



COOKSTOWN DISTRICT COUNCIL

CHILD PROTECTION AND VULNERABLE ADULT POLICY AND PROCEDURAL ARRANGEMENTS

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CHIEF EXECUTIVE'S STATEMENT ON PROTECTION OF CHILDREN AND VULNERABLE ADULTS

The protection of children, young people and vulnerable adults (children) is a matter of priority for Cookstown District Council. Children are major users of the Council's facilities and services. We warmly welcome them all and trust that they always have enjoyable and enriching experiences in using our facilities.

The Council though is aware that in today's society, it has both a moral and legal obligation to ensure that we provide the highest professional standard of care at all times. We are therefore committed to ensuring that this policy actively promotes and enhances the protection of children at all times. We are committed to the principles outlined by the United Nations Committee on the Rights of the Child and adherence to the Area Child Protection Committee regional procedures.

A Code of Conduct has been developed that all Councillors, employees and groups or individuals acting on behalf of the Council, must adhere to. In order to comply with our legal responsibilities, procedural and reporting arrangements have been put in place to deal with reports of abuse.

The Council will apply safe recruitment and selection practices to comply with the Protection of Children and Vulnerable Adults (NI) Order 2003 and the guidelines issued by the Department of Health, Social Services and Public Safety. Once appointed those individuals with access to children, will undertake extensive child protection training, supervision standards and health and safety training specific to the needs of children.

The Council has a duty of care to children in order to protect them from harm. This policy also outlines the Council's expectations of groups who use or hire council premises.

It is important that this policy is implemented effectively, efficiently and in a professional manner. To ensure that this happens Council will review the policy on an annual basis and produce an annual report on both the effectiveness of the policy and its implementation.

We will work with our employees and our partners from the voluntary and statutory sectors so that we take all reasonable steps to safeguard and promote the well-being of children.

The protection of children and vulnerable adults is everyone's responsibility.

1.0 INTRODUCTION

- 1.1 Children, young people and vulnerable adults (children)¹ have the right to live their lives to the fullest potential, to be protected, to be able to participate in and enjoy activities and to be treated with dignity and respect. There is a considerable body of legislation, government guidance and standards designed to ensure that these groups are protected from harm.
- 1.2 Everybody has a responsibility for the safety of children and in accordance with relevant legislation, Cookstown District Council as an organisation which has significant contacts with children across its services; has both a moral and legal obligation to ensure a duty of care.
- 1.3 The purpose of this policy and its associated procedures is to help protect the children, who use our services and to ensure that Cookstown District Council staff, elected members and volunteers are aware of issues that can cause children harm.

2.0 DEFINITIONS

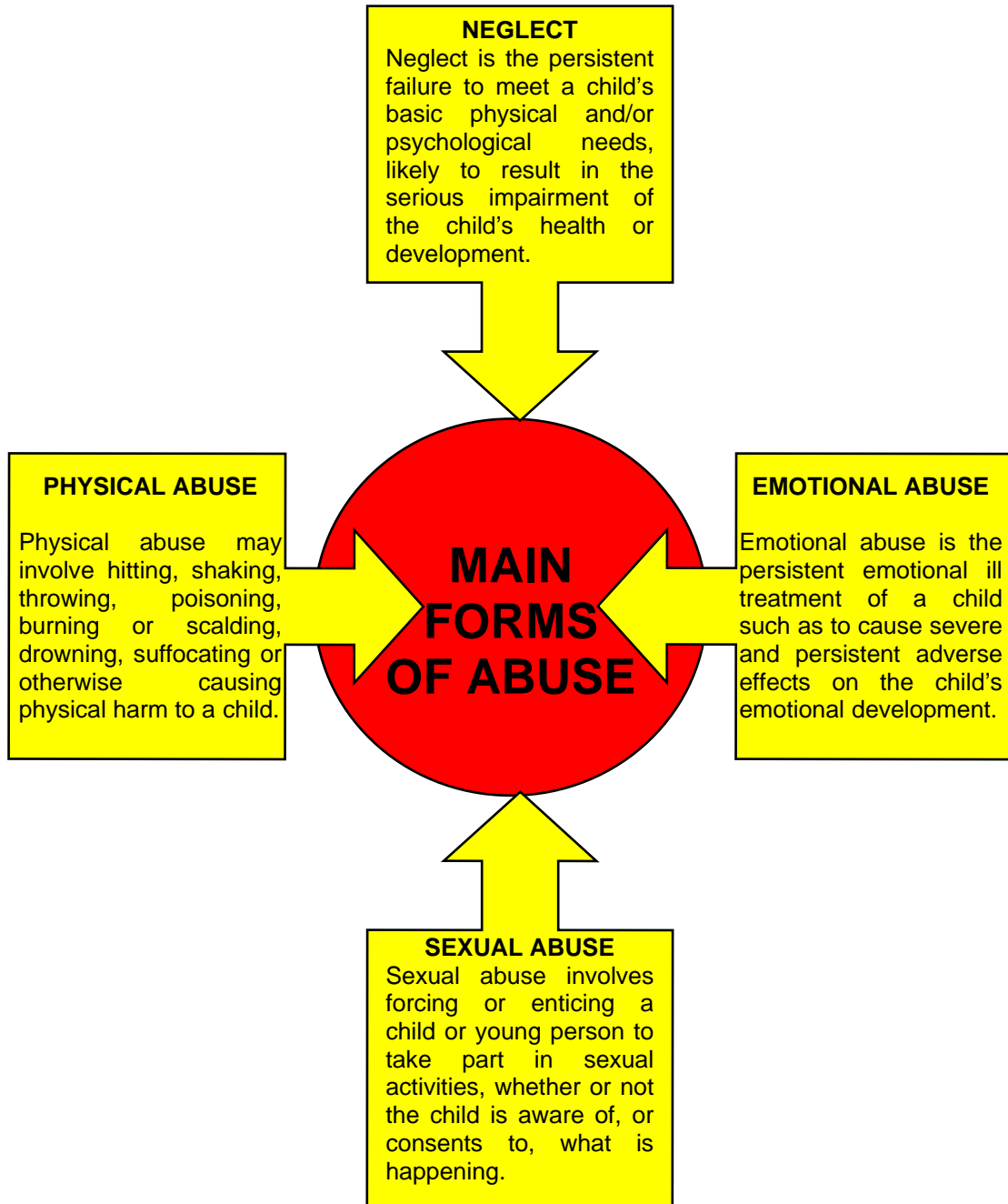
- The term children or young person is used to refer to anyone under the age of 18 years. The term also refers to vulnerable adults (defined under The Protection of Children and Vulnerable Adults (Definitions) Regulations (Northern Ireland) 2005).
- The term parent is used as a generic term to represent parents, carers and guardians.
- The term staff, elected members and volunteers is used to refer to employees, District Councillors, volunteers and anyone working on behalf of and/or representing the Council.
- All children and young people irrespective of their age, class, religion, culture, disability, gender, ethnicity, sexual orientation, nationality, family, dependency, or marital status have the right to protection from abuse.

