



Safeguarding Children, Young People, Adults at Risk of Harm and Adults in Need of Protection Policy

Purpose

The 4R's/Active Inclusion Project aims to ensure that all participants, staff and stakeholders experience an inclusive, enjoyable and safe environment, in which they feel respected and valued. We all share an objective to keep children, young people, adults at risk and adults in need of protection, safe from harm. This Safeguarding Policy is built upon a foundation of 'zero tolerance' of harm to all children, young people, adults at risk of harm and adults in need of protection and is aligned to the Northern Ireland Adult Safeguarding Partnership (NIASP) statement "Safeguarding is everyone's business".

Participants are directed to the 4R's/Active Inclusion Project Safeguarding Policy at induction, in the safeguarding leaflet and in the learner handbook. Parents and guardians can access the Safeguarding policy by request at any time.

The purpose of this Policy is to:

- Promote the welfare of children, young people, adults at risk of harm and adults in need of protection to protect them from harm;
- Encourage good practice in all aspects of promotion and protection of children, young people, adults at risk of harm and adults in need of protection;
- Raise awareness of the safeguarding, care and welfare issues that may or have the potential to impact upon children, young people and adults at risk of harm and adults in need of protection;
- Prevent and reduce the risk and potential risk of harm to children, young people, adults at risk of harm and adults in need of protection, whilst providing an inclusive non-stigmatised learning environment for all;
- Empower children, young people, adults at risk of harm and adults in need of protection to make informed decisions about their education, life experiences and wellbeing which will allow them to live life free from coercion and have freedom of expression;
- Provide and implement clear, accessible and consistent guidance in relation to the procedures for reporting concerns;
- Advocate for children, young people, adults at risk of harm and adults in need of protection in their right to fair justice as a result of abuse, exploitation or neglect;
- Encourage and promote continuous professional development in the approach to safeguarding, care and welfare practices.

We are open to feedback from the people who use our services with a view to improving our services/activities.



Context

The 4R's/Active Inclusion Project will carry out its responsibilities under all relevant legislation, regulations and professional guidelines, which include those referenced in appendix 1.1.

Scope

This policy applies to all staff, participants, volunteers and any third party and should be read in conjunction with relevant standard operating procedures and any other relevant organisation procedures.

General Principles

The Policy is based on the following principles:

- The 4R's/Active Inclusion Project seeks to provide and promote a safe learning environment for all users;
- The 4R's/Active Inclusion Project recognises that anyone can be the subject of abuse and that all allegations of abuse will be taken seriously and treated in accordance with the 4R's/Active Inclusion Project's procedures;
- The Policy will be reviewed at least annually to ensure it reflects current legislation and best practice;
- The 4R's/Active Inclusion Project will use best practice in its safe recruitment of staff by undertaking the appropriate checks;
- The 4R's/Active Inclusion Project reserves the right to refuse to employ any person who has a conviction for the abuse of a child, young person, adult at risk of harm or adult in need of protection;
- The 4R's/Active Inclusion Project must follow risk assessment procedures, before enrolling any person who has a conviction for the abuse of a child, young person, an adult at risk of harm or an adult in need of protection;
- The 4R's/Active Inclusion Project will collaborate with regional policies and procedures in full partnership with other local agencies including the Health and Social Care Trust Gateway Team and Police Service of Northern Ireland (PSNI);
- Our staff will listen to, record and report all concerns, disclosures and allegations of abuse in accordance with current procedures in an empathetic, prompt and secure manner;
- The 4R's/Active Inclusion Project will not investigate instances of abuse as this is the role of other statutory agencies e.g. social services, PSNI;
- The 4R's/Active Inclusion Project is committed to supporting, resourcing and training, in line with current legislation, those who work with, or come in contact with children, young people, adults at risk of harm and adults in need of protection and to provide appropriate supervision for them.



Key Definitions

Child & Young Person

The definition of a 'child' is any person that is under the age of 18, as defined in the Children (NI) Order 1995, the principal statute governing care, upbringing and protection of children in Northern Ireland.

Adult at Risk of Harm

The definition of an 'adult at risk of harm' is a person aged 18 years and over, whose exposure to harm through abuse, exploitation or neglect may be increased by their personal characteristics and/or life circumstances;

- Personal characteristics may include but are not limited to age, disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in, the functioning of the mind or brain;
- Life circumstances may include but are not limited to isolation, socio economic factors and environmental living conditions.

Adult in Need of Protection

The definition of an 'adult in need of protection' is a person aged 18 years and over, who may be at a greater risk of exposure to harm through abuse, exploitation or neglect may be increased by their:

- (a) personal characteristics and / or;
- (b) life circumstances; and
- (c) who is unable to protect their own well-being, rights, or other interests; and
- (d) where the action or inaction of another person or persons is causing or is likely to cause him / her to be harmed.

