

Name of Organisation

Safeguarding Children, Young People and/or Vulnerable Adults

Code of Practice

This Safeguarding Code of Practice is based on guidelines and legislation outlined in the following documents:

- The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007
- Children (NI) Order 1995
- The Public Interest Disclosure (NI) Order 1998
- The Sexual Offences (NI) Order 2008
- Co operating to Safeguard Children DHSSPS 2003
- DHSS - Childcare - 'Our Duty to Care'
- The Public Interest Disclosure Act 1998
- Child Care Act 1991(ROI)
- Children First: National Guidelines for the Protection and Welfare of Children, Department of Health and Children 2011 (ROI)
- Criminal Justice (withholding of information on offences against children and vulnerable adults) Act 2012
- National Vetting Bureau Act 2012
- Mental Health Act 2001
- Our Duty to Care, Department of Health and Children 2002 (ROI)
- National Vetting Bureau Act 2012 (ROI)

The following is a safeguarding code of practice for staff/volunteers, children, young people and/or vulnerable adults. They and their parents/carers should abide by the code of practice and ensure it is implemented to ensure the welfare and safety of children, young people and/or vulnerable adults

Date Agreed by **Name of organisation:**

Date for Review:

A NOTE ON THE TERMS *SAFEGUARDING* AND *CHILD PROTECTION* IN ENGLISH AND IN IRISH

The word safeguarding has been used with increasing frequency over the last few years in English, in a wide range of settings and situations, going well beyond the world of child protection and safeguarding vulnerable adults. It may be defined as doing everything possible to minimise the risk of harm to children/young people and vulnerable adults.

Safeguarding is about being proactive and putting measures in place in advance of any contact with children, young people and/or vulnerable adults to ensure that children, young people and/or vulnerable adults are going to be kept safe. This could include:

- ensuring staff/volunteers are properly checked and vetted when they are recruited;
- guidelines for those who come into contact with children, young people and/or vulnerable adults as part of their job/role to ensure they know what they need to do to keep children, young people and/or vulnerable adults safe;
- guidelines for planning an event or activity with children, young people and/or vulnerable adults and putting measures in place to minimise the risk of safeguarding issues occurring.

It is taken here that the English term “safeguarding” equals “cumhdach” in Irish.

Glossary of terms

Age of consent

In Northern Ireland, The Sexual Offences (NI) Order became operational in February 2009 and provides a clear framework to protect all individuals from sexual crime and sets the legal age of consent to engage in sexual activity at 16 years old.

In the Republic of Ireland under the Criminal Law (Sexual Offences) Act 2006 the age of consent is 17 years old. The purpose of the Act was to strengthen and update the law on sexual offences. Any person who engages in a sexual act with a child who is under the age of 17 is guilty of an offence and is liable to conviction or indictment.

Child/young person

In NI, a “child means a person under the age of 18” The Children (NI) Order 1995; Safeguarding Vulnerable Groups (NI) Order 2007 (as amended by the Protection of Freedoms Act 2012).

In ROI, a “child means a person under the age of 18 years other than a person who is or has been married”. (Section 2 Child Care Act 1991; Children First Bill 2014; Children First: National Guidance for the Protection and Welfare of Children 2011).

Parent/carers

For the purposes of this document this term is used to include parents, legal guardians and/or carers.

Poor Practice

Behaviour that can place a child, young person and/ or vulnerable adult at risk of harm or abuse, or leave staff/volunteers vulnerable to allegations of inappropriate behaviour.

Examples include:

- unnecessary lone working and/or in private or unobserved situations;
- encouraging a child, young people and/or vulnerable adult to keep secrets;
- not treating children, young people and/or vulnerable adults with respect and dignity;
- failure to follow agreed guidelines e.g. if physical contact or support is needed;
- not seeking additional information, opinions and/or consent of a child, young person and/or vulnerable adult and parent/carers as relevant;
- not having the required skills, qualifications and insurance for an activity;
- failing to involve or banning parents/carers.

Staff/volunteers

This term is used in the document to include not only staff who represent the organisation but also volunteers, students or board members.

Statutory Authorities

These are authorities who promote the protection and welfare of children, young people and/or vulnerable adults and who have the responsibility for the investigation and/or validation of suspected abuse. There are 2 statutory authorities in both NI and ROI with responsibility for the protection of children, young people and vulnerable adults.

In NI it is the PSNI and the Health and Social Care Trust; in ROI it is Tusla and An Garda Síochána. The Children and Family Services functions of the HSE are now part of the Child and Family Agency, Tusla. Tusla was established by law on the 1st January 2014.

Vulnerable Adult (NI):

‘A vulnerable adult is any person aged 18 years or over who is, or may be, unable to take care of him or herself or who is unable to protect him or herself against significant harm or exploitation. This may be because he or she has a mental health problem, a disability, a sensory impairment, is old and frail, or has some form of illness. Because of his or her vulnerability, the individual may be in receipt of a care service in his or her own home, in the community or be resident in a residential care home, nursing home or other institutional setting.’ (*Adult Abuse – Guidance for Staff*, published by the Northern Ireland Office and Department of Health, Social Services and Public Safety in 2009 www.nidirect.gov.uk). This is a working definition which reflects that contained in page 10 of the *Safeguarding Vulnerable Adults Regional Adult Protection & Policy Procedural Guidance* and is reflected in *Safeguarding Vulnerable Adults - A Shared Responsibility*). Please note that we are currently in a period of transition and this definition is under review therefore terminology will change.

Vulnerable Adult (ROI):

‘A vulnerable person means a person, other than a child, who:

- a) is suffering from a disorder of the mind, whether as a result of mental illness or dementia,
- b) has an intellectual disability,
- c) is suffering from a physical impairment, whether as a result of injury, illness or age, or
- d) has a physical disability, which is of such a nature or degree -
 - i) as to restrict the capacity of the person to guard himself or herself against harm by another person, or
 - ii) that results in the person requiring assistance with the activities of daily living including dressing, eating, walking, washing and bathing.’

National Vetting Bureau (Children and Vulnerable Persons) Act 2012.

Also defined in the *Criminal Justice (Withholding of Information on Offences Against Children and Vulnerable Persons) Act 2012* as:

'a vulnerable person (includes a child over 17 years of age) means a person who:

- is suffering from a disorder of the mind, whether as a result of mental illness or dementia;
- has an intellectual disability;
- is suffering from an enduring physical impairment or injury.'

In some instances, there are minor differences in wording and when considering 'vulnerable adult', it is also important to consider the factors that can increase a person's vulnerability (e.g. social and emotional isolation, substance misuse, violence, exploitation, changes in family/financial circumstances etc.)

Contents

Section	Title	Page
1	Code of practice statement	8
2	Equality statement	9
3	Confidentiality statement	10
4	Knowledge of abuse	11
5	Definitions of abuse	12
6	Responding to disclosures of abuse	15
7	Guidelines for reporting allegations/incidents	16
8	The Designated Officer	17
9	Safe recruitment procedures for staff/volunteers	18
10	Training for staff/volunteers	19
11	Codes of conduct	20
12	Health and safety guidelines	21
13	Support and supervision	22
14	Implementation and availability of information	23
15	Useful contacts	24

Appendices

Appendix	Title	Page
1	Internal concerns flowchart	25
2	External concerns flowchart	27
3	Code of conduct for staff	28
4	Code of conduct for children, young people and/or vulnerable adults	31
5	Code of conduct for parents/carers	34
6	Report form for suspected safeguarding concerns	36
7	Guidelines for the use of photographs and images of children, young people and/or vulnerable adults	39
8	Anti-bullying guidelines relevant to children, young people and/or vulnerable adults	41
9	Guidelines on transporting children, young people and/or vulnerable adults in your car	44
10	Guidelines on taking children, young people and/or vulnerable adults on away trips	46
11	Guidelines for safeguarding children, young people and/or vulnerable adults on social network sites and social media	47
12	Guidance on the use of social media for those working with children, young people and/or vulnerable adults	51
13	Guidelines on text and email messaging	54
14	Sample parental/carers consent form	56
15	Sample accident reporting form	58

1 Code of Practice Statement

This code of practice is applicable to all staff/volunteers, as defined in the glossary, who may have direct or indirect contact with children, young people and/or vulnerable adults.

Name of Organisation is committed to good practice that protects children, young people and/or vulnerable adults from harm. Staff/volunteers accept and recognise their responsibility to provide an environment which promotes the safety of children, young people and/or vulnerable adults at all times.