2.1 What is Child Abuse?

A person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. It is generally accepted that there are four main forms of abuse which are outlined as follows. These definitions are based on those from Co-operating to Safeguard Children (2003) (Northern Ireland) (Department of Health, Social Services and Public Safety).

¹ Throughout this document ‘children or child’ is used. Unless specifically mentioned this relates to ‘children, young people and vulnerable adults’.

MAIN FORMS OF ABUSE



It is accepted that in all forms of abuse there are elements of emotional abuse and that some children are subjected to more than one form of abuse at any one time.

2.2 Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after.

Physical abuse, as well as being a result of a deliberate act, can also be caused through omission or the failure to act to protect.

2.3 Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on their emotional development. It may involve making a child feel or believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may also involve causing children to frequently feel frightened or in danger, or the exploitation or corruption of a child.

Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

2.4 Sexual Abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of, or consents to, what is happening. The activities may involve physical contact and non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

2.5 Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, leaving a young child home alone or the failure to ensure that a child gets appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

3.0 Aims

3.1 Cookstown District Council accepts the moral and legal responsibility to provide a duty of care for children, safeguard their well being and protect them from all forms of abuse or harm when they are using services or facilities organised or provided by the Council

3.2 The Council aims to do this by:

- Putting in place robust recruitment procedures to ensure that those individuals whose behaviour could be a threat to the safety and well being of children are not offered employment
- Raising the awareness of the duty of care responsibilities throughout the Council.
- Actively encouraging good practice amongst all staff, elected members and volunteers throughout the Council and promoting wider awareness wherever possible, i.e. partnership organisations and user groups.
- Creating a safe and healthy environment within all our services, avoiding situations where abuse or allegations of abuse may occur.
- Listening to, respecting and promoting the rights, wishes and feelings of children and working closely with other agencies.
- Recruiting, training, supervising and supporting staff and volunteers who work with children to adopt best practice to safeguard and protect children, from abuse, and themselves against false allegations. Staff and volunteers who work with children will be subject to the appropriate level employment check.
- Responding to any allegations appropriately and implementing the appropriate disciplinary and appeals procedures.
- Requiring staff, elected members and volunteers to follow the Council's Child Protection and Vulnerable Adult Policy and Procedures.

3.3 Objectives

The Council's objectives to achieve these aims are:

- To provide appropriate training for staff and volunteers.
- To aid staff and volunteers to respond sensitively and seriously to anyone who discloses information about abuse, and be confident and able to take appropriate action swiftly, regardless of whom the allegation is about.
- To promote the general welfare and well being of children within Council facilities and services.
- To develop and implement effective procedures for recording and responding to complaints of alleged or suspected child abuse.

4.0 OFFICER ROLES AND RESPONSIBILITIES

4.1 Chief Executive

The Chief Executive has ultimate responsibility for ensuring compliance of this policy. Day to day responsibility for implementation is however delegated through the management structure to individual Managers and Officers who are held accountable for ensuring that the requirements set out in this policy are fully implemented.

4.2 Director of Corporate Services

The Director of Corporate Services will ensure that this Child Protection and Vulnerable Adult Policy is widely available to all Councillors and staff. He will also ensure that where identified through job descriptions and representations from individual managers that employment checks are carried out for those members of staff and volunteers who have a substantial level of contact with children.

The Director will also ensure that any records of suspected abuse are stored appropriately.

4.2.1 The Director of Corporate Services will have responsibility for ensuring that all staff are made aware of the importance of this policy.

4.2.2 At their induction training new employees will be made aware of their role in the area of child protection.

- 4.2.3 All new employees will serve a probationary period as outlined in their contract of employment. Their post will only be confirmed subject to satisfactory appraisal and personal performance under the Child Protection and Vulnerable Adult Policy.
- 4.2.4 The Director of Corporate Services has the responsibility to ensure that there are the necessary procedures for the supervision and support of Councillors, Designated Officers, Managers and Duty Managers in their discharge of this policy.
- 4.2.5 The Director of Corporate Services will ensure that there are suitable support mechanisms in place for staff who have had any allegations made against them or who are undergoing any investigation under this policy.
- 4.2.6 An annual review of this policy and its implementation plan will be prepared by the Director of Corporate Services, as advised by the Designated Contact Officers and presented to Council at the statutory meeting in March of each year.