Types of Child Abuse

The 4R's/Active Inclusion Project recognises that harm from abuse is not always straightforward to identify and a child may all too often experience more than one type of harm or significant harm. Harm can be caused by:

- Emotional Abuse
- Sexual Abuse
- Physical Abuse
- Neglect
- Exploitation

See Appendix 1.2 for definitions of abuse



The abuse may be a single act or repeated over a period of time and may take one form or multiple forms.

Types of Adult Abuse

- Physical abuse
- Sexual abuse
- Psychological / emotional abuse.
- Financial abuse
- Institutional abuse
- Neglect
- Exploitation

See Appendix 1.2 for definitions of abuse.

The abuse may be a single act or repeated over a period of time and may take one form or multiple forms.

Promoting Digital Safety

Digital Safety is becoming an increasingly significant issue to consider when it comes to safeguarding children, young people, adults at risk and adults in need of protection.

All staff, participants, the Board of Directors, volunteers and third parties who wish to use the 4R's/Active Inclusion Project's IT systems are required to agree to the Acceptable Use Policy and comply with any other relevant digital policies as directed.

The relevant policies are available for all users to access in the main office.

Staff, participants, the Board of Directors and volunteers are directed to this Safeguarding Policy and procedures during induction and via active promotion of "keeping safe" messages through other activities e.g. internet usage and social networking.

It is recommended that the ICT Acceptable Use Policy is reviewed to ensure a comprehensive understanding.

Online safety is becoming an increasingly significant issue to consider when it comes to safeguarding children and young people. Listed below are some of the common indicators that are displayed by children and young people:

- Sexualised language
- Sexting
- Sextortion
- Excessive texting or use of their computer, tablet or iPad to access Social Media sites
- Secretive behaviour
- Aggressive behaviour and becoming easily agitated when it comes to Internet usage



- Cyberbullying
- Access to sites that could potentially lead to extremism or radicalisation

The full ICT Acceptable Use Policy and Social Media Policy is available for all participants and staff to access in the main office and on our website. Participants are directed to all relevant policies during induction. Any member of staff that has concerns in relation to a young person based on the indicators above should seek advice immediately from the Safeguarding Officer.

Social Networking / Email

It is recommended that the Social Media Policy is reviewed to ensure a comprehensive understanding.

Where employees use social networking sites in a professional capacity, they must ensure that they always maintain professional etiquette and comply with the Code of Conduct policy. If Employees use social networking sites in a personal capacity, they should use these sites with care, ensuring their private interests do not conflict with their duty to the 4R's/Active Inclusion Project and make no reference to the 4R's/Active Inclusion Project.

Responsibilities

Governance of safeguarding, care and welfare in the 4R's/Active Inclusion Project is overseen by Paddy McCarron; CEO and Managing Director of RCD.

The Designated Safeguarding Officer reports regularly to the Board of Directors.

The Designated Safeguarding Team comprised of the Designated Safeguarding Officer and Deputy Designated Safeguarding Officer and an Adult Safeguarding Champion, oversee and co-ordinate operational 4R's/Active Inclusion Project's safeguarding matters.

Posters are displayed throughout the 4R's/Active Inclusion Project to identify those whom staff, participants, volunteers and any third party can engage with on safeguarding, care and welfare matters. Reports of Concerns should be made to the Safeguarding Officer and/or the Adult Safeguarding Champion.

The names of the individuals employed by the 4R's/Active Inclusion Project in safeguarding roles are listed in Appendix 1.3. However, it is the responsibility of all staff to report abuse and incidents of concern in line with this Safeguarding Policy. This responsibility extends to all staff, not just those specifically working with children, young people, adults at risk of harm and adults in need of protection.

Report of concern(s) should be made a member of the Safeguarding Team in line with this Safeguarding Policy.

All employees and volunteers of the 4R's/Active Inclusion Project are required to abide by the staff Code of Conduct which sets clear expectations of behaviour for all staff.



The Role of the Designated Safeguarding Officer and / or Deputy Designated Safeguarding Officer is to:

- Liaise with relevant 4R's/Active Inclusion Project management and staff regarding this Safeguarding Policy, procedures and any reported incidents of concern and report to 4R's/Active Inclusion Project management and report to the Board of Directors as required;
- Liaise with the local Gateway Team regarding safeguarding, care and welfare procedures and any reported incidents of concern;
- Liaise with and understand the roles and responsibilities of all the appropriate investigating agencies;
- Assist with the review of this Policy and related procedures annually;
- Maintain the security of record keeping in relation to safeguarding, care and welfare matters;
- Ensure that the Safeguarding Policy and procedures are implemented at all 4R's/Active Inclusion Project events that may involve children, young people, adults at risk of harm or adults in need of protection;
- Support children and young people from care backgrounds and who are on the Child Protection Register by attending case conferences, Looked-after children (LAC) reviews and working in partnership with social services;
- Support all Safeguarding Officers
- Ensure all participants are aware of the Safeguarding Policy during induction.

