture
- criminal activity such as pickpocketing, begging, transporting drugs, working on cannabis farms, selling pirated DVDs and bag theft

Many children are trafficked into the UK from abroad, but children can also be trafficked from one part of the UK to another.

Female genital mutilation (FGM)

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It's dangerous and a criminal offence. There are no medical reasons to carry out FGM. It doesn't enhance fertility and it doesn't make childbirth safer. It is used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health.

Domestic abuse

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. But it isn't just physical violence – domestic abuse includes emotional, physical, sexual, financial or psychological abuse. Abusive behaviour can occur in any relationship. It can continue even after the relationship has ended. Both men and women can be abused or abusers. Domestic abuse can seriously harm children and young people. Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships.

Harmful sexual behaviour

Harmful sexual behaviour includes:

- using sexual explicit words and phrases
- inappropriate touching
- using sexual violence or threats
- full penetrative sex with children or adults

Children and young people who develop harmful sexual behaviour harm themselves and others. Sexual behaviour between children is also considered harmful if one of the children is much older – particularly if there is more than two years' difference in age or if one of the children is pre-pubescent and the other isn't. However, a younger child can abuse an older child, particularly if they have power over them – for example, if the older child is disabled.

Bullying and cyberbullying

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying. A child can feel like there's no escape because it can happen wherever they are, at any time of day or night.

Cyber bullying is intentional and repeated cruel or hurtful behaviour that is carried out using technology, such as:

- SMS or text messages, email
- blogs, chat rooms, discussion boards, instant messaging, online games
- photo sharing apps, i.e.; Snapchat and Instagram
- social networking sites and apps like Facebook, Twitter and Ask.fm

Cyber bullying can include:

- sending cruel and threatening messages or material
- putting embarrassing photos of people on the web
- creating fake profiles that are mean or hurtful
- sending unwanted messages online, teasing and making of fun of others
- a cyber bully can be someone a young person knows or a stranger

Sexting

'Sexting' is when someone sends or receives a sexually explicit text, image or video on their mobile phone, computer or tablet. It can include sexual chat or requests for pictures/images of a sexual nature. Whether this is illegal or not depends on what the image is or what the chat involves and who it is sent between. However, it is a crime to possess, take, make, distribute or show anyone an indecent or abuse image of anyone under 18 years of age. Always remember that, while the age of consent is 16, the relevant age in relation to indecent images is 18.

A copy of leaflet 'Sexting and the Law' published by the Safeguarding Board for Northern Ireland (SBNI) can be obtained from www.safeguardingni.org

ADULTS

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, swearing, blaming, controlling, intimidation and coercion.

Financial abuse

Financial abuse is actual or attempted theft, fraud or burglary. It is the misappropriation or misuse of money, property, benefits, material goods or other asset transactions which the person did not or could not consent to, or which were invalidated by intimidation, coercion or deception. This may include exploitation, embezzlement, withholding pension or benefits or pressure exerted around wills, property or inheritance.

Institutional abuse

Institutional abuse is the mistreatment or neglect of an adult, by a regime or individuals, in settings within which adults who may be at risk reside or use. Institutional abuse may occur when the routines, systems and regimes result in poor standards of care, poor practice and behaviours, inflexible regimes and rigid routines which violate their dignity and human rights and place adults at risk of harm. Institutional abuse may occur within a culture that denies, restricts or curtails the privacy, dignity, choice and independence. It involves the collective failure of a service provider or an organisation to provide safe and appropriate services and includes a failure to ensure that the necessary preventative and/or protective measures are in place.

Neglect

Neglect is the deliberate withholding, or failure through a lack of knowledge, understanding or awareness, to provide appropriate and adequate care and support, which is necessary for the adult to carry out daily living activities. It may include physical neglect to the extent that

health or well-being is impaired, administering too much or too little medication, failure to provide access to appropriate health or social care, withholding the necessities of life, such as adequate nutrition, heating or clothing, failure to intervene in situations that are dangerous to the person concerned or to others particularly when the person lacks the capacity to assess risk. Note that self-neglect and self-harm do not fall within the scope of this definition.

Exploitation

Exploitation is the intentional maltreatment, manipulation or abuse of power and control over another person; to take selfish or unfair advantage of another person or situation usually, but not always, for personal gain from using them as a commodity. It may manifest itself in many forms including slavery, servitude, forced or compulsory labour, domestic violence and abuse, sexual violence and abuse, or human trafficking.

Domestic violence and abuse

Domestic violence and abuse is “threatening behaviour, violence or abuse (psychological, physical, verbal, sexual, financial or emotional) inflicted on one person by another where they are or have been intimate partners or family members, irrespective of gender or sexual orientation”. Domestic violence and abuse is essentially a pattern of behaviour which is characterised by the exercise of control and the misuse of power by one person over another. It is usually frequent and persistent. It can include violence by a son, daughter, mother, father, husband, wife, life partner or any other person who has a close relationship with the victim. It occurs right across society, regardless of age, gender, race, ethnic or religious group, sexual orientation, wealth, disability or geography.