4.3 Managers and Supervisors

Managers and Supervisors are expected to ensure employees are aware of this policy; and to notify the Designated Child Protection Officer(s) in strict confidence with any matters of child protection brought to their attention. Managers and supervisors will also be expected to ensure that their staff members attend the relevant training with regard to the protection of children and compliance to the requirements of this policy.

4.4 Staff, Volunteers and Elected Members

All staff, volunteers and elected members of the Council have a duty to adhere to this Policy and procedures and to notify the Designated Officer on any matters of child protection. They will also be responsible for undertaking the relevant training should they be working with children.

Attention is drawn to the Code of Conduct contained at Appendix 1 of this policy and to the Council IT Policy in particular the requirement not to "use the Internet to view material that can be deemed to be of an illegal, offensive or unethical nature e.g. obscene, sexually explicit, defamatory, racist, incites or depicts violence, describes techniques for criminal/terrorist acts or which represents values which are contrary to those of the Council";

4.5 Designated Officers for Child Protection

The Council will formally appoint two designated Child Protection Officer (male and female) who will be responsible for acting as a central point and source of advice on

child protection matters; for coordinating any action necessary within the organisation and for liaising with the PSNI, Health and Social Services Trusts and other agencies about suspected or actual cases of child abuse.

The Designated Officers will undertake comprehensive training on child protection and continue to update their skills on an ongoing basis.

4.6 Training

The Council will provide suitable training in child protection to staff or volunteers working or coming into substantial contact with children. This training will have three levels.

Level 1 General awareness training for all Councillors and Staff

Level 2 For those with substantial contact with children

Level 3 Comprehensive training for Designated Officers, Managers and Duty Managers of Facilities

5.0 CLUBS AND ORGANISATION USING FACILITIES

5.1 Cookstown District Council would strongly encourage all clubs, organisations, individual tutors or their Governing Bodies that use Council facilities or services, to have an acceptable Child Protection Policy in place.

5.2 As a minimum requirement, all such clubs and organisations must accept and apply the standard of care as outlined within this Policy. A copy of the Policy will be made available on request to hirers with Terms and Conditions of Hire information.

6.0 RESPONDING TO CONCERNS AND ALLEGATIONS

6.1 It is important that all staff, elected members and volunteers are aware that the first person that has concerns or encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. However, staff, elected members and volunteers do have a duty of care to the child or young person to report any suspicions you may have. **All clubs, organizations or individual tutors that use Council facilities or services must also report any concerns if they encounter a case of alleged or suspected abuse, to a member of the Council's staff.**

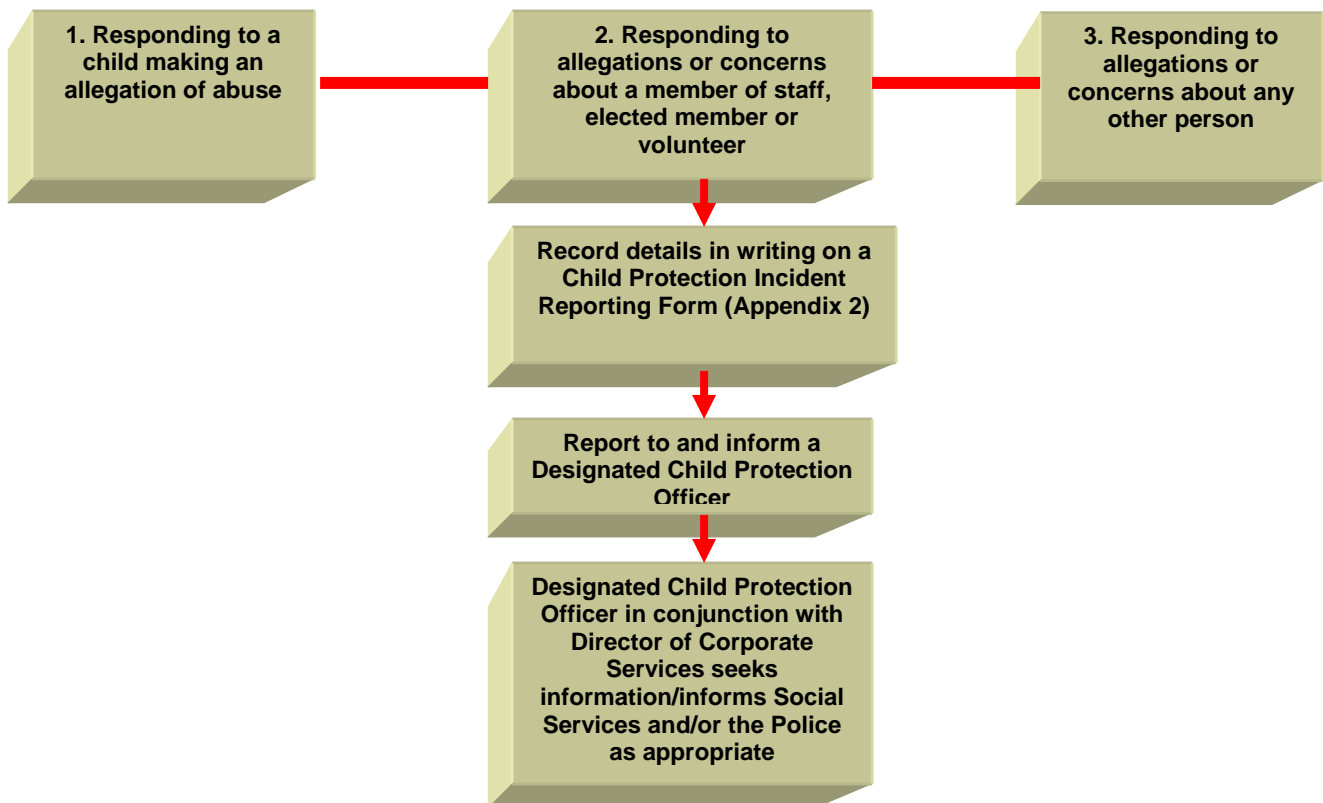
REMEMBER

It is not your job to judge or investigate BUT to inform

6.2 In general there are 3 situations that staff, elected members and volunteers may need to respond to a concern or case of alleged or suspected abuse:

1. Responding to a child disclosing abuse, i.e. they make an allegation of abuse
2. Responding to allegations **or** concerns about a member of staff, elected member or volunteer
3. Responding to allegations **or** concerns about any other person, i.e. parent, carer, other service user

6.3 BASIC RESPONSE PROCEDURE/ACTIONS



6.4 SPECIFIC RESPONSE PROCEDURES

The following procedures should be followed in each situation.