The Role of the Adult Safeguarding Champion (ASC) is to:

- Provide strategic and operational leadership and oversight in relation to Adult Safeguarding;
- Manage the Designated Safeguarding Officer, Deputy Designated Safeguarding Officer and Safeguarding Officers
- Ensure full implementation of the 4R's/Active Inclusion Project Safeguarding Policy and procedures;
- Oversee the security of record keeping in relation to safeguarding, care and welfare matters;
- Compile and analyse records of reported concerns to determine whether a number of low-level concerns are accumulating to become significant, and make records available for inspection;
- Review the Safeguarding Policy and related procedures annually;
- Provide information and support for staff on adult safeguarding within the organisation;
- Advise within the organisation regarding adult safeguarding training needs in line with current legislation;
- Provide advice to staff or volunteers who have concerns about the signs of harm, and ensure a report is made to Health and Social Care (HSC) Trusts where there is a safeguarding concern;



- Support staff to ensure that any actions take account of what the adult wishes to achieve – this should not prevent information about any risk of serious harm being passed to the relevant HSC Trust Adult Protection Gateway Service for assessment and decision making;
- Establish contact with the HSC Trust Designated Adult Protection Officer (DAPO), PSNI and other agencies as appropriate.

The ASC should ensure that, at a minimum, the organisation safeguards adults at risk by:

- recognising that adult harm is wrong and that it should not be tolerated;
- being aware of the signs of harm from abuse, exploitation and neglect;
- reducing opportunities for harm from abuse, exploitation and neglect to occur; and
- knowing how and when to report safeguarding concerns to HSC Trusts or the PSNI.

Work Placements and Educational Visits

Staff organising any work placements or exchange visits should take the safeguarding, care and welfare of children, young people, adults at risk and adults in need of protection into account when assessing the suitability of the work placement or exchange visit arrangements. Participants are more vulnerable to harm or abuse when in long-term placement in the workplace or when outside their normal environment. The 4R's/Active Inclusion Project has a duty to put in place additional safeguards as required.

All participants on work placement or exchange visits should have a regular point of contact with a member of 4R's/Active Inclusion Project staff and be advised that they can discuss with that person any concerns about their work placement or exchange visit. Any concerns raised or any suspicions of abuse must be reported to a member of the Safeguarding Team by staff immediately in line with safeguarding procedures as outlined in this document.

Staff organising any work placements and educational visits should take the safeguarding of children, young people, and adults at risk of harm or adults in need of protection into account when assessing the arrangements. Participants undertaking work placements involving contact with children or adults at risk will be subject to an appropriate Access NI check prior to the start of the placement.

The 4R's/Active Inclusion Project has a duty to put in place additional safeguards when one or more of the following conditions apply:

The placement is:

- For more than one day per week;
- For longer than one term in any academic year;
- Aimed at participants who are vulnerable (e.g., those who have special needs or are aged under 16), regardless of the length of placement;
- Where the workplace supervisor or a colleague will have substantial unsupervised / one-to-one access to the student (e.g. sole trader);



If any of the above factors apply:

- Staff arranging, processing Access NI checks, monitoring work placements or exchanges should have received training in safeguarding children, young people or adults at risk of harm or adults in need of protection;
- Employers taking participants on long-term placements should be asked to commit to safeguarding their welfare by endorsing this Policy;
- Anyone in the workplace who is specifically designated as having responsibility for caring for, training, supervising or being in sole charge of a participant should be subject to disclosure procedures via the Access NI process. They should also be briefed about what to do if they are concerned about a student's welfare this is included as part of the mandatory Safeguarding training.

Responding to a Disclosure

The 4R's/Active Inclusion Project is committed to dealing with any concern(s) that a child, young person, adult at risk of harm or an adult in need of protection in line with Safeguarding Policy and procedures.

Anyone with knowledge of or a suspicion that, a child, young person, adult at risk of harm or an adult in need of protection has been suffering abuse must refer their concern to a member of the Safeguarding Team as soon as possible.

All allegations or suspicions must be taken seriously. The child, young person, adult at risk of harm or adult in need of protection must be advised that this information cannot be kept confidential and will be passed on to the designated member of staff in the first instance. No promise of confidentiality can or should ever be made to a participant or anyone else giving information about possible abuse.

The person disclosing the information should be advised as soon as possible by the Designated Safeguarding Officer what action will be taken as a result of the disclosure.