To achieve this we will:

- develop an awareness of the issues which may lead to children, young people and/or vulnerable adults being harmed;
- create an open environment by identifying a 'Designated Officer' to whom children, young people and/or vulnerable adults can turn to if they need to talk;
- adopt safeguarding guidelines through codes of conduct for staff/volunteers in the organisation;
- ensure careful recruitment, selection, and management procedures. These procedures will include regular support and supervision is provided to staff/volunteers;
- ensure complaints, grievance, and disciplinary procedures are included in our constitution;
- share information about concerns with children, young people and/or vulnerable adults, parents/carers and others who need to know;
- ensure good and safe practices;
- be involved in safeguarding training made available through the various agencies and strengthen links with these agencies;
- keep safeguarding policies under regular review;
- have procedures relating specifically to bullying, away trips, transport, and use of photography

Children, young people and/or vulnerable adults have the right to be safe. All staff/volunteers should ensure that this fundamental principle takes precedence over all other considerations.

This code of practice applies to all those involved in **Name of Organisation**, staff, volunteers, children, young people and/or vulnerable adults, and parents/carers.

2 Equality Statement

Name of Organisation is committed to ensuring that equality is incorporated across all aspects of its development:

- **Name of Organisation** respects the rights, dignity and worth of every person and will treat everyone equally within the context of the organisation, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status;
- **Name of Organisation** is committed to everyone having the right to enjoy their activity in an environment free from the threat of intimidation, harassment and/or abuse;
- All organisation members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity;
- **Name of Organisation** will deal with any incidence of discriminatory behaviour seriously, according to disciplinary procedures.

Staff/volunteers will seek guidance on working with children, young people and/or vulnerable adults with a disability from: external agencies; parents/carers; and the children, young people and/or vulnerable adults themselves to address the vulnerability of children, young people and/or vulnerable adults with disability,

3 Confidentiality Statement

Staff/volunteers within **Name of Organisation** will never promise to keep secrets. Full procedures for reporting disclosures will be followed however information of a confidential nature will only be communicated on a "need to know" basis, with the welfare of children, young people and/or vulnerable adults being paramount.

Considerations of confidentiality will not be allowed to override the rights of children, young people and/ or vulnerable adults to be protected from harm.

A full safeguarding code of practice statement is displayed and available within the organisation's premises for all interested parties to read.

4 Knowledge of Abuse

Background knowledge in relation to abuse, the general principles of safeguarding and the ability to recognise and respond to abuse are important issues. Of primary concern for **Name of Organisation** is the issue of safeguarding our children, young people and/or vulnerable adults within the operation of the organisation.

However, being cognisant of the indicators of abuse of children, young people and/or vulnerable adults by others outside the organisation is of an equal importance for the safety and well being of children, young people and/or vulnerable adults.

Staff / volunteers must be aware of their role and responsibility for undertaking best safeguarding practice at all times undertaking to complete appropriate training to raise awareness of abuse issues and to familiarise themselves with their safeguarding policy, procedures and guidelines.

5 Definitions of Abuse

Abuse of children, young people and/or vulnerable adults may be categorised as physical, emotional, sexual and/or neglect. The additional categories of financial, institutional and/or discriminatory relate to vulnerable adults. Abuse can occur as a single, one-off act or it may occur on multiple occasions, over a period of time. *Co-operating to Safeguard Children* (NI) and *Children First National Guidelines for the Protection and Welfare of Children* (ROI) outline four categories of abuse in relation to children.

	NI	ROI
Physical abuse	...the deliberate physical injury to a child or the wilful or neglectful failure to prevent physical injury or suffering.	...any form of non-accidental injury or injury which results from wilful or neglectful failure to protect a child.
<i>E.g. hitting; shaking; burning; poisoning; suffocating; confinement to a room or cot; incorrectly giving drugs to control behaviour; Munchausen's Syndrome by Proxy.</i>		
Emotional abuse	...the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.	...normally to be found in the relationship between a care-giver and a child rather than in a specific event or pattern of events. It occurs when a child's need for affection, approval, consistency and security are not met.
<i>E.g. Exploiting or corrupting a child; causing a child to frequently feel frightened or in danger; conveying to a child that they are worthless, unloved, inadequate, or valued only in so far as they meet the needs of another person; persistent criticism, sarcasm, hostility or blaming; conditional parenting in which the level of care shown to a child is made contingent on his or her behaviours or actions and emotional unavailability by the parent/guardian; unresponsiveness; inconsistent, inappropriate or unrealistic expectations of a child (including their capacity to understand something or behave in a certain way); under/over protection.</i>		

	NI	ROI
Sexual abuse	...involves forcing or enticing a child to take part in sexual activities, whether or not the child/young person is aware of what is happening.	...occurs when a child is used by another person for his or her gratification or sexual arousal or for that of others.
<i>E.g. physical contact activities, including assault and breach of a relationship of trust between an adult and a child. Non-contact activities, such as involving children in looking at, or the production of, pornographic material or encouraging children to behave in sexually inappropriate ways. Inappropriate and sexually explicit conversations or remarks and behaviours, gestures or expressions that may be interpreted as being seductive or sexually demeaning.</i>		

Neglect	...the persistent failure to meet a child's physical and/or psychological needs, likely to result in significant harm*.	...an omission, where the child suffers significant harm* or impairment of development.
<p>*Harm is the ill-treatment or impairment of a child's health or development. Significant harm is determined by a child's health and development compared to that which could reasonably be expected of a child of similar age. It occurs when the child's needs are neglected to the extent that their well-being and/or development are severely affected. <i>E.g. failure to provide adequate foods, clothing, warmth, hygiene, shelter and protection from physical harm or danger; failing to ensure adequate medical care in case of injury; lack of stimulation and supervision. Neglect generally becomes apparent over a period of time e.g. a child who suffers a series of minor injuries may not be having adequate supervision or safety; a child whose ongoing failure to gain weight/height is significantly below average may be being deprived of adequate nutrition; a child who consistently misses school may be being deprived of intellectual stimulation.</i></p>		

The categories of abuse in relation to vulnerable adults include those above, with additional categories solely in respect of vulnerable adults. *Safeguarding Vulnerable Adults A Shared Responsibility (NI). National Council on Ageing and Older People (Ref HSE) (RoI).*

	NI	ROI
Physical abuse	...involves hitting, slapping, pushing, burning, giving a person medicine that may harm them, restraining or disciplining a person in an inappropriate way.	...any form of non-accidental injury or physical force that results in a bodily injury.
<i>E.g. fractures, bruising, burns, pain, marks, not wanting to be touched.</i>		
Psychological abuse	...involves emotional abuse, verbal abuse, humiliation, bullying and the use of threats.	...may include the persistent use of threats, humiliation, bullying, intimidation, isolation, swearing and other verbal conduct that results in mental or physical distress.
<i>E.g. being withdrawn, too eager to do everything they are asked, showing compulsive behaviour, not being able to do things they used to, not being able to concentrate or focus.</i>		
Financial abuse	...involves the use of a vulnerable adult's property, assets or income without their consent or making financial transactions they do not understand to the advantage of another person.	...financial or material abuse has been defined as the unauthorised and improper use of funds, property or any resources. This may include theft, coercion, fraud, misuse of power of attorney, and also not contributing to household costs where this was previously agreed.
<i>E.g. misusing or stealing money, possessions or benefits. Controlling or withholding access to money or possessions and putting pressure on an individual about their will/inheritance.</i>		

Sexual abuse	...is direct or indirect sexual activity where the vulnerable adult cannot or does not consent to it.	...refers to any sexual acts to which a vulnerable adult has not, or could not consent.
<i>E.g. physical symptoms including genital itching or soreness or having a sexually transmitted disease, using bad language, not wanting to be touched, behaving in a sexually inappropriate way, changes in appearance.</i>		
Neglect	...withdrawing or not giving the help that a vulnerable adult needs, so causing them to suffer.	...refers to the repeated deprivation of assistance needed by a vulnerable person for important activities of daily living.
<i>E.g. is having pain or discomfort, being very hungry, thirsty or untidy, failing health, changes in behaviour.</i>		
Discriminatory	...is behaviour that makes a distinction between one person and another a basis for prejudice or unfair treatment.	...may include racism, ageism, discrimination based on disability, other forms of harassment, slur or similar treatment.
<i>E.g. discrimination because of a person's ethnic origin, religion, language or age.</i>		
Institutional	..is the failure of an organisation to provide an appropriate and professional service to vulnerable adults	...may occur within residential care and acute settings including nursing homes, acute hospitals and any other in-patient settings, and may involve poor standards of care, rigid routines and inadequate responses to complex needs.
<i>E.g. it includes a failure to ensure the necessary safeguards are in place to protect vulnerable adults and maintain good standards of care.</i>		

6 Responding to Disclosure of Abuse

Always	Never
<ul style="list-style-type: none">• Stay calm• Reassure child, young person and/or vulnerable adult that they:<ul style="list-style-type: none">- were right to tell;- are not to blame;- are being taken seriously• Listen & hear, give the person time to say what they want• Explain that you must pass the information on to the Designated Officer• Record and report to Designated Officer	<ul style="list-style-type: none">• Ask leading questions• Promise to keep secrets• Rush into actions that may be inappropriate• Make/pass a judgment on alleged abuser• Attempt to investigate yourself

7 Guidelines for Reporting Allegations/Incidents

- Record all incidents reported or observed on an Incident Form/Book.
- Inform Designated Officer as soon as possible.
- If the allegation/concern raised relates to the Designated Officer, refer directly to the Deputy Designated Officer.
- One copy to Designated Officer/Deputy Designated Officer within 24 hours.
- Ensure confidentiality - only "need to know basis." The Designated Officer will inform parents/carers, unless to do so may put the child, young person and/or vulnerable adult at further risk.
- The Designated Officer will be responsible for storing any report in a safe and secure environment.