6.4.1 Responding to a child making an allegation of abuse

Abused children will only tell people they trust and with whom they feel safe. The following points are a guide to help you respond appropriately.

- Listen carefully to what is said.
- Find an appropriate early opportunity to explain that it is very likely that the information will need to be shared with others – **do not promise to keep secrets.**

- Ask questions for clarification only, and at all times **do not ask questions** that suggest a particular answer.
- Reassure the child that they have done the right thing in telling you.
- Tell them what you will do next and with whom the information will be shared.
- Record in writing on a Child Protection Incident Reporting Form (see Appendix 2) all the details that you are aware of and what was said using the child's own words, as soon as possible.
- Report to and inform the Council Designated Child Protection Officer as soon as possible.
- Designated Child Protection Officer informs relevant persons, i.e. Social Services and/or the Police if appropriate.

6.4.2 **Responding to allegations or concerns against a member of staff, elected member or volunteer**

- Take the allegation or concern seriously.
- Record in writing on a Child Protection Incident Reporting Form (see Appendix 2) all the details that you are aware of as soon as possible.
- Report to and inform the Council Designated Child Protection Officer as soon as possible.
- Designated Child Protection Officer informs relevant persons, i.e. Social Services and/or the Police if appropriate.

6.4.3 **Responding to allegations or concerns against any other person, e.g. parent,**

- Take the allegation or concern seriously.
- Record in writing on a Child Protection Incident Reporting Form (see Appendix 2) all the details that you are aware of as soon as possible.
- Report to and inform the Council Designated Child Protection Officer as soon as possible.
- Designated Child Protection Officer informs relevant persons, i.e. Social Services and/or the Police if appropriate.

6.5 **Procedures for Referrals to DHSSPS Disqualification List**

- 6.5.1 Under the **Disqualification for Working with Children (DWC (NI)) List** and the **Disqualification from Working with Vulnerable Adults (DWVA (NI)) List** which are lists of individuals who are considered unsuitable to work with children and vulnerable adults as follows: *(The Council will refer employees for inclusion as follows, (see appendix 5))*

- That the Council has, on such grounds, suspended the individual or provisionally transferred them to a non child care position, but has not yet decided whether to dismiss them or to confirm the transfer
- That the Council has dismissed the individual on the grounds of misconduct (whether or not in the course of their employment) which harmed a child or placed a child at risk of harm;
- That the individual has resigned, retired or been made redundant in circumstances such that the Council would have dismissed them, or would have considered dismissing them, on such grounds if they had not resigned, retired or been made redundant;
- That the Council has, on such grounds, transferred the individual to a position within the Council which is not a child care position; or

6.5.2 Additionally the Council may refer names to the DHSSPS in other circumstances. This would be where they have dismissed an individual, the individual has resigned, retired or has been transferred to a position with the organisation which is not a child care position and where information not available to the Council at the time has since become available.

6.6 Confidentiality and Sharing Information

6.6.1 Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only, e.g. Designated Child Protection Officers, Social Services, Police, child, parents and staff/volunteers.

6.6.2 It is extremely important that allegations or concerns are not discussed, as any breach of confidentiality could be damaging to the child, their family and any child protection investigations that may follow.

6.6.3 Informing the parents of a child or young person you may have concerns about needs to be dealt with in a sensitive way and should be done in consultation with Social Services. This will be done in an open and transparent manner.

6.6.4 Any individual under supervision has the right to be notified about the cause for concern. This should be done in joint consultation with Social Services and the Police. It is important that the timing of this does not prejudice the investigation.

6.6.5 Recorded information should be stored in a secure place in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

6.6.6 If enquiries arise from the public (including parents) or any branch of the media, it is vital that all staff, elected members and volunteers are briefed so that they do not make

any comments regarding the situation. Staff, elected members and volunteers should reply 'no comment' to all questions / enquiries.

- 6.7 A complaints procedure is available for children, parents, staff/volunteers. Verbal, written or other accessible format complaints can be made to the Chief Executive and the Council's complaints procedure will be activated. A grievance procedure is also available for staff.

7.0 RECRUITMENT AND SELECTION OF STAFF

Children are the least able to protect themselves from abuse or exploitation, and the least able to seek help if they are ill-treated. It is important therefore that all staff working in a 'Regulated' position with children and young people, whether they are full time, part time, paid or unpaid, have the same recruitment and selection procedures applied to them and that as much information as possible is ascertained as to their suitability for the position.

This means choosing people with the necessary skills, knowledge and experience, and ensuring those, whose behaviour could be a threat to the safety and well being of children are screened out. To ensure this the Council adheres to the following professional standards.