The 4R's/Active Inclusion Project procedure for reporting and dealing with concerns can be found below.

All written records must be passed to the Designated Safeguarding Officer. Records will be maintained by the Safeguarding Officer a period of five years. Records are strictly confidential. They may be accessed by the subject of the record but not by any third party other than the or the Deputy Safeguarding Officer or Safeguarding Champion. In the event that a disclosure is made concerning the activities of a member of staff towards a participant, the matter must be referred directly to the Board of Directors.

If any staff member feels unsure about what to do if they have concerns about a child, young person, an adult at risk of harm or an adult in need of protection or if they are unsure



about being able to recognise the signs or symptoms of possible abuse, they should speak directly to a member of the Safeguarding Team.

In the case where an allegation is made, or someone has concerns, a record should be made, using the pre-existing template for recording concerns, which will follow the checklist below;

- Name of the person/s at risk
- Age
- Any special factors
- Parents/Guardians name (where applicable)
- Home address
- Is the person making the report expressing their own concerns or are they passing on those of someone else? If so, record this.
- What has prompted the concern? Include dates and times etc of any specific incidents.
- Record any physical signs, behavioural signs or indirect signs.
- Has the person/s at risk been spoken to? If so, record details.
- Has anyone been consulted? If so, record details.

This report should be put in writing and given to the Designated Officer. (Appendix 1.4)

The Designated Officer will meet the Safeguarding Champion to decide what action needs to be taken. Notes of the meeting will be kept.

If it is assessed that there is '**NO**' Safeguarding matter:

- The Safeguarding Officer shall retain a record of the concerns;
- The Safeguarding Officer shall complete ongoing monitoring and review of the situation to determine if the level of risk changes which could indicate potential for a safeguarding issue.

If it is assessed that '**YES**' it is a Safeguarding matter:

- The Safeguarding Officer and Adult Safeguarding Champion agree on a referral to the local HSC Trust, Gateway Team using the **Report Safeguarding Concerns to local HSC Trust & PSNI or the UNOCINI**;
- An investigation by the HSC Trust and/or the PSNI with RQIA input is implemented.



Safeguarding Procedure

1. The person disclosing the information should be advised as soon as possible by the Designated Safeguarding Officer what action will be taken as a result of the disclosure.
2. In the event that a disclosure is made concerning the activities of a member of staff towards a participant, the matter **must be** referred directly to the Adult Safeguarding Champion. They will liaise with the Board of Directors.
3. In the event that a disclosure is made concerning the activities of the Adult Safeguarding Champion towards a participant, the matter **must be** referred directly to the Chairperson of the Board of Directors.
4. If any staff member feels unsure about what to do if they have concerns about a child, young person, an adult at risk of harm or an adult in need of protection or if they are unsure about being able to recognise the signs or symptoms of possible abuse, they should speak directly to the Designated Safeguarding Officer.

All written records must be passed to the Designated Safeguarding Officer. Records will be held securely in a locket cabinet and maintained by the Designated Safeguarding Officers and Deputy Safeguarding Officer for a period of seven years. Records are strictly confidential. They may be accessed by the subject of the record but not by any third party other than the aforementioned.

Recruitment and Selection

Good recruitment practice will be followed for all our volunteers and staff. This will involve;

- Clear role descriptions being available.
- Accurate and detailed recruitment information being widely circulated.
- All applicants will be asked to complete an application form.
- All applicants will be asked whether they have criminal convictions.
- All suitable applicants will be interviewed.
- Reference will be taken up where necessary. Where references are necessary, two people who are not family members, who have known the person for more than two years, will be asked to provide a written reference.
- Certificates supporting qualifications, or ULN details will be sought and a copy kept on file.
- Staff and volunteers will have an induction.



- There will be a trial period appropriate to role.
- Records will be kept of the recruitment process.

Access NI checks will be carried out on all staff, participants and volunteers whose placements involve substantial and unavoidable access to young people, adults at risk or adults in need of protection; consent will be sought prior to checking. All information will be stored securely and treated confidentially. When the check is completed, all information will be destroyed with a note made on the individual's file that the check was made and what the outcome was.

The Access NI check is only valid when the person is placed by the organisation in a specific volunteering role with a placement organisation and will remain valid while the volunteer remains in that specific volunteering role. Access NI checks are only valid for staff whilst employed by the project; individuals should inform the organisation of any criminal prosecutions in the interim.

In line with The Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979, as amended in 2014, some old and minor spent convictions will no longer have to be disclosed i.e. they will be considered as 'Protected' and cannot be taken into account in employment decisions.

Applicants are required to disclose certain information concerning their criminal convictions. They must disclose information about 'Spent' and 'Unspent' convictions that are not 'Protected' under the Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979, as amended in 2014.