8 The Designated Officer

The Designated Officer for safeguarding is responsible for acting as a source of advice on safeguarding matters, for co-ordinating action within the organisation and for liaising with statutory authorities about suspected or actual cases of abuse.

The Designated Officer should ensure that he/she is knowledgeable about safeguarding issues and undertakes any training considered necessary, to remain updated on new developments.

The Designated Officer within **Name of Organisation** is:

NAME	Telephone/Mobile:
-------------	--------------------------

The Deputy Designated Officer within **Name of Organisation** is:

NAME	Telephone/Mobile
-------------	-------------------------

The Designated Officers shall be made known to staff, children, young people and/or vulnerable adults and parents/carers as the person to whom concerns will be addressed. If the concern is about the Designated Officer please report to the Deputy Designated Officer.

The names and contact numbers of the Designated Officers should be displayed in the organisation in a prominent place. This could be in an alternative format that all children, young people and/or vulnerable adults, staff and volunteers can understand, i.e. photographs.

9 Safe Recruitment Procedures for Staff/Volunteers

The majority of people who want to work or volunteer with children, young people and/or vulnerable adults within **Name of Organisation** are well motivated and without them we could not operate.

Unfortunately some individuals will try to use organisations such as ours to gain access to children, young people and/or vulnerable adults for inappropriate motives. Therefore it is essential that we have effective recruitment and selection procedures to help screen out and discourage those who are not suitable from representing our organisation.

- Staff/volunteers should be carefully selected, trained and supervised. The management committee of the organisation must vouch for new staff/volunteers potential involvement and their participation must be ratified by the unanimous approval of the committee.
- All staff/volunteers working with children, young people and/ or vulnerable adults must complete the organisation's own application form, which includes a self-declaration section.
- Individuals in appropriate posts must complete and sign the AccessNI Disclosure/ Garda Vetting form which gives permission to enable **Name of Organisation** to administer an AccessNI/Garda Vetting check (proof of identity MUST be provided).
- Declaration of past convictions or cases pending and agreement to have an AccessNI/Garda Vetting check completed, is a pre-requisite to approval to work with children, young people and/or vulnerable adults.
- ALL staff/volunteers must agree to abide by the organisation's safeguarding code of practice and all are required to sign the code of conduct (Appendix 3).
- Any concerns or objections with regard to suitability of staff/volunteers should be submitted to the Designated Officer. These matters will be raised with the management committee with appropriate action taken, including a formal response in writing to the concerned party if required. This organisation will not deal with concerns about staff/volunteers in isolation.

10 Training for Staff/Volunteers

This organisation will ensure:

- education and training in the basics of safeguarding will apply to all staff/volunteers working with the children, young people and/or vulnerable adults. **Name of Organisation** is committed to continuous updating and review of our current safeguarding code of practice. Safeguarding training should include:

- basic awareness of safeguarding issues
- the organisation's safeguarding code of practice.

Training will be carefully selected to ensure it is sufficient. A minimum of 3 hours is required for basic awareness raising and we will seek that training from a specific training provider with experience and knowledge of good practice;

- all new staff/volunteers have attended safeguarding awareness training within six months of taking up their post;
- all staff/volunteers should receive induction and training appropriate to their role. Training should be updated and reviewed regularly for new staff/volunteers and in line with changing legislation.

11 Codes of Conduct

Code of conducts let staff, children, young people and/or vulnerable adults, and their parents/carers in our organisation know what behaviour is expected and what is unacceptable. It will also let all involved know what sanctions will be applied for non-compliance with the code.

A written code of conduct will be prominently displayed or communicated to everyone associated with our organisation. It will be applied consistently. This organisation has a code of conduct for staff/volunteers (Appendix 3), children, young people and/or vulnerable adults (Appendix 4) and parents/carers (Appendix 5).

12 Health and Safety Guidelines

Name of Organisation is committed to ensure the safety of all children, young people and/or vulnerable adults by completing a risk assessment for activities and endeavouring to provide first-aid treatment for injury, accidents, and cases of ill-health during its activities.

In the event of an accident involving children and/or vulnerable adults, the following procedure will be carried out:

- contact emergency services/ General Practitioner (GP) if required;
- record in detail all facts surrounding the accident, witnesses, etc;
- fill in 2 copies of the Accident Form (Appendix 15) for **ALL** accidents;
- make contact with parents/carers;
- one copy of form to incident book/folder;
- forward 1 copy to Designated Officer for record keeping/ action required;
- sign off on any action required from senior management officer.

Staff and volunteers should at all times adhere to an appropriate level of supervision and ratios. Good practice would generally suggest:

- from 3 -7 years: 1 Leader to 8 children/young people;
- 8 years +: 2 Leaders for up to 20 children/young people.

The number of Leaders/Supervisors needed will depend on the activity, location, the size of the group and the needs within the group.

13 Support and Supervision

Name of Organisation recognises that it is good practice to set up a system of support and supervision of staff/volunteers. This will enable staff/volunteers to become more effective by identifying training needs and dealing quickly with difficulties. Staff/volunteers will be offered regular opportunities to review their experiences at the organisation and to identify any training or further support they require.

14 Implementation and Availability of Information

It is important that there is a free flow of information between staff/volunteers, children, young people and/or vulnerable adults, and parents/carers in terms of promotion of the organisation and what we aim to achieve in relation to children, young people and/or vulnerable adults. This organisation will insist that a parent/carer consent form is completed for each child, young person and/or vulnerable adult (See Appendix 14).

Parents/carers should know what we do and how we do it, and a member of staff or volunteer will always be on hand during activities for consultation or advice.

When appropriate, letters (or telephone contact) will be issued in relation to further information or specifics in respect of an event, etc.

A regular review of the organisational policies will take place through meetings with staff/volunteers and feedback from children, young people and/or vulnerable adults and parents/carers.

15 Useful Contacts

Northern Ireland

Health and Social Care (HSC) Trusts - Gateway Teams

www.hscni.net

Belfast HSC Trust	028 9050 7000*
Northern HSC Trust	0300 123 4333*
Southern HSC Trust	0800 783 7745*
South Eastern HSC Trust	0300 100 0300*
Western HSC Trust	028 7131 4090 *
Out of hours emergency service	There is a single, regional number for out of hours referrals: 028 9504 9999

HSC Trusts – Adult Safeguarding Service

Belfast	(028) 9504 1744	(028) 9504 9999
Northern	(028) 9441 3125	(028) 9504 9999
South Eastern	(028) 9250 1277	(028) 9504 9999
Southern	(028) 37412015	(028) 9504 9999
Western	(028) 71611366	(028) 9504 9999

PSNI

Emergency	999
Non Emergency	101
General Enquiries	101

PSNI Public Protection Unit

Organisations adopting this Code of Practice should add the number of their local PSNI station.

Childline (NI)

Freephone 0800 1111

NSPCC Helpline (NI)

0808 800 5000

Republic of Ireland

Tusla – Child and Family Agency	Website: www.tusla.ie Phone: 01 7718500 Email: info@tusla.ie
--	---

The Children & Family Services functions of the HSE are now part of the Child and Family Agency, Tusla. Tusla was established by law on 1 January 2014.

In an emergency, please contact An Garda Síochána as Tulsa operates during normal office hours only:

An Garda Síochána	999 / 112
--------------------------	-----------

You should use this service if a crime or incident is happening now or if anyone is in immediate danger.