Human trafficking

Human trafficking involves the acquisition and movement of people by improper means, such as force, threat or deception, for the purposes of exploiting them. It can take many forms, such as domestic servitude, forced criminality, forced labour, sexual exploitation and organ harvesting. Victims of human trafficking can come from all walks of life; they can be **male or female; children or adults**; and they may come from migrant or indigenous communities.

Hate crime

Hate crime is any incident which constitutes a criminal offence perceived by the victim or any other person as being motivated by prejudice, discrimination or hate towards a person’s actual or perceived race, religious belief, sexual orientation, disability, political opinion or gender identity.

RECOGNISING ABUSE AND DEALING WITH DISCLOSURES

If you suspect a child or adult at risk is being abused and/or neglected it is essential that you recognise high risk situations and the signs and symptoms of maltreatment and exploitation. You report your suspicions when you are concerned someone is being harmed as this may ultimately protect them and ensure that relevant support/interventions are put in place.

The following list outlines some of the signs and symptoms of abuse, neglect and exploitation. This list is not exhaustive and so should be used as a guide only:

- Physical signs of injury, such as bruises, sores, burns, cuts, or black eyes. Such injuries may be hidden.
- Implausible excuses made for injuries or absences.
- Displays personality changes (angry, depressed, moody, irritable, defensive, etc.).
- Becomes withdrawn, anxious or suddenly fearful.
- Distracted and has difficulty concentrating.
- Has difficulty sleeping or may display excessive tiredness (can be a symptom of depression).
- Low self-esteem/sudden changes in appetite.
- Neglects personal hygiene (becomes smelly, goes unwashed; may be an attempt to ward off a sexual predator or as a consequence of depression).
- Changes in personal appearance or poor/unsettling condition of living environment.
- Complains of pain in the genital region (more common in children).
- For older children and adults, the victim 'acts out', becoming sexually promiscuous, and/or using drugs/alcohol.
- Has not received help for medical or physical problems brought to the attention of parents/carers.
- Reluctance to go home (arrives very early, stays late).
- Runs away from family home/residence.
- Frequent absences from school, work, activities.
- Begs or steals for food or money.
- Lacks needed medical or dental care, immunisation or glasses.
- Consistently dirty and inappropriately dressed for weather conditions.
- Behaves irrationally or in a bizarre manner/demonstrates inappropriate sexual knowledge of behaviour.
- Reports lack of attachment/negative or hostile feeling towards parent/care giver.
- Delayed physical/emotional development that is not related to medical conditions.

Possible indicators for human trafficking/exploitation/modern day slavery:

- Poor housing/living conditions (blinds closed, overcrowding, decrepit, unhygienic).
- Controlled access.
- Reluctance to engage with services/community.

General reporting guidelines

Do

- Stay calm
- Listen carefully and hear exactly what is being said to you
- Reassure the individual that they have done the right thing in telling you
- Explain that you will have to pass this information on as you are concerned about their safety and/or well-being
- Record what was said as soon as possible and keep this record with your report
- Report this to your Line Manager or a Designated Safeguarding Officer as soon as possible

Don't

- Panic
- Ask leading questions (questions that influence someone to give a particular answer)
- Promise that you can keep the information a secret
- Ask for further details (this is not your job and will be undertaken by the PSNI/ Social Services)
- Advise the suspected abuser of your concerns or any of the information that you have received
- Do not introduce personal information from either your own experiences or those of others
- Require the child/adult at risk to repeat the story unnecessarily
- Don't speculate or make assumptions

When responding to disclosures it is essential that the information is recorded accurately and that appropriate steps are put in place to reduce the harm where possible and especially where there is an immediate risk.

You must

- Make a note of what the person actually said, using the individual's own words and phrases.
- Describe the circumstance in which the disclosure came about.
- Note the setting and anyone else who was there at the time.
- When there are cuts, bruises or other marks on the skin use a body map to indicate their location, noting the colour of any bruising.
- Make sure the information you write is factual.
- Use a pen or biro with black ink so that the report can be photocopied. Try to keep your writing clear.
- Sign and date the report, noting the time and location.
- Inform a designated officer and send all documents to the Safeguarding Coordinator.

The General Data Protection Regulations (GDPR) and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children or adults at risk/in need of protection safe. They are not a barrier to sharing information, where the failure to do so would cause the safety or well-being of a child/adult at risk/in need of protection to be compromised. Similarly, human rights concerns, such as respecting the right to a private and family life would not prevent sharing where there are real safeguarding concerns.