- 7.1 Under the Council's Equal Opportunities Policy, an open recruitment process is applied for both external and 'internal trawl' positions. The process involves the advertisement of a vacancy, completion of an application form, a requirement to attend for test and/or interview, a requirement for written references from two referees and a declaration of accuracy of the information supplied.
- 7.2 All job positions will be assessed to ascertain whether the position is a regulated one or not. This will be the responsibility of the relevant manager and personnel officer and where necessary, in consultation with designated child protection officers. Where the post is deemed to care for, train, supervise or be in sole charge of children then the recruitment team will insert a reference to the fact that the post is a 'Regulated' position governed by The Protection of Children and Vulnerable Adults (Northern Ireland) Order 2003. It will also be stated that before appointing anyone to such a post, it is the Council's policy to request the relevant POC (NI) or POVA (NI) check to be carried out. An identification check will also be requested from the individual, these checks will include photographic identification and one check of a utility bill, bank/building society statement or credit/debit card.

7.3 In defining a 'Regulated' position, the following criteria will be used

- A position whose normal duties include caring for, training, advising, counselling, supervising or being in sole charge of children
- A position whose normal duties involve unsupervised contact with children under arrangements made by a responsible person
- A position whose normal duties include supervising or managing an individual in his work in a regulated position
- Where any doubt exists in assessing a job, Council will seek a POCVA request as part of the recruitment process

7.4 The Council will only request a check on the **preferred** applicant for a post, that is, an individual to whom a conditional offer of appointment has been made – **not** short listed applicants. The Council will seek a POC (NI) and POVA (NI) check in all cases. Checks will not normally be requested on existing staff however, a check may be requested if:

- An individual takes up new duties in a regulated position with children, where this had not previously been the case
- Serious allegations are made about an individual already working with children or new information comes to light

7.5 Where an applicant lives or has lived in another part of the United Kingdom, Republic of Ireland, Jersey, Guernsey or the Isle of Man, the Police Service of Northern Ireland will check for criminal records with the relevant police force. Where we cannot obtain a POCVA check due to the individual living outside these jurisdictions the applicant will be required to present a Certificate of Good Conduct or extracts from their criminal records or similar document of their suitability to work with children by the relevant national authority prior to appointment. However, the level of information disclosed in this way varies from country to country; some provide complete criminal records, others only extracts. We will treat such certificates with caution, as it is difficult to confirm that the information is genuine or complete. In these instances we will personally discuss with the referees the individual's suitability to work with children.

7.6 Information provided under POCVA arrangements will be treated as highly sensitive and will at all times be treated as strictly confidential. Such information will be stored in a locked cupboard or cabinet which will only be accessible by the Council's nominated officers. After making a final decision about the applicant, the original information and all copies will be destroyed immediately by shredding. The Council will however include a note on any personnel file stating that a check was carried out and that the person's conditional offer of appointment was confirmed/withdrawn as a result. See appendix 6 in how the Council will process information provided by POC (NI)

- 7.7 If the Council become aware that an individual who is employed is subject to a Disqualification Order or is included in the DWC (NI) List or DWVA (NI) List, then the individual will be moved to a non child care position or the employment terminated.
- 7.8 No matter how good the recruitment and selection procedures may be, they are not 'foolproof'. Best practice professional standards in management and supervision of staff and volunteers after appointment is as important.

8.0 Photography

8.1 There is evidence that some people have used children and young people's activities and events, as an opportunity to take inappropriate photographs or video footage of children and young people. Staff, elected members and volunteers should be vigilant at all times and any person using cameras or videos at Council events or activities which involve children and young people should be approached and asked to complete a Consent Form for the use of Cameras and other Image Recorders (see Appendix 3).

8.2 When Council commissions professional photographers or invites the press to cover Council run events and activities you must ensure that the following is adhered to in relation to child protection.

- Check credentials of any photographers and organisations used.
- Ensure identification is worn at all times, if they do not have their own – provide it.
- Do not allow unsupervised access to children or young people or one to one photographic sessions.
- Do not allow photographic sessions outside of the activities or services, or at a child or young persons home.
- Parents must be informed that photographs of their child or young person may be taken during Council services, activities or events, and parental consent forms need to be signed agreeing to this. This must include information about how and where these photographs will be used. **A separate form is required for these instances to include permission from both parent and child.**
- It is recommended that the names of children or young people should not be used in photographs or video footage, unless with the express permission of the child or young person's parent.

8.3 NO PHOTOGRAPHY of any nature will be permitted in swimming pools, health suites or changing areas

9.0 ADULT/ CHILD RATIOS – COUNCIL RUN CHILDREN’S ACTIVITIES

9.1 The Council comes into contact with children across a very diverse range of activities and contexts ranging across leisure and sports development, theatre, arts development, play area maintenance etc. It is unrealistic to determine a prescriptive adult to child ratio for each differing activity and therefore it is a requirement that a risk assessment to determine the appropriate adult to child ratios in respect of child protection be carried out, notwithstanding the particular health and safety requirement.

Levels of supervision must be adequate whether at the Council’s facilities or on an external journey/visit. Therefore, when deciding how many adults are required to supervise, assessors must take into account any practical considerations that may be relevant and the number of participants in the group. When deciding on appropriate adult to child ratios the following guidelines are considered as minimum requirements for any activity, the risk assessment² may well indicate the need for an enhanced level of supervision and staffing for a particular activity. In completing the assessment the following should be taken into consideration

9.2 It is recommended that **no journey/ visit should be undertaken without a minimum of two adults in attendance, one of whom must be an employee.** Bus drivers are not to be taken into consideration when considering levels of supervision.

9.3 We should aim to ensure that **no adult is in a one to one situation with a child.** Where an adult is on their own with a group another adult must be readily available e.g. caretaker

9.4 Appropriate training of the group leader has been provided

9.5 The ease of observation of the area e.g. large hall, pitch etc and the nature of the activity

9.6 Where an activity involves swimming – the level of adult supervision must be in compliance with the supervisory rules stated by the swimming pool facility provider. If there are none stated, the level of supervision for under 8’s should be one adult to one child.