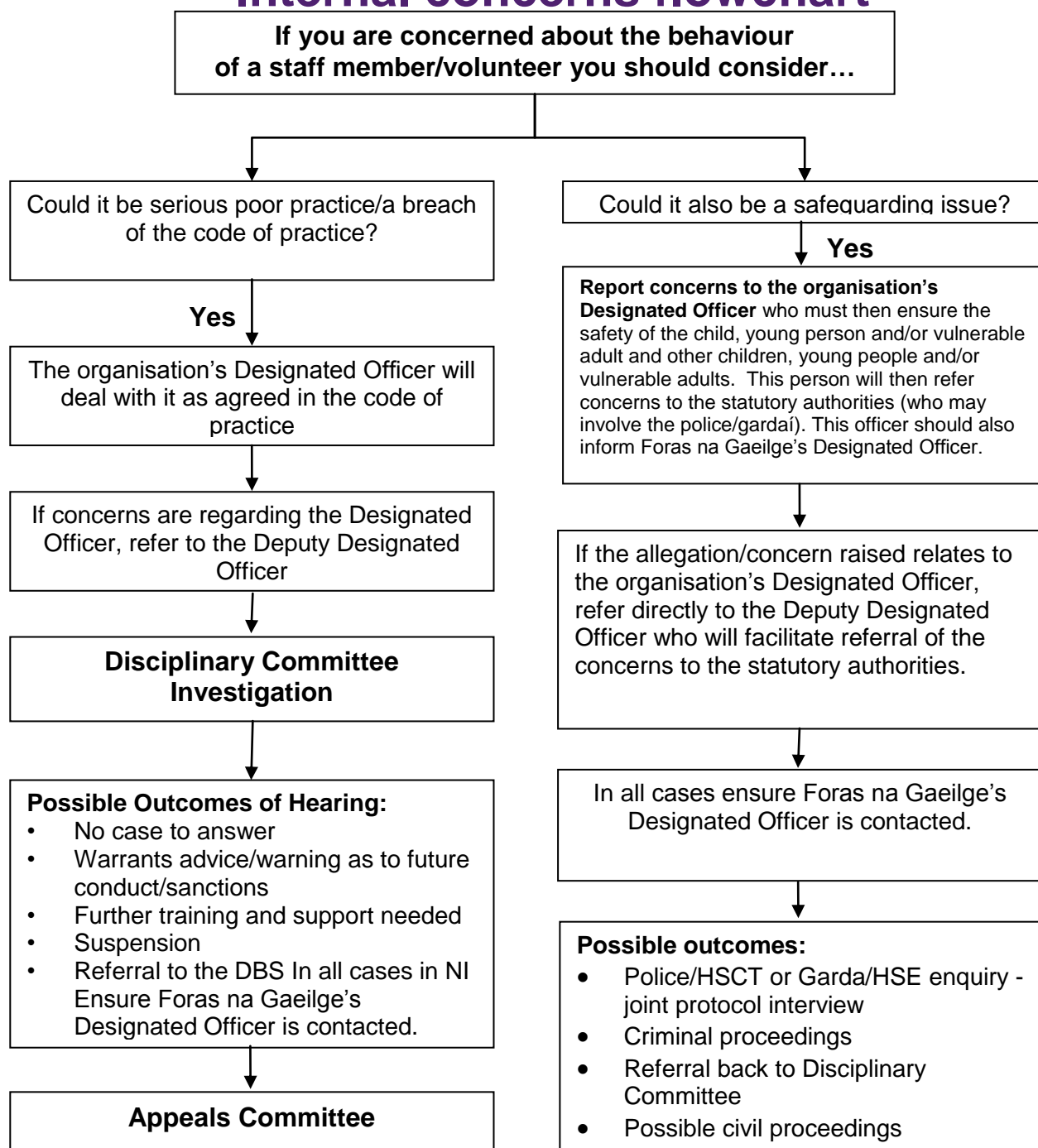
An Garda Síochána	Organisations adopting this Code of Practice should add the number of their local An Garda Síochána station.
--------------------------	--

Childline (ROI)	Freephone 1800 66 66 66
------------------------	-------------------------

ISPCC Helpline (ROI)	01 6767 960
-----------------------------	-------------

APPENDIX 1

Internal concerns flowchart



In either instance, the Designated/Deputy Designated Officer should be informed.

If you do not know who to turn to for advice, or are worried about sharing your concerns with the Designated/Deputy Designated Officer, you should contact the statutory authorities direct (or the NSPCC on 0808 800 5000 or the ISPCC on 01 6767 960). (At any stage during the process).

In the left hand column the issue can be referred externally either formally or informally for advice. Following the external (right column) outcome the matter may be referred back to the organisation's Disciplinary Committee.

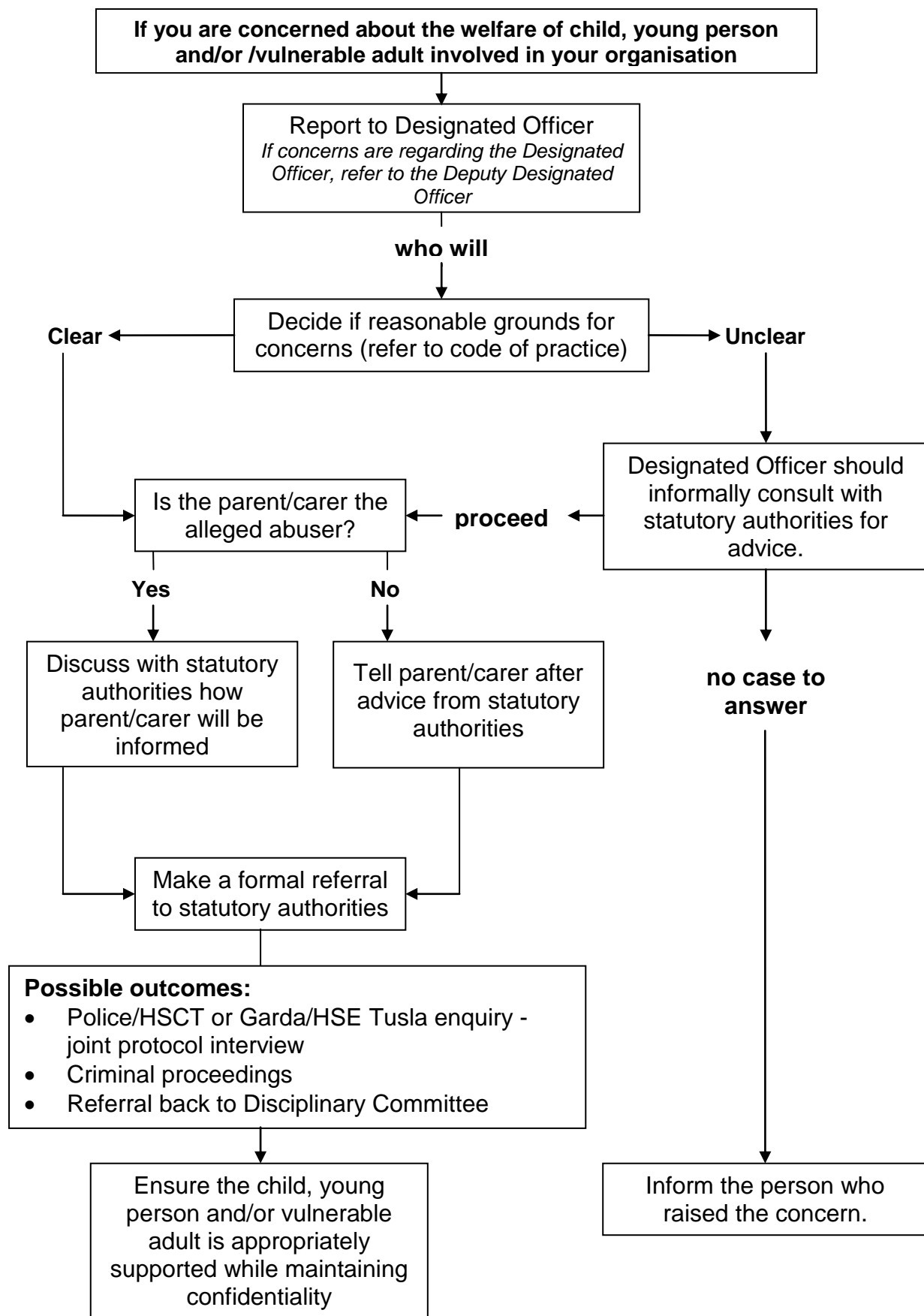
Dealing with concerns about a colleague

The vast majority of people who work with children, young people and/or vulnerable adults are well motivated and would never harm a child, young person and/or vulnerable adult. Unfortunately a few do and it is essential that **Name of Organisation** creates a culture that makes staff/volunteers willing and comfortable to voice their concerns, particularly those concerns about someone with whom they work or whom they know. Again, the safeguarding code of practice should be followed.

During an investigation, support should be given both to the individual who voices concerns and to the suspected abuser. Once the investigation is completed, the organisation must decide what action, if any, is necessary to prevent a similar situation arising again.

APPENDIX 2

External concerns flowchart



Code of conduct for staff

Staff/volunteers involved with children, young people and/or vulnerable adults have a great opportunity to be a positive role model and help build an individual's confidence. The following is a code of conduct for staff of **Name of Organisation**.