The 4R's/Active Inclusion Project will consider all convictions and relevant information detailed on the Enhanced Disclosure Certificate.

We ensure that all those in the 4R's/Active Inclusion Project who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of Disclosure Information. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders (e.g. the Rehabilitation of Offenders (Northern Ireland) Order 1978).

Support, Supervision & Training for Staff and Volunteers

Volunteering and working with young people and adults at risk, are both worthwhile and fulfilling, but also challenging. Once recruited all staff and volunteers should be well informed, trained, supervised and supported so that they are less likely to become involved in actions that can lead to harm or be misunderstood.

The organisation will ensure that training and resources are available to encourage the development of staff and volunteers.

These processes will include:



- Induction
- Probationary period
- Supervision and Support

Supervision and Support

Supervision and support provide an opportunity for staff/volunteers to share concerns, anxieties or worries about their work or their environment. Support and supervision are available to the volunteers from the organisation. Arrangements for support and supervision are outlined in the organisations volunteer policy. All staff and volunteers are expected to adhere to the code of conduct (See appendix 1.5).

Training

All staff and volunteers in placements with young people and adults at risk will be required to undertake Safeguarding Training and first aid training; this will be arranged at induction. Any additional training staff or volunteers feel is necessary should be brought to the Designated Officers attention. Copies of all certificates obtained from each training course are kept securely in the individual's folder.

Recognition

Staff and volunteers will have the opportunity to recognise and review their work within the organisation every 3 months during the supervision meetings with their Team Leader. Praise and guidance will be given during these meetings. Signed minutes of each supervision are kept securely in the individual's folder.

Age of Volunteers

No Volunteer will be under the age of 16 years. Any volunteer who is under 18 should provide the organisation with a signed consent form from their parent/guardian prior to starting their placement.

Complaints Procedure

If a member of staff/volunteer has a complaint about any aspect of safeguarding within the organisation or a placement, it should be brought to the attention of the Designated Officer immediately. If it is not dealt with to the satisfaction of the staff member/volunteer, then it should be put in writing to the Chair of the Board of Directors.

The staff member/volunteer will be fully protected by the project's Whistleblowing Policy and the procedures stated in the policy will be followed. Further clarification can be obtained in the Project's Grievance Policy.

Confidentiality

GDPR is adhered to where the recording, use, management and disposal of personal information storing is required. Confidentiality and trust will be maintained as much as possible, however, staff have a duty to act on the basis that the welfare and safety of the



young person/adult at risk is always paramount. Considering this, the scale of confidentiality will be governed by the need to protect the individual and, as such, complete confidentiality cannot be guaranteed.

Generally, the guidelines below should be followed:

- The individual should be informed as soon as possible of the disclosure that the information may be passed on and where possible seek their permission.
- All conversation regarding safeguarding concerns should always be in a person sensitive environment; the matter should not be discussed with any persons not involved in the case.
- All concerns about the progress of a case, or indeed any other concerns, must be discussed with the Designated Safeguarding Officer.

The 4R's/Active Inclusion Project is fully compliant with the General Data Protection Regulation 2018.

A copy of this policy is available on our website.

Last Updated: July 2021

Version: 2

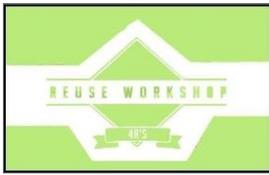


Appendix

Appendix 1.1

The 4R's/Active Inclusion Project will carry out its responsibilities under all relevant legislation, regulations and professional guidelines.

- The Criminal Law Act (NI) 1967
- The Health & Personal Social Services (NI) Orders and the Health & Social Care (Reform) Act (NI) 2009
- Mental Health (NI) Order 1986
- The Police & Criminal Evidence (NI) Order 1989
- The Criminal Law Act (NI) 1967
- The Health & Personal Social Services (NI) Orders and the Health & Social Care (Reform) Act (NI) 2009
- Mental Health (NI) Order 1986
- The Police & Criminal Evidence (NI) Order 1989
- The Disability Discrimination Act 1995
- The Race Relations (NI) Order 1997
- The Public Interest Disclosure (NI) Order 1998
- The Family Homes & Domestic Violence (NI) Order 1998
- The Northern Ireland Act 1998, Section 75
- The Criminal Evidence (NI) Order 1999
- The Human Rights Act 1998 – enacted 2000; Arts 2-8
- The Health & Personal Social Services Act (NI) 2001
- The Safeguarding Vulnerable Groups (NI) Order 2007 (amended 2012)
- The Forced Marriage (Civil Protection) Act 2007
- The Sexual offences (NI) Order 2008
- The Criminal Justice (NI) Order 19
- The Children (NI) Order 1995
- Adult Safeguarding: Prevention and Protection in Partnership Regional Policy July 2015 DoHSS&PS & DOJ
- Co-operating to Safeguard Children & Young People 2017 DoHSS&PS
- Area Child Protection Committee's - Regional Policy and Procedures 2017
- Children (Leaving Care) Act (NI) 2002
- The Data Protection Act 2018
- SENDO (NI) 2005
- Prohibition from teaching and working with children Regulations (NI) 2006
- DENI Circulars 99/10, 2003/13 and 2006/06/07
- Child Protection: Recruitment of people to work with children and young people in Colleges of FE DEL circular FE01/06
- No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse (2002) DoH
- Guidance for FE Colleges providing for Young Learners (2006) AoC/LEACAN
- Criminal Justice and Courts Act 2015 section 33
- Sexual Offences Act 2003
- Protection of Children (Northern Ireland) Order 1978 article 3