9.7 The ratio of staff and volunteers to children with disabilities should be assessed on an individual ‘case-by case’ basis after discussion with the child’s carers in relation to their abilities and individual needs.

9.8 It is recommended that where there is a mix of females and males in a group that there is a gender mix of supervisors or a gender mix is readily available.

² A Health and Safety Risk assessment should be carried out for all activities

10 IMPLEMENTATION PLAN

- 10.1 The following plan outlines the mechanisms that the Council will use to ensure that this policy is implemented in an effective, efficient and professional manner.
- 10.2 This policy will be reviewed on an annual basis to take account of developments in the area of child protection
- 10.3 An annual report will be prepared for Council by the Director of Corporate Services in conjunction with the Designated Child Protection Officers as to the implementation of the policy.

The report will outline:

- The number of cases (if any, but not the detail) of cases reported to the relevant statutory authorities
 - Recommendations for changes to the policy in keeping with current best practice
 - Compliance of the policy throughout the Council
 - Number of newly recruited staff that have received Child Protection Training under Level 1
 - Number of staff receiving Child Protection Training under Level 2 & 3
 - An evaluation of the effectiveness of training provided on child Protection Training
- 10.4 The Designated Child Protection Officers will carry out an annual audit of all facilities to ensure compliance with this policy.
 - 10.5 Training appropriate to the level of involvement in child protection will be arranged by Corporate Services Directorate. Prior to any activity involving children relevant staff will have received Child Protection Training.
 - 10.6 Corporate Services Directorate will ensure that Designated Child Protection Officers have the necessary skills, knowledge and experience to undertake the role.
 - 10.7 Designated Child Protection Officers will keep their own knowledge about child protection up-to-date in order to support staff.
 - 10.8 Corporate Services Directorate will provide the necessary support, control and guidance on child protection issues
 - 10.9 Corporate Services Directorate will have appropriate mechanisms in place to ensure staff safety

APPENDIX 1

CODE OF BEHAVIOUR ON CHILD PROTECTION FOR COUNCIL STAFF

- 1 We recognise that it is not practical to provide definitive instructions that would apply to every situation when staff members come into contact with children which would guarantee the protection of children and staff.
- 2 The following points cover the standards we expect from our staff, so that they can fulfil their roles in the Council. This Code of Behaviour should help to protect children, including children with special needs and members of staff.

3 STAFF AND VOLUNTEERS MUST **NEVER**:

- Engage in rough, inappropriate games including horseplay with children.
- Allow, or engage in, inappropriate touching of any kind.

If required to assist a child:

- it should always be in response to the child's needs
- it should always be appropriate to the child's age and stage of development
- it should always be with the child's permission.

- Physically restrain a child or young person, unless it is to:
prevent physical injury to the child, to other children, to visitors or staff, or to yourself
prevent damage to any property
prevent or stop the child or young person committing a criminal offence.

In all circumstances, physical restraint must be appropriate and reasonable. If not, your action can be defined as assault.

- Make sexually suggestive actions or comments to, or within earshot of, a child even if in fun.
 - Do things of a personal nature for children that they can do for themselves, or that their parent or the group leader can do for them.
 - Do anything which could be construed as bullying. The Council's anti-bullying and harassment policy provides clear anti-bullying guidelines for staff.
- 4 STAFF **MUST NOT**, EXCEPT IN EMERGENCIES:
 - Have children or young people on their own in a vehicle, unless parents have been notified and extreme caution is taken.
 - Take a child to the toilet unless another adult is present, or is told about it (this may include a parent or group leader)
 - Spend time alone with a child on his or her own – if you find yourself in this situation; make sure that you can be clearly seen by others.

5 IMPLICATIONS FOR STAFF

Staff members and volunteers who breach any of the above Codes of Behaviour may face disciplinary procedure. If an allegation is made against a member of our staff, we will investigate the matter in line with our procedure for dealing with allegations against staff. The investigating officer will take advice from Police or other relevant bodies concerned with Child Protection.

6 REPORTING PROCEDURES

If one of our staff members or volunteers is concerned about a child or the child's behaviour, it is essential to report that concern. In the first instance that concern should be reported to the immediate line manager who should then inform the Designated Child Protection Officer

APPENDIX 2

Child Protection Incident Reporting Form

All information will be treated in strict confidence

Name of Child:		Venue		Date	
Date of Birth		Age:		Time	
Address					
Postcode					
Telephone Number:		Name	of		
		Parent/Guardian			
Are you reporting your own concerns or passing on those of someone else? Give details:					
Brief description of what has prompted the concerns: include dates, times etc. of any specific incidents:					
Are there any physical signs? Behavioural signs? Indirect signs?					
Have you spoken to the child, young person, vulnerable adult? If so, what was said?					

Have you spoken to the parent(s) guardians? If so, what was said?

Empty text area for reporting on communication with parents/guardians.

Has anybody been alleged to be the abuser? If so, give details?

Empty text area for reporting on alleged abusers.

Have you consulted anybody? Give details:

Empty text area for reporting on consultations.

Your name:		Position	
To whom reported:		Date of reporting:	
Signature		Date	

This form should now be given to a Designated Child Protection Officer by hand in a sealed envelope marked confidential.

APPENDIX 3 PHOTOGRAPHY CONSENT FORM

(for the taking of Photographs, Film or Video Recordings of Children, Young People or Vulnerable Adults in Council run events or premises)

Reference No: _____ Premises: _____

PERMISSION TO TAKE PHOTOGRAPHS OR RECORD IMAGES

There is evidence that some people have used children and young people's activities and events, as an opportunity to take inappropriate photographs or video footage. In order to protect children from such abuses the Council's policy is that:

"Photography and the recording of images of any kind are allowed only with the permission of the management of the premises".