Staff/volunteers are expected to:

- ensure the safety of all children, young people and/or vulnerable adults by careful supervision, proper pre-planning of activities, using safe methods at all times;
- encourage and guide children, young people and/or vulnerable adults to accept responsibility for their own behaviour;
- treat all children, young people and/or vulnerable adults equally and ensure they feel valued and have no favourites;
- encourage all children, young people and/or vulnerable adults not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability;
- not allow any rough or dangerous play, bullying, and discourage the use of bad language or inappropriate behaviour;
- appreciate the efforts of all children, young people and/or vulnerable adults;
- be positive, approachable, and offer praise to promote the objectives of the organisation at all times;
- not let any allegations of abuse of any kind to go unchallenged or unrecorded if appropriate. Incidents and accidents to be recorded in the organisation's incident/accident book. Parents/carers will be informed;
- report accidents or incidents of alleged abuse or poor practice to the Designated Officer;
- administer minor first-aid in the presence of others and where required refer more serious incidents to the organisation's "first-aider";
- have access to telephone for immediate contact to emergency services if required;
- not abuse children, young people and/or vulnerable adults physically, emotionally or sexually;
- maintain confidentiality about sensitive information;
- respect and listen to the opinions of children, young people and/or vulnerable adults;
- take time to explain any instructions about activities to ensure they are clearly understood;
- develop an appropriate working relationship with children, young people and/or vulnerable adults based on mutual trust and respect;
- be a role model, displaying consistently high standard of behaviour and appearance (disciplined / committed / time keeping), remember children, young people and/or vulnerable adults learn by example;

- never smoke or consume alcohol during organisational activities;
- never consume illegal drugs during work-related activity;
- never use inappropriate language or inappropriate topics of discussion during work-related activity
- hold appropriate valid qualifications and insurance cover;
- never condone rule violations, rough play or the use of prohibited substances;
- protect themselves from false accusation by:
 - not spending excessive amounts of time alone with children, young people and/or vulnerable adults away from others;
 - never taking children, young people and/or vulnerable adults to your home;
 - not administering First-Aid involving the removing of a child, young person and/or vulnerable adult's clothing unless in the presence of others.

Staff/volunteers have a right to:

- access ongoing training and information on all aspects of leading/managing activities for children, young people and/or vulnerable adults, particularly on safeguarding;
- support in the reporting of suspected abuse;
- access to professional support services;
- fair and equitable treatment by the organisation;
- be protected from abuse by children, young people and/or vulnerable adults, other staff/volunteers and parents/carers;
- not to be left vulnerable when working with children, young people and/or vulnerable adults.

Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the Designated Officer. Persistent breach of the code of conduct could result in dismissal from the organisation.

Dismissals can be appealed by the staff/volunteers with final decisions taken by the organisational committee or referred to the governing body depending on the disciplinary procedures within the organisation.

EMERGENCY ACTION/ FIRST-AID

All staff/volunteer's should be prepared with an action plan in the event of an emergency and be aware of our First-Aid procedures. This will include:

- access to First-Aid equipment;
- telephone contact of the participant;
- telephone contact to the Emergency Services.

Signature of staff member

Printed name of staff member

Date

All Staff/Volunteers to sign.

Code of conduct for children, young people and/or vulnerable adults

Name of Organisation is fully committed to safeguarding and promoting the wellbeing of children, young people and/or vulnerable adults. The organisation believes that it is important that staff, volunteers, children, young people and/or vulnerable adults, and parents/carers associated with the organisation should, at all times, show respect and understanding for the safety and welfare of others. Therefore, children, young people and/or vulnerable adults are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the organisation with the Designated Officer.

This organisation is for children, young people and/or vulnerable adults and should offer a positive experience where they can learn new things in a safe and positive environment. As a child, young person and/or vulnerable adult of **Name of Organisation**, you are expected to abide by the code of conduct.

Children, young people and/or vulnerable adults are expected to:

- be loyal and give their friends a second chance;
- be friendly and particularly welcoming to new children, young people and/or vulnerable adults;
- be supportive and committed to other children, young people and/or vulnerable adults, offer comfort when required;
- not get involved in inappropriate peer pressure and push others into something they do not want to do;
- take care of equipment owned by the organisation;
- all children, young people and/or vulnerable adults must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity;
- never use bad language or racial/sectarian references. This includes bullying using new technologies like chat-rooms, social network sites, or text messaging;
- never bully or persistently use rough and dangerous play;
- children, young people and/or vulnerable adults should keep to agreed timings for events and inform the relevant person if they are going to be late;
- members must wear suitable clothing if required for certain events;
- members must pay any fees for events promptly if required;
- children, young people and/or vulnerable adults are not allowed to smoke on organisation premises or whilst representing the organisation;

- children, young people and/or vulnerable adults are not allowed to consume alcohol or drugs of any kind on organisation premises or whilst representing the organisation;
- show respect to other children, young people and/or vulnerable adults;
- keep themselves safe;
- report inappropriate behaviour or risky situations for children, young people and/or vulnerable adults;
- challenge or report the bullying of your peers;
- never be violent or aggressive.

Make your organisation a FUN place to be.

Children, young people and/or vulnerable adults have the right to:

- be safe and happy in their chosen activity;
- be listened to;
- be respected and treated fairly;
- privacy;
- enjoy your activity in a protective environment;
- be referred to professional help if needed;
- be protected from abuse by other children, young people and/or vulnerable adults or outside sources;
- participate on an equal basis, appropriate to their ability;
- be believed;
- ask for help.

Any misdemeanours and general misbehaviour will be addressed by staff/volunteers and reported verbally to the Designated Officer. Persistent misbehaviour will result in dismissal from the organisation. Parents/carers will be informed at all stages.

Dismissals can be appealed by the parents/carers with final decisions taken by the organisation's committee or referred to the governing body depending on the disciplinary procedures within the organisation.

Signature (Child, Young Person and/or Vulnerable Adult)

Printed name (Child, Young Person and/or Vulnerable Adult)

This form should be signed by your parent/carer with parental responsibility (see over) or carer:

Signature of Parent/Carer

Printed name of Parent/Carer

Date

In Northern Ireland, Parental Responsibility identifies that parents have responsibilities to their child(ren) rather than rights over them. It also defines who has parental responsibility, which is important when obtaining consent for a child's, young person and/or vulnerable adults participation in activities

In Republic of Ireland, rights of parents to guardianship is covered by the Guardianship of Infants Act, 1964:

- (1) The father and mother of an infant shall be guardians of the infant jointly.
- (2) On the death of the father of an infant the mother, if surviving, shall be the guardian of the infant, either alone or jointly with any guardian appointed by the father or by the court.
- (3) On the death of the mother of an infant the father, if surviving, shall be guardian of the infant, either alone or jointly with any guardian appointed by the mother or by the court.
- (4) The mother of an illegitimate infant shall be the guardian of the infant.

Code of conduct for parents/carers

Name of Organisation is fully committed to safeguarding and promoting the wellbeing of all its children, young people and/or vulnerable adults.

We believe that it is important that staff/volunteers and parents/carers associated with the organisation should, at all times, show respect and understanding for the safety and welfare of others. Therefore, parents/carers are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the organisation with the Designated Officer

Children, young people and/or vulnerable adults attending activities associated with the organisation should have a positive experience where they can learn new things in a safe and positive environment.

As a parent/carer of a child, young person and/or vulnerable adult who attends activities with **Name of Organisation**, you are expected to abide by the following code of conduct.

As parents/carers you are expected to:

- positively reinforce your child, young person and/or vulnerable adult and show an interest in their chosen activity;
- support your child, young person and/or vulnerable adult's involvement and help them to enjoy the activity;
- do not place your child, young person and/or vulnerable adult under pressure or push them into activities they do not want to do;
- complete and return the Health and Consent Form pertaining to your child, young person and/or vulnerable adult's participation with the organisation;
- deliver and collect the child, young person and/or vulnerable adult punctually to and from activities;
- ensure your child, young person and/or vulnerable adults are properly and adequately attired for the weather conditions of the time;
- detail any health concerns pertaining to your child, young person and/or vulnerable adult on the consent form, any changes in the state of the child, young person and/or young person's health should be reported to staff/volunteers prior to activities;
- to inform staff/volunteers prior to your departure from an activity if your child, young person and/or vulnerable adult is to be collected early from an activity;
- encourage your child, young person and/or vulnerable adult to abide by the rules and teach them that they can only do their best;

- set a good example by recognising fair play and applauding good performances of all;
- behave responsibly; do not embarrass your child, young person and/or vulnerable adult;
- use correct and proper language at all times;
- encourage and guide your child, young person and/or vulnerable adult to accept responsibility for their own behaviour;
- show appreciation and support the staff/volunteers;
- ensure your child, young person and/or vulnerable adult is punctual;
- be realistic and supportive;
- provide your child, young person and/or vulnerable adult with proper clothing and equipment to suit activities;
- ensure your child, young person and/or vulnerable adult's hygiene and nutritional needs are met;
- acknowledge the importance and role of the organisation's staff/volunteers, who provide their time to ensure child, young person and/or vulnerable adult's participation in the activities.

As parents/carers you have the right to:

- know your child, young person and/or vulnerable adult is safe;
- be informed of problems or concerns relating to your child, young person and/or vulnerable adult;
- be informed if your child, young person and/or vulnerable adult is injured;
- have your consent sought for issues such as trips, photography, media etc;
- contribute to decisions within the organisation;
- complain if you have concerns.