Appendix 1.2

Definitions of Child Abuse:

- **Emotional Abuse** is the ongoing emotional maltreatment or emotional neglect of a child. It's sometimes called psychological abuse and can seriously damage a child's emotional health and development. Emotional abuse can involve deliberately trying to scare or humiliate a child or isolating or ignoring them. Children who are emotionally abused are usually suffering another type of abuse or neglect at the same time – but this isn't always the case.
- **Sexual Abuse** -A child is sexually abused when they are forced or persuaded to take part in sexual activities. This does not have to be physical contact and it can happen online. Sometimes the child will not understand that what is happening to them is abuse. They may not even understand that it's wrong.
- **Physical Abuse** - Physical abuse is deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts. It isn't accidental - children who are physically abused suffer violence such as being hit, kicked, poisoned, burned, and slapped or having objects thrown at them. Shaking or hitting babies can cause non-accidental head injuries. Sometimes parents or carers will make up or cause the symptoms of illness in their child, perhaps giving them medicine they don't need and making the child unwell.
- **Neglect** - Neglect is the ongoing failure to meet a child's basic needs and is abuse. A child may be left hungry or dirty, without adequate clothing, shelter, supervision, medical or health care. A child may be put in danger or not protected from physical or emotional harm. They may not get the love, care and attention they need from their parents. A child who is neglected will often suffer from other abuse as well. Neglect is dangerous and can cause serious, long-term damage - even death.
- **Exploitation** - Child sexual exploitation a type of sexual abuse. Children in exploitative situations and relationships receive something such as gifts, money or affection as a result of performing sexual activities or others performing sexual activities on them. Children or young people may be tricked into believing they are in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs.
- **Sexting** is defined as the 'exchange of sexual messages or images' and 'creating sharing and forwarding sexually suggestive nude or nearly nude images' through mobile phones and/or the internet.

Definition of Adult 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 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, grooming, 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 but not limited to non-consensual penetrative sexual activities or non-penetrative sexual activities, such as intentional touching (known as groping).
- **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, provoking fear of violence, shouting, yelling and swearing, blaming, controlling, intimidation and coercion.
- **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** is the mistreatment or neglect of an adult by a regime or individuals in settings, which adults who may be at risk, reside in or use. This can occur in any organisation, within and outside the HSC sector. 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 the dignity and human rights of the adults and place them at risk of harm. Institutional abuse may occur within a culture that denies, restricts or curtails privacy, dignity, choice and independence. It involves the collective failure of a service provider or an organisation to provide safe and appropriate services, and includes a failure to ensure that the necessary preventative and/or protective measures are in place.
- **Neglect** occurs when a person deliberately withholds, or fails to provide, appropriate and adequate care and support which is required by another adult. It may be through a lack of knowledge or awareness, or through a failure to take reasonable action given the information and facts available to them at the time. It may include physical neglect to the extent that health or well-being is impaired, administering too much or too little medication, failure to provide access to appropriate health or social care, withholding the necessities of life, such as adequate nutrition, heating or clothing, or failure to intervene in situations that are dangerous to the person concerned or to others particularly when the person lacks the capacity to assess risk



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



Appendix 1.3

Designated Safeguarding Staff (DSS)

4R's/Active Inclusion Project have Designated Safeguarding Staff with responsibilities for all participants, students and volunteers. They should be contacted for information, advice and reporting of concerns, disclosures or allegations of abuse.

The DSS are: -

Adult Safeguarding Champion

Paddy McCarron; CEO / Managing Director, RCD/The 4Rs

paddy@resourcecentrederry.com

028 07135 2832 / 078 2153 1658

Designated Safeguarding Officer

Nuala Griffiths; General Manager, The 4Rs

Nuala.Griffiths@resourcecentrederry.com

028 71360 453 / 073 8422 8156

Deputy Safeguarding Officer

Tara McKinney; Project Manager, Active Inclusion

Tara@activeinclusion.com

028 71360 453 / 073 8422 8156

Deputy Safeguarding Officer

Connor McKinney; Operations Manager, Active Inclusion

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Appendix 1.4

REPORTING PROCEDURE FLOWCHART (FOR CONCERNS RELATING TO CHILD, YOUNG PERSON, ADULT AT RISK OF HARM OR ADULT IN NEED OF PROTECTION).