The procedure for obtaining permission is to complete the form below and forward to the Duty Manager prior to taking photographs or recording any images.

Details of Person Requesting Permission

Name _____

Address _____

Telephone No _____

Name of the Subject _____

Relationship of Photographer and Subject _____

Reason for Photography _____

How do you intend to use the images? _____

Declaration

I _____ hereby declare that the information provided is valid and that the images will only be used for the reasons given.

I also understand and agree that if anyone has any complaints or expresses concern about my use of photographic or recording equipment I will respect the rights of other people and stop when requested.

I also agree that I will not take any photographs or record any images in swimming pools, health suites, toilets, changing areas or any other area designated by management.

Signed _____ Date _____

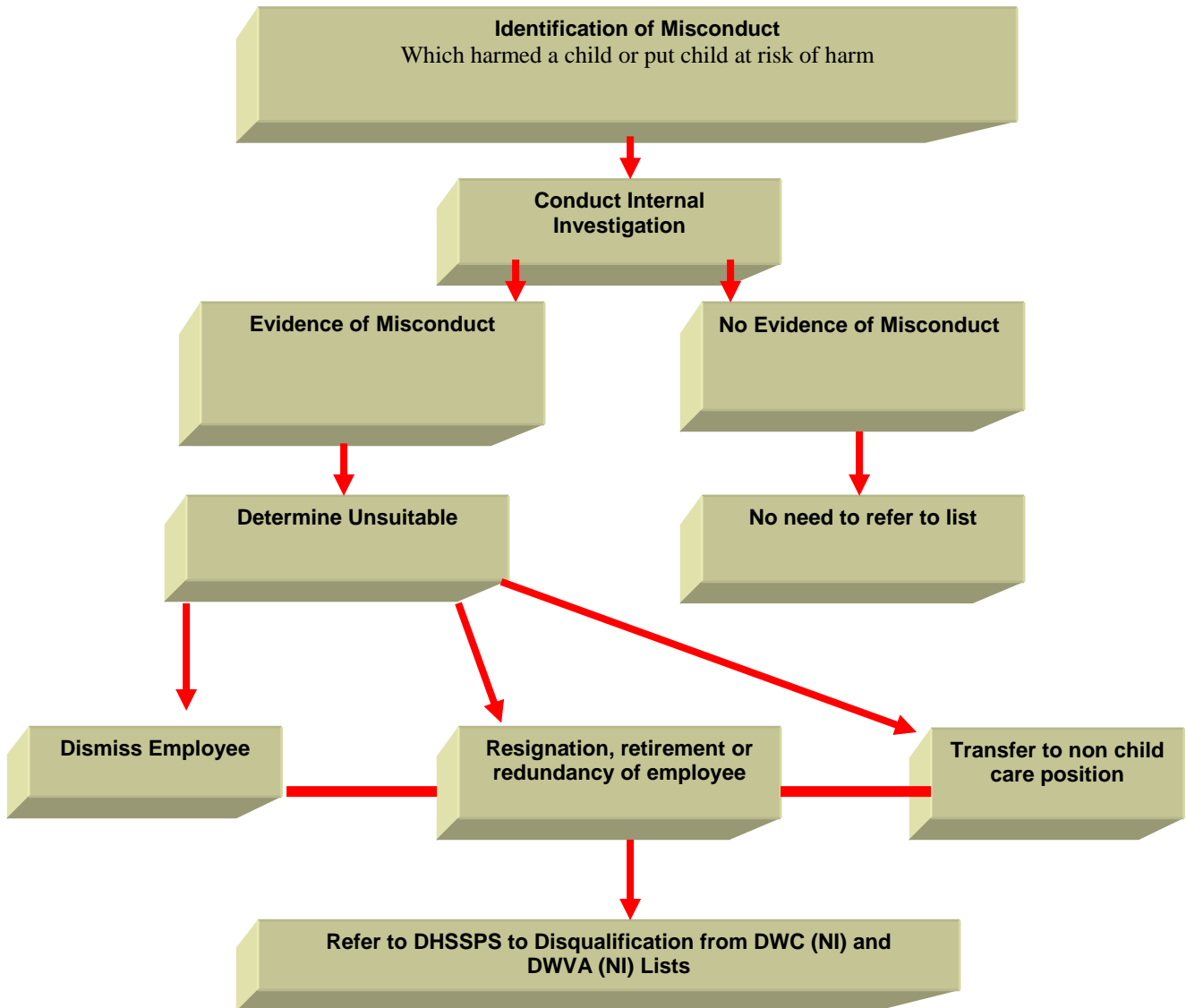
APPENDIX 4**USEFUL CONTACTS**

Social Services	Cookstown Child Care Team Unit T2 Derryloran Industrial estate Sandholes Road Cookstown BT80 9LU	Tel: 028 8675 8877
PSNI CARE Units	Mahon Road C.A.R.E Unit 50 Mahon Road Portadown BT62 3SF	Tel: 028 3831 5274
NSPCC Child Protection	NSPCC Divisional Office Jennymount Business Park North Derby Street Belfast BT15 3HN	Tel: 028 9035 1135 Helpline: 0800 800500
Childline (N.I.)	P.O.Box 111, Belfast BT1 7DZ	Tel: 028 9032 7773 Freephone: 0800 1111
Northern Area Child Protection Committee	ACPC Office Holywell Hospital Site 60 Steeple Road Antrim BT41 2RJ	Tel: 028 9441 3159
Education	SELB 3 Charlemont Olace The Mall Armagh BT61 6AX	Tel: 028 3751 2200
DHSS Pre- employment Consultancy Services(PECS)	Dundonald House, Upper N'ArdsRoad, Belfast. BT4 3SF	Tel: 028 9052 2644
Child Protection in Sport Unit	3, Gilmour Close Beaumont Leys Leicester L4 1EZ	Tel: 0116 2347273
Probation Board for Northern Ireland	Headquarters 80-90 North Street Belfast BT1 1LD	Tel:028 9026 2400