Any misdemeanours and breach of this code of conduct will be dealt with immediately by the organisation. The ultimate action should a parent/carer continue to breach the code of conduct may mean the organisation will regrettably ask the child, young person and/or vulnerable adult to leave the organisation.

Signature of Parent/Guardian

Printed name of Parent/Guardian

Date

APPENDIX 6

Report form for suspected safeguarding concerns

THIS DOCUMENT IS NAME OF ORGANISATION'S STANDARD FORM FOR REPORTING SAFEGUARDING AND/OR WELFARE CONCERNS.

In case of Emergency, contact should be made with An Garda Síochána/ PSNI.

SUSPECTED SAFEGUARDING CONCERNS REPORT FORM	
Questions should be answered fully	
This report should remain confidential and be kept in a secure place BY THE DESIGNATED OFFICER	
Name of person filing report	
Organisation name	
Name of child, young person and/or vulnerable adult	
Age	
Parent's/Guardians'/Carer's name	
Home address	
Postcode	
Phone no.	
CONCERN:	
<i>Please complete the box below if a child, young person and/or vulnerable adult has made a disclosure.</i>	
When was the disclosure/concern? (Include date/time)	

Where was the disclosure/concern made?
What were the circumstances leading to the disclosure/concern?
Were there other people present at the time of the disclosure/concern? Yes No
If Yes, please state names/positions
What was the nature of the disclosure/concern?
Please give the exact words of the child, young person and/or vulnerable adult
Describe any signs of physical injury evident on the child, young person and/or vulnerable adult
Describe any observed emotional or behaviour signs/changes in the child, young person and/or vulnerable adult

<p>Has anyone been named or implicated as part of the allegations (if so, please record details)?</p>	
<p>What future course of action has been agreed / decided upon?</p>	
<p>Signed:</p>	<p>Date:</p>
<p>Referred to:</p>	
<p>_____</p> <p>Leader / Designated Officer</p>	<p>_____</p> <p>Date:</p>
<p>The Organisation has developed guidance in line with the Data Protection Act 1998 in NI and Data Protection (Amendment) Act 2003 in ROI; and has agreed that records of referrals to statutory bodies regarding a safeguarding issue about a child/young person should be kept for up to seven years. This applies to NI and ROI. This information should be locked away in a secure cabinet and access to the keys strictly controlled.</p>	

APPENDIX 7

Guidelines for the use of photographs and images of children, young people and/or vulnerable adults

There have been concerns about the risks posed directly and indirectly to children, young people and/or vulnerable adults through the use of photographs on websites and other publications. Photographs that are accompanied by personal information can be used as a means of identifying children, young people and/or vulnerable adults – this is X who lives at Y and is a member of the Z club and who likes a certain music group. This information can make a child, young person and/or vulnerable adult known to an individual who may wish to start to “groom” that child, young person and/or vulnerable adult for abuse. The content of the photo could also be used or adapted for inappropriate use.

Name of Organisation has decided that we need to develop a policy in relation to the use of images of children, young people and/or vulnerable adults on our website, social media and in other publications. We have considered the type of images that are suitable and that appropriately represent our work, without putting children, young people and/or vulnerable adults at increased risk. We have ensured that parents/guardians support this policy. When assessing the potential risks in the use of images of the organisation’s work, the most important factor is the potential for inappropriate use of images of children, young people and/or vulnerable adults.

By increasing the awareness of the potential risks and taking appropriate steps the potential for misuse of images can be reduced.

Name of Organisation will:

- consider using models or illustrations if we are promoting an activity;
- avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people within and outside the organisation.

Guidance

- If the child, young person and/or vulnerable adult are named, avoid using their photograph.
- If a photograph is used, avoid naming the child, young person and/or vulnerable adult.
- Ask for the child, young person and/or vulnerable adult’s permission to use their image. This ensures that they are aware of the way the images are to be used to

represent **Name of Organisation**. A child, young person and/or vulnerable adult's permission form is one way of achieving this.

- Only use images of children, young people and/or vulnerable adults in suitable dress to reduce the risk of inappropriate use. With regard to the actual content it is difficult to specify exactly what is appropriate given the wide diversity of activities. However there are clearly some activities, (i.e., swimming, gymnastics and outdoor events,) when the risk of potential misuse is much greater than for other events. With these activities the content of the photograph should focus on the activity not on a particular child, young person and/or vulnerable adult and should avoid full face and body shots. For example shots of children, young people and/or vulnerable adults in a pool would be appropriate or if poolside, waist or shoulder up.
- Create a recognised procedure for reporting the use of inappropriate images to reduce the risks to children, young people and/or vulnerable adults. Follow our safeguarding policy and procedures, ensuring the Designated Officer and the statutory authorities are informed.

APPENDIX 8

Anti-bullying guidelines relevant to children, young people and/or vulnerable adults

Name of Organisation is committed to ensuring that no child, young person and/or vulnerable adult is subject to bullying and will strictly adhere to the following guidelines

The individual

- Respect every child, young person and/or vulnerable adult's need for, and rights to, an environment where safety, security, praise, recognition and opportunity for taking responsibility are available.
- Respect for every individual's feelings and views.
- Recognise that everyone is important and that our differences make each of us special.
- Show appreciation of others by acknowledging individual qualities, contributions and progress.
- Ensure safety by having rules and practices carefully explained and displayed for all to see.

Bullying

- Bullying will not be accepted or condoned. All forms of bullying will be addressed. Bullying can include:
 - physical pushing, kicking, hitting, pinching, etc;
 - name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation and the continual ignoring of individuals;
 - sectarian/racial taunts, graffiti, gestures;
 - sexual comments and/or suggestions;
 - unwanted physical contact.
- Children, young people and/or vulnerable adults from ethnic minorities, disabled children, young people and/or vulnerable adults or those who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and may well be targeted.
- Everybody has the responsibility to work together to stop bullying -staff, children, young people and/or vulnerable adults and parents/guardians/carers.
- Appropriate forums will be established within the organisation, including children, young people and/or vulnerable adults, parents/guardians/carers and staff to address, monitor and stop bullying.
- The organisation has a commitment to the early identification of bullying and prompt, collective action to deal with it.

- Policy and practice should be agreed through consultation with the organisation staff and volunteers.
- Children, young people and/or vulnerable adults should be encouraged to take a role in stopping bullying.
- Policy and practice should be reviewed regularly in the light of changing needs and changes adopted by other agencies (e.g. schools).

Support to children, young people and/or vulnerable adults

- Children, young people and/or vulnerable should know who will listen to and support them.
- Any advice and assistance should be given by an experienced member of staff (the Designated Officer).
- Children, young people and/or vulnerable adults should have access to Helpline numbers.
- Children, young people and/or vulnerable adults should be told what is being recorded, in what context and why.
- Systems should be established to open the door to children, young people and/or vulnerable adults wishing to talk about bullying or any other issue that affects them. Barriers to talking need to be broken down to enable children, young people and/or vulnerable adults to approach adults/leaders.
- Anyone who reports incidents of bullying will be listened to carefully and be supported, whether this is the child, young person and/or vulnerable adults being bullied or the child, young person and/or vulnerable adult who is bullying.
- Any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved.
- Children, young people and/or vulnerable adults being bullied will be supported and assistance given to uphold their right to enjoy our activities and live in a safe environment, which allows their healthy development.
- Those who bully will be supported and encouraged to stop bullying.
- Sanctions involving long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, must be avoided.

Support to parents

- Parents/guardians/carers should be advised of the organisation's guidance about bullying.
- Any incident of bullying will be discussed with the child's, young person's and/or vulnerable adult's parent/guardian/carer.
- Advice on action will be sought from parents/guardians/carers and agreements made as to what action should be taken.
- Information and advice on coping with bullying will be given.
- Support should be offered to the parent/guardian/carer including information on other agencies or support lines.

APPENDIX 9

Guidelines on transporting children, young people and/or vulnerable adults in your car

The issue of transporting children, young people and/or vulnerable adults can be very sensitive for staff and parents/guardians/carers. **Name of Organisation** encourages staff not to take children, young people and/or vulnerable adults on journeys alone in their car. This view has been taken as our knowledge has grown of how those who want to harm children, young people and/or vulnerable adults has developed. Unfortunately we must face the reality that a minority of others will join an organisation such as ours to gain access to children, young people and/or vulnerable adults, and create an air of acceptability about their role, justifying their close contact with children, young people and/or vulnerable adults.

Best practice is clearly to avoid the transporting of a children, young people and/or vulnerable adults alone.