The reporting procedure, when a concern is identified regarding a child, young person, adult at risk of harm or adult in need of protection, for 4Rs/Active Inclusion is:

Safeguarding, care, and welfare concern identified regarding a child, young person, adult at risk of harm or adult in need of protection.



Project staff/volunteer records the concern(s) on the Safeguarding Procedures Report Record form without delay and forwards this immediately to the Designated Safeguarding Officer.



The Designated Safeguarding Officer receives the Safeguarding Procedures Record Form and will make contact with the referrer to seek additional information and or clarity in relation to the reported concern.



The Designated Safeguarding Officer will then meet with the participant at this juncture.



The Designated Safeguarding Officer will liaise with Adult Safeguarding Champion to make a determination whether the matter being referred is a safeguarding issue.



YES there is a Safeguarding matter.

There is NO safeguarding matter.



Referral to HSC Trust Gateway Team/PSNI by Adult Safeguarding Champion/Designated Safeguarding Officer.

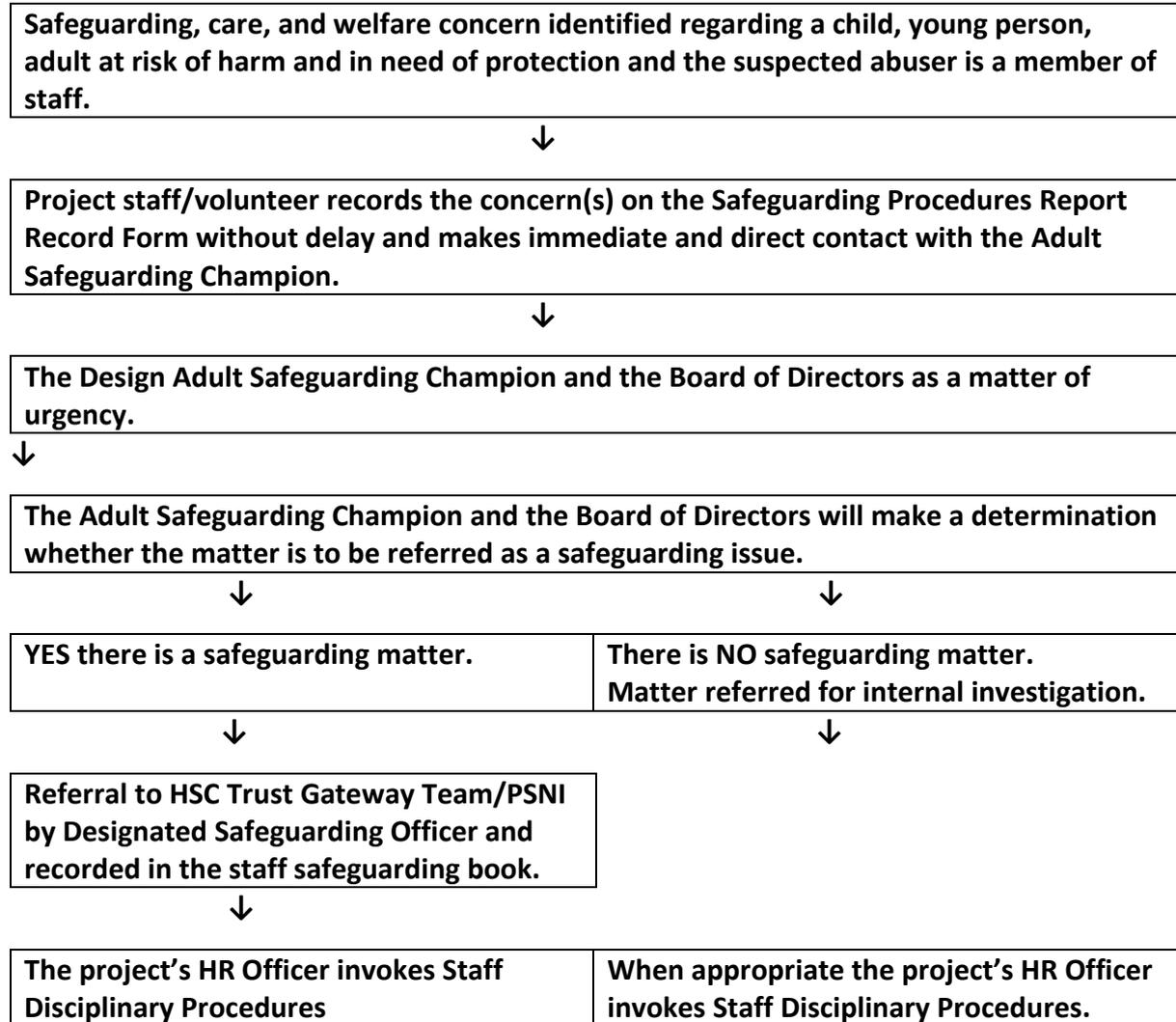


Safeguarding Officer will continue to support the participant as appropriate.