Appendix 5

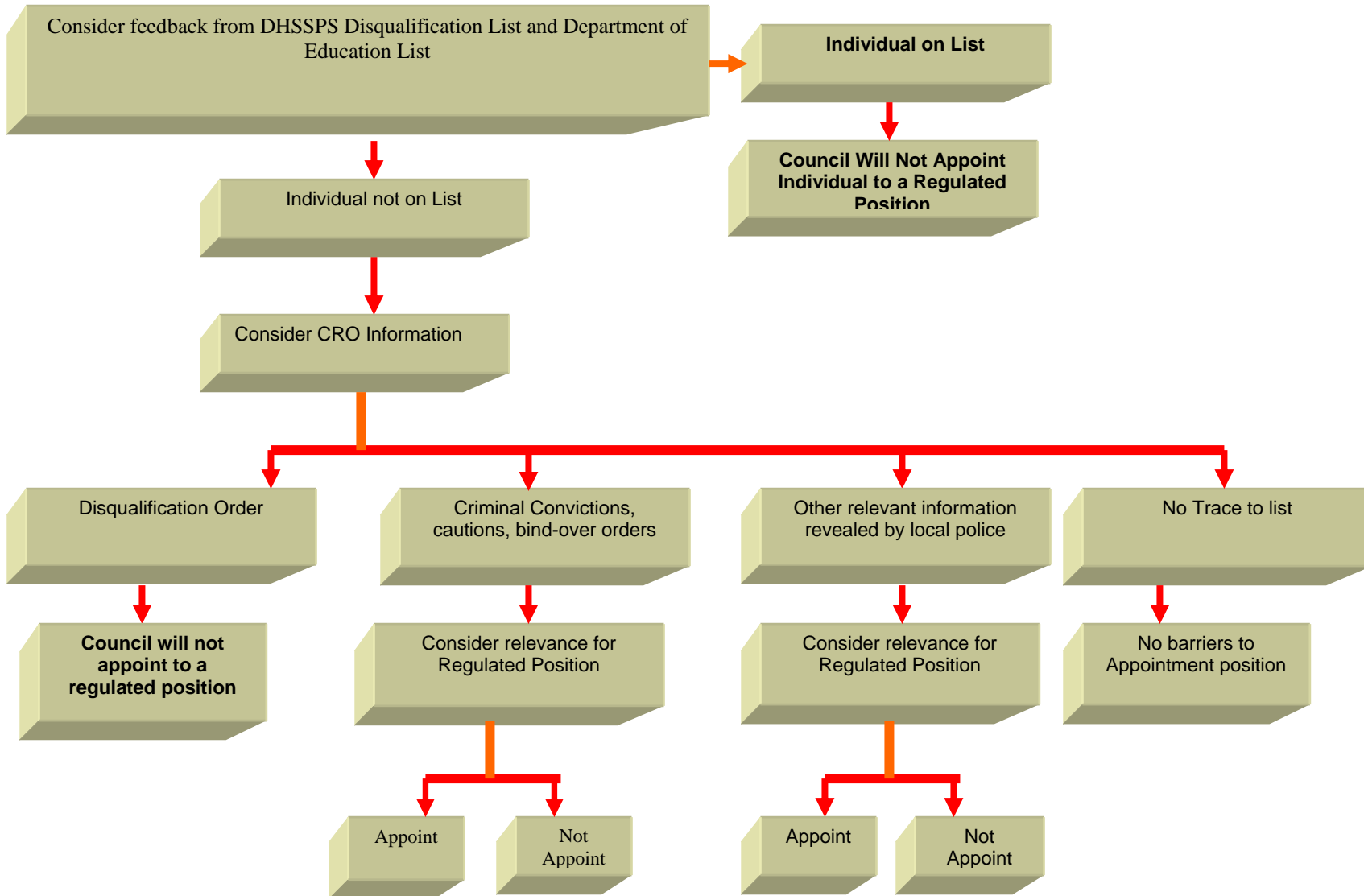
Procedure for Referrals to DHSS Disqualification List

In the event that the Council has identified misconduct and suspended the individual or provisionally transferred them to a non child care position, but has not yet decided whether to dismiss them or to confirm the transfer to a non-child care position. In such circumstances the Council will provisionally advise the DHSSPS.



Appendix 6

How Council Will Process Information Provided by POC (NI) and POVA (NI)



Appendix 7

Facilities Managers Child Protection Self-Assessment Questionnaire

To be completed by the facility/service manager

Service Area / Facility _____

Manager _____ Date Prepared _____

How many staff are currently employed in your facility/service area? (Include all part-time and casual staff)	
How many staff have received Level 1 general awareness training in child protection issues?	
How many staff have received Level 2 intermediate child protection training?	
How many staff have received Level 3 comprehensive child protection training?	
Did all new staff who have 'substantial' contact with children received Level 2 Training prior to commencing work? If not, please advise the reason for this.	
At induction training did all new staff receive information on the Council's Child Protection Policy?	
What procedures/checks does your service area/facility have in place to ensure?	

Adequate arrangements are in place for the supervision of children, young people and vulnerable adults	
Adult/Child ratios are adhered to	
Information is conveyed to children/young people about how and with whom they can share their concerns and anxieties	

Please return to:

Mr Ivor Paisley, Corporate Services Director

Note:

Child Protection information is published and available for parents, carers, guardians, children, young people and vulnerable adults about your service activities and who to contact in the event of concerns.