If all alternatives have been exhausted and an adult has to transport a child, young person and/or vulnerable adult there are a number of safety measures that the organisation recommend should be put in place to minimize the risk:

- the driver, like all staff who have access to children, young people and/or vulnerable adults, should have agreed to a Access NI/Garda Vetting check being carried out on them. The organisation should also have had sight of the driver's license to ensure there are no endorsements;
- parents/carers should be informed of the person who will transport the children, young people and/or vulnerable adults, the reasons why, and how long the journey will take;
- a person other than the planned driver should talk to the children, young people and/or vulnerable adults about transport arrangements and to check if they are comfortable with the plans;
- the driver (and the organisation) must ensure that they have insurance to carry others, particularly if they are in a paid position or claiming expenses;
- the driver should attempt to have more than one child, young person and/or vulnerable adult in the car;
- the person who leaves the child, young person and/or vulnerable adult home should be alternated; this would reduce the risk of any one individual always being alone with the child, young person and/or vulnerable adult;
- the driver should have a point of contact and mobile phone should they break down;

- ensure that children, young people and/or vulnerable adults are aware of their rights and they have someone to turn to or report any concerns they may have. If a culture of safety is created within the organisation then the children, young people and/or vulnerable adults are more likely to talk to another person if they are feeling uncomfortable about a situation;
- children, young people and/or vulnerable adults should wear seatbelts at all times. The driver is legally responsible to ensure that a child under 14 wears a seatbelt (i.e., adult would have to pay any fine) but morally responsible to ensure all passengers wear seatbelts.

Like all advice these procedures will only reduce the risk: the best advice is to avoid transporting children, young people and/or vulnerable adults alone in a car.

APPENDIX 10

Guidelines on taking children, young people and/or vulnerable adults on away trips

Events and activities may involve residential workshops and time away from home. But even what may appear as the most straightforward of trips will require some level of planning. The following will outline a number of issues that **Name of Organisation** will consider when travelling with children, young people and/or vulnerable adults.

Communication with:

- children, young people and/or vulnerable adults– they should be aware of the travel plans, venue and time for collection, time of return and any costs. Children, young people and/or vulnerable adults should also have a clear understanding of what standard of behaviour is expected of them. Children, young people and/or vulnerable adults must know what they need to bring with them;
- parents/guardians/carers– should be made aware of the above and must have completed a consent form detailing any medical issues that the manager/identified leader should be aware of. Parents/guardians/carers should also have the name and contact details of the manager/identified leader in the case of an emergency;
- other staff– need to be made aware of what their responsibilities are in advance of the trip. If the trip is a long journey, it is important that all staff/volunteers have an itinerary.

Transport

The following are some basic points:

- ensure the driver has an appropriate and valid driving license;
- allow an appropriate length of time to complete the journey;
- consider the impact of traffic and weather conditions;
- if using a mini-bus ensure that all seats are forward facing and they all have seat belts fitted if carrying children, young people and/or vulnerable adults, and the driver has experience in driving a mini-bus;
- ensure leaders and children, young people and/or vulnerable adults wear seat belts;
- check there is appropriate insurance for the journey;
- clarify supervision requirements with other leaders. The driver should not be considered as supervisor during the journey;
- ensure that the vehicle is roadworthy.

Ratio

Dependant on the activity, the ratio of adult to children, young people and/or vulnerable adults may vary, but whatever is considered appropriate would generally need to be increased when travelling away from home.

Insurance

In addition to the mini-bus/car insurance, the manager needs to ensure that the organisation's general insurance covers travel to away events, cross border etc

Emergencies

Ensure that the vehicle has breakdown and recovery cover. At least one of the leaders should be trained in first aid procedures and a first aid kit should be available. The leader should have access to a mobile phone and contact details for all the children, young people and/or vulnerable adults.

The above are only basic points of advice and are not comprehensive guidelines.

Guidelines for safeguarding children, young people and/or vulnerable adults on social network sites and social media

Interactive social media technology has revolutionised the way that people connect and interact. Facebook, Twitter, blogs, instant messaging, and photo and video exchange sites are increasingly popular, and provide an opportunity to connect with children, young people and/or vulnerable adults.

However the use of social networking sites also introduces a range of potential safeguarding risks to children, young people and/or vulnerable adults.

What are the potential risks to children, young people and/or vulnerable adults using social network sites and other interactive services?

With all emerging technologies there is also the potential for misuse. Risks associated with user interactive services include: cyber-bullying, grooming and potential abuse by online predators, identity theft, and exposure to inappropriate content including self-harm, racist, hate and adult pornography.

Most children, young people and/or vulnerable adults use the internet positively, but sometimes they behave in ways that may place themselves at risk. Some risks do not necessarily arise from the technology itself but result from offline behaviours that are extended into the online world, and vice versa. Potential risks can include, but are not limited to:

- bullying by peers and people they consider ‘friends’;
- posting personal information that can identify and locate children, young people and/or vulnerable adults offline;
- sexual grooming, luring, exploitation and abuse contact with strangers;
- exposure to inappropriate content;
- involvement in making or distributing illegal or inappropriate content;
- theft of personal information;
- exposure to information and interaction with others who encourage self harm;
- exposure to racist or hate material;
- encouragement of violent behaviour, such as ‘happy slapping’;
- glorifying of activities such as drug taking or excessive drinking;

- physical harm to children, young people and/or vulnerable adults in making video content, such as enacting and imitating stunts and risk taking activities;
- leaving and running away from home as a result of contacts made online.

Potential indicators of online grooming and sexual exploitation of children, young people and vulnerable adults

There is also a concern that the use of social networking services may increase the potential for sexual exploitation of children, young people and/or vulnerable adults. Exploitation can include exposure to harmful content (including adult pornography and illegal child/vulnerable adult abuse images), and encouragement for children, young people and/or vulnerable adults to post inappropriate content or images of themselves. There have also been a number of cases where adults have used social networking and user interactive services as a means of grooming children, young people and/or vulnerable adults for sexual abuse. Online grooming techniques include:

- gathering personal details, such as age, name, address, mobile number, name of school/day centre and photographs;
- promising meetings with idols or celebrities or offers of merchandise;
- offering cheap tickets to sporting or music events;
- offering material gifts including electronic games, music or software;
- paying children, young people and/or vulnerable adults to appear naked and perform sexual acts;
- bullying and intimidating behaviour, such as threatening to expose the child, young person and/or vulnerable adult by contacting their parents/guardians/carers to inform them of their child, young person's and/or vulnerable adult's communications or postings on a social networking site, and/or saying they know where the child, young person and/or vulnerable adult lives, plays sport, or goes to school;
- asking inappropriate and/or sexually themed questions;
- asking to meet children, young people and/or vulnerable adults offline;
- sending sexually themed images to a child, young person and/or vulnerable adult, depicting adult content or the abuse of other children, young people and/or vulnerable adults;
- masquerading as a minor or assuming a false identity on a social networking site to deceive a child, young person and/or vulnerable adult;
- using school or hobby sites to gather information about a child, young person and/or vulnerable adult's interests likes and dislikes. Most social networking sites set a child, young person and/or vulnerable adult's web page/ profile to private by default to reduce the risk of personal information being shared in a public area of the site.

Reporting concerns about possible online abuse

All staff should be familiar with the organisation's safeguarding reporting procedures. It is important to refer to the organisation's Designated Officer.

Where a child, young person and/or vulnerable adult may be in immediate danger always dial 999 for police/Garda assistance.

It is important to review existing safeguarding policies to ensure that they address online safeguarding issues, including the potential risks to children & young people online, sexual exploitation, online grooming and cyber-bullying.

APPENDIX 12

Guidance on the use of social media for those working with young people and/or vulnerable adults

Name of Organisation is committed to ensuring that no child, young person and/or vulnerable adult is subject to negative experiences from social media and will strictly adhere to the following guidelines and code of conduct.

Social media and networking websites have become a regular part of everyday life; many people enjoy membership of social networking sites such as Facebook, You Tube, Instagram, MySpace and Twitter, etc. Social media provides unique opportunities for sports organisations to engage, connect and develop unique relationships with people in a creative and dynamic medium where users are active participants. Information about an event or campaign messages can be dissipated virally amongst supporters within online communities. However we must also be aware that these sites can become a negative forum for complaining or gossiping and care must be taken **not** to breach your club/organisations Code of Conduct or the Data Protection Act 1998 in NI and Data Protection (Amendment) Act 2003 in ROI.

The risks

With all emerging technologies there is also the potential for misuse. Risks associated with user interactive services include: cyber bullying, grooming and potential abuse by online predators, identity theft and exposure to inappropriate content includes self-harm, racist, hate and adult pornography. The Byron Review sets out the risks to children posed by the Internet and illustrated by following the grid below.