REPORTING PROCEDURE FLOWCHART (FOR CONCERNS RELATING TO ACTIVITIES OF A STAFF MEMBER)

The reporting procedure, when a disclosure is made concerning the activities of a staff member towards a participant, for 4Rs/Active Inclusion is:



If a disclosure is made concerning the activities of a member of staff towards a participant, the Safeguarding Procedures Report Record Form **must be** referred directly to the Adult Safeguarding Champion. The Adult Safeguarding Champion must then brief the Board of Directors as a matter of urgency.

Allegations made against a Designated Safeguarding Officer must be reported directly to the Adult Safeguarding Champion.

Allegations made against the Adult Safeguarding Champion **must be** reported directly to the Chairperson of the Board of Directors.



Appendix 1.5

**Safeguarding Procedures
Report Record
Restricted Information**

PLEASE ENSURE ALL SECTIONS ARE FULLY COMPLETED BEFORE REFERRAL TO SAFEGUARDING OFFICER

Section 1 To be Complete by 4R's/Active Inclusion Staff
<i>Name of person(s) at risk:</i>
<i>D.O.B & Age:</i>
<i>Any special factors:</i>
<i>Homes Address:</i>
<i>Is the person making this report expressing their own concerns or are they passing on those of someone else? Please provide details.</i>
<i>What has prompted the concern? Include dates and times etc of any specific incidents. Please record any physical, behavioural, or indirect signs. (please continue on a separate sheet if necessary).</i>



Has the person(s) been spoken to? If so, please record details.

Has anyone else been consulted? If so, please record details.

Parent/Guardian Name (Where applicable):

Name of Staff Recording Concern:

Name of Person Reporting Concern:

Section 2 To be Complete by Designated Safeguarding Officer

Agreed Action Taken: Record all discussions, communications, referrals & decisions made. Include details of conversations with parents / other agencies & rationale behind key decision making.

Please remember to maintain confidentiality to protect the Student. Only discuss this with those that need to know.



Appendix 1.6

Code of Behaviour for Staff and Volunteers

The following codes of behaviour will be followed by all staff and volunteers dealing with young people and adults at risk:

1. Staff and volunteers should not spend excessive amounts of time alone with young people, adults at risk or adults in need of protection, away from others. Meeting with individual children or young people should take place as openly as possible. If privacy is needed, the door should be left open and other staff or volunteers informed of the meeting.
2. Staff and volunteers are advised to not make unnecessary physical contact with young people and adults at risk. However, there may be occasions when physical contact is unavoidable such as providing comfort and reassurance for a distressed young person/adult at risk, or physical support, for example in contact sports such as gymnastics. In all cases, physical contact should only take place with the consent of the young person/adult at risk. In the event of physical violence, staff will remove other individuals from the locality and if necessary, phone the PSNI. Staff/volunteers will follow the project's Lone Workers Policy, at all times.
3. Staff/volunteers will follow the project's E-Safety Policy re: the use of IT. Written consent will always be sought from the adult at risk, those with parental responsibility in the case of young people, or carer where appropriate and held securely in the event that photographs of young people and adults at risk are necessary.
4. It is not good practice to take young people/adults at risk alone in car journeys, however short. Where this is unavoidable, it should be with the full knowledge and consent of the parents or next of kin and someone in charge of the organisation.
5. Staff and volunteers should not meet with young people, adults at risk or adults in need of protection outside organised activities, unless it is with the knowledge and consent of parents/next of kin and the person in charge of the organisation.
6. Staff who are involved in relationships with other staff should ensure that their relationship does not affect their role within the organisation.
7. Staff/volunteers will always treat each other/young people, adults at risk and adults in need of protection in a mutually respectful way. Any breach of this Code by staff/volunteers will be subject to the project's disciplinary procedure.

Staff and volunteers should never;

- engage in sexually provocative or rough physical games, including horse-play, apart from structured sports activities.
- allow young people/adults at risk to use inappropriate language unchallenged.
- make sexually suggestive comments about, or to a young person, adult at risk or adult in need of protection even in fun.
- let allegations a young person/adult at risk makes go without being addressed and recorded.



- do things of a personal nature of young people/adults at risk that they can do for themselves.