	Commercial	Aggressive	Sexual	Values
Content (child as recipient)	Adverts Spam Sponsorship Personal Info	Violent/hateful content	Pornographic or unwelcome sexual content	Bias Racist Misleading info
Contact (child as participant)	Tracking Harvesting personal info	Being bullied, harassed or stalked	Meeting strangers Being groomed	Self-harm Unwelcome persuasions
Conduct (child as actor)	Illegal downloading Hacking Gambling Financial scams Terrorism	Bullying or harassing another	'Sexting' - Creating and uploading inappropriate material	Providing misleading info/advice

Easy rules to remember – copied from a sporting club policy

If a staff or volunteer member has their own personal profile on a social media website, they should make sure that others cannot access any content, media or information from that profile that:

- a) they are not happy for others to have access to; and/or
- b) which would undermine their position representing **Name of Organisation.**

As a basic rule, if you are not happy with others seeing particular comments, media or information, then simply **do not post these onto a public forum site.** When using social media sites. The following should be considered:

- Changing your privacy setting on the profile so that only people you have accepted as friends can see your comments. Individuals should lock down their page to non-friends.
- Review who is on your 'friends list' on your personal profile. In most situations you should not accept 'friends requests' if you do not actually know the person(s) concerned.
- Ensuring personal blogs have clear disclaimers that the views expressed are personal and not representative of **Name of Organisation.**
- Ensure that information published on social media sites complies with the **Name of Organisation** Code of Conduct.
- Beware of how your actions could be captured via images, posts or comments online as these will reflect on **Name of Organisation.**
- Respond to online bullying - what is said online should be treated as if said in real time.
- Those in authority should not have under 18's associated with **Name of Organisation** as their friends and do not comment on individuals through your personal page.

Principles

- If you are representing **Name of Organisation** in an official capacity, it is important that your posts convey the same positive, spirit that would instil in all of its communications. Be respectful of all individuals, races, religions and cultures. How you conduct yourself online not only reflects on you – it also reflects directly on **Name of Organisation.**
- When disagreeing with the opinions of others online, keep it appropriate and polite. If you find yourself in a situation that might become antagonistic, do not get defensive or disengage from the conversation abruptly. It is also important not to respond in the heat of the moment, in a way you may regret later. Feel free to seek

advice or disengage from the dialogue in a polite manner that reflects well on **Name of Organisation**.

For further information on social media in relation to safeguarding you may also want to visit the advice on:

Northern Ireland - Safer Network site

http://www.safenetwork.org.uk/help_and_advice/pages/using_social_media.aspx

Republic of Ireland – Internet Safety / Safe Click Code

<http://www.ispcc.ie/campaigns-lobbying/ongoing-priorities/internet-safety/1050>

Guidelines on text and email messaging

Text messaging

Name of Organisation will strictly adhere to the following guidelines and code of conduct following guidelines on text and email messaging with children, young persons and/or vulnerable adults.

Text messaging is one of the most direct forms of communication as most children, young people and/or vulnerable adults have a mobile phone with them at all times, however, for children, young people and/or vulnerable adults the safeguarding risks associated with text messaging include:

- inappropriate access to, use of, or sharing of personal details (e.g. names, mobile phone numbers);
- unwanted contact with children, young people and/or vulnerable adults by adults with poor intent;
- text bullying by peers;
- being sent offensive or otherwise inappropriate materials;
- grooming for sexual abuse;
- direct contact and actual abuse.

For adults risks involved include:

- misinterpretation of their communication with children, young people and/or vulnerable adults;
- potential investigation by internal or by statutory authorities;
- potential disciplinary action.

Name of Organisation understands these risks exist and that effective safety measures should be in place to protect children, young people and/or vulnerable adults and minimise risk to the organisation. The use of text messaging to communicate with individual children, young people and/or vulnerable adults increases the vulnerability of the child, young person and/or vulnerable adult and the staff member/volunteer. Therefore the decision to use text messages should not be made by an organisation without internal discussion and written agreement, this will ensure that organisation's safeguarding expectations and requirements can be clarified.

Basic guidelines for text messaging are:

- organisations should take steps to identify where/when text messaging is required to communicate with children, young people and/or vulnerable adults and develop relevant procedures to suit the tailored needs of each organisation;
- text messaging from staff/volunteers in the organisation should not be made in isolation, there should be discussion and written agreement/ procedures;
- copies of all messages should be sent to the Designated Officer within the organisation who can ensure that all messages are being used appropriately;
- parental/guardian/carer consent must be obtained prior to sending any child, young person and/or vulnerable adult text messages. Parents/guardians/carers must be given the option to be copied into any text messages their child, young person and/or vulnerable adult may be sent;
- children, young people and/or vulnerable adults, parents/guardians/carers and staff/volunteers should be given information on how to report any concerns relating to inappropriate text messaging in line with the organisation's safeguarding policy;
- all mobile phone numbers should be stored in either a locked secure cabinet or on a password protected electronic system with access only to the relevant staff/volunteers required to text the child, young person and/or vulnerable adult;
- the content of texts should relate solely to the business/activity of the organisation;
- the text messages should never contain any offensive, abusive or inappropriate language and care must be taken to avoid any over familiarity or language that could be misinterpreted or misconstrued;
- children, young people and/or vulnerable adults should not be encouraged to text back; ideally it should be used as a one way communication channel. Children, young people and/or vulnerable adults should be made aware that if they choose or need to text the organisation's representative that they should ensure the content of messages relates only to the matters relevant to the business/activity and that they are required to copy to their parents/guardians/carers at all times;
- all children, young people and/or vulnerable adults should be given the opportunity to withdraw from receiving any further text messages;
- consideration will be given to initiating the organisation's safeguarding policies and disciplinary procedures should any breaches of this guideline arise, including consultation with, or referral to, the statutory authorities if indications of illegal activity (e.g. grooming for abuse) come to light.

Emailing

Many organisations are keen to utilise emails and help to improve the access to their organisation. For children, young people and/or vulnerable adults the safeguarding risks associated with emailing include:

- inappropriate access to, use of, or sharing of personal details (e.g. names, mobile phone numbers);
- unwanted contact with children, young people and/or vulnerable adults by individuals with poor intent;
- text or online bullying by peers;
- being sent offensive or otherwise inappropriate materials.

Sample parent/carers consent form

Please complete the following, sign and return to: _____

by: _____

Name of Child: _____ Date of Birth: _____

Parent/ Guardian (with parental responsibility)/Carer: _____

In Northern Ireland parental consent is defined by the Children (NI) Order 1995 Article 6. The natural mother always has parental responsibility. The natural father gains parental responsibility if married to the mother at the time of birth or subsequently marries her, or through an agreement witnessed by solicitor or a Parental Responsibility Order, or post 15 April 2002 if they jointly register the baby's birth.

In Republic of Ireland rights of parents to guardianship is covered by the Guardianship of Infants Act, 1964:

- (1) The father and mother of an infant shall be guardians of the infant jointly.
- (2) On the death of the father of an infant the mother, if surviving, shall be the guardian of the infant, either alone or jointly with any guardian appointed by the father or by the court.
- (3) On the death of the mother of an infant the father, if surviving, shall be guardian of the infant, either alone or jointly with any guardian appointed by the mother or by the court.
- (4) The mother of an illegitimate infant shall be the guardian of the infant.

Address: _____

Postcode: _____

Tel (day): _____ Tel (evening): _____

Mobile: _____ E-mail: _____

Family Doctor: _____ Doctor's Tel No: _____

Does your child, young person and/or vulnerable adult suffer from any medical conditions/allergies that the organisation should be aware of (including any current medication): YES/NO

Please provide details (i.e. of medication that must be administered, etc.):

Emergency contact details: (If different from above)

Name: _____ **Telephone no:** _____

Relationship to child: _____

CONSENT (please read carefully)

- I agree to my son/ daughter taking part in the activities of **Name of Organisation.**
- I confirm to the best of my knowledge that my son/ daughter does not suffer from any medical condition other than those listed above.
- I consent to my son/daughter travelling by any form of public transport, minibus or motor vehicle driven by a recognised driver for **Name of Organisation.**
- I understand that **Name of Organisation** accept no responsibility for loss, damage or injury caused by or during attendance on any of **Name of Organisation's** organised activities except where such loss, damage or injury can be shown to result directly from the negligence of **Name of Organisation.**

Signed: _____ (Parent/Guardian/Carer)

Date: _____

APPENDIX 15

Sample accident reporting form

ACCIDENT REPORTING FORM

NAME OF ORGANISATION

Staff in attendance:

INJURED PARTY

Name:

DOB:

School:

Address:

ACCIDENT DETAILS

Date:

Time:

Time reported:

Exact Location

Reported by who:

Injury:

Nature & how accident happened:

Describe what activity was taking place, for example training/ game/ getting changed.

Name and contact details of witnesses:

First Aid involved?

☐ Yes

☐ No

Parents/carers
informed?

☐ Yes

☐ No

By whom/when:

Form completed by:

Refer to Designated
Officer

☐ Yes

☐ No

Designated Officer's name/signature:

Record any further action to be taken:

Has child, young person and/or vulnerable adult returned to organisation?

☐ Yes ☐ No

Signature of management representative:

Print Name:

Position:

Were any of the following contacted?

Police Yes ☐

No ☐

Ambulance Yes ☐

No ☐

All of the above facts are a true record of the accident/incident

Signed _____ Date _____

Name _____