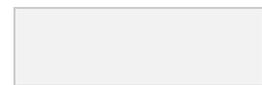


PLACE
Planning Landscape Architecture Community Environment

Safeguarding Policy



Adopted	17th August 2014
Amendments	
Due for review	17th August 2017

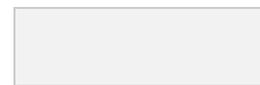
Policy Statement

PLACE is committed to creating and maintaining the safest possible environment for those engaged in activities offered by the company. Staff and volunteers have a duty of care towards the children, young people and vulnerable adults with whom we work, and recognise our responsibility to take all reasonable steps to promote safe practice and to protect them from harm, abuse and exploitation. PLACE believes that the welfare of the child is paramount, and that all children without exception have the right to protection from abuse.

Introduction

The fundamental principle in childcare law and practice is that the welfare of the child must always be the paramount consideration in decisions taken about them. This is set out in The Children (NI) Order 1995, which provides the legislative basis for child protection practice in Northern Ireland and which is underpinned by the standards of the United Nations Convention on the Rights of the Child.

An adult who requires additional safeguarding is someone of any age with special needs which may mean they require additional protection. This could include people with



disabilities, special care needs or any other condition that makes them vulnerable and covers both staff and participants in programmes.

PLACE is committed to reviewing their safeguarding policy and guidelines at regular intervals, at least every three years in line with best practice and legislation relating to protection issues.

Referral to Independent Safeguarding Authority

PLACE are aware of their duty under the Safeguarding Vulnerable Groups (NI) 2007 Order to refer information to the Independent Safeguarding Authority (ISA) in certain circumstances. In all cases there are two conditions, both must be met to trigger a referral to the ISA by a regulated activity provider. A referral must be made to the ISA when a regulated activity provider, such as an employer or volunteer coordinator:

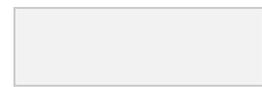
- a. withdraws permission for an individual to engage in regulated activity, or would have done so had that individual not resigned, retired, been made redundant or been transferred to a position which is not regulated activity; because
- b. they think that the individual has:
 - engaged in relevant conduct;
 - satisfied the Harm Test; or
 - received a caution or conviction for a relevant offence.

If both conditions have been met the information must be referred to the ISA.

The referral should be made to the ISA when the regulated activity provider has gathered sufficient evidence as part of their investigations to support their reasons for withdrawing permission to engage in regulated and in following good practice, consulted with their Health and Social Care if appropriate.

If staff are engaged in regulated activities that involve children PLACE will ensure that staff undergo Access NI checks beforehand.

Working in a paid or voluntary capacity with children is regulated activity if (a) it is one of the activities listed below and (b) is done “regularly”.



(a) The activities include:

- Teaching, training or instruction;
- Care or supervision;
- Advice or guidance provided wholly or mainly for children relating to their physical, emotional or educational well-being;
- Moderating a public electronic interactive communication service likely to be used wholly or mainly by children;
- Driving a vehicle being used only for conveying children and carers or supervisors;

(b) 'Regularly' is defined as: carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period, or overnight.

Responsibilities

It is the responsibility of the person providing supervision (PLACE Staff/ Workshop Facilitator/ PLACE Volunteer) to look after the children/young people/vulnerable adults and ensure their safety at all times when attending. Supervisors must remain with the children at all times.

Supervisors must be aged 18 and over. Under 18's can only act as "helpers" and cannot be charged with responsibility for children and young children and cannot be counted in the ratio. For working with children under 12 years of age, the Children (NI) Order 1995 requires the following ratios.

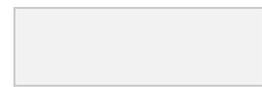
1 to 8 for children under 4, or 1 to 5 for children 4 – 12 years

Increased adult supervision may be required when working with children or young people with disabilities.

Code of Behaviour

Anyone in contact with children/young people/vulnerable adults remember to:

- Treat everyone equally, without favouritism or prejudice
- Adopt appropriate behaviour and language e.g not smoking whilst working with children, not using swear words or language that would be seen as discriminatory



- Encourage and promote positive behaviour
- Protect from harm

Staff must:

- Implement the Safeguarding Policy and Procedures at all times

Staff must never:

- Engage in rough, physical games including horseplay with children/young person/vulnerable adults.
- Allow or engage in appropriate touching of any kind.
- Do things of a personal nature for children that they can do for themselves or that their parent can do for them.
- Physically restrain a child/young person/vulnerable adult unless the restraint is to prevent physical injury of the child/other children/visitors of staff/yourself

The main principles of touch are:

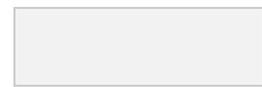
- Touch should always be in response to the child's need
- Touch should always be appropriate to the age and stage of development of the child.
- Touch should always be with the child's permission

In all circumstances physical restraint must be appropriate and reasonable, otherwise the action can be defined as assault.

Staff/ Supervisors must not have children/young people on their own in a vehicle. where circumstances require the transportation of children/young people in their vehicle, another member of staff/volunteer must travel in the vehicle. It is also essential that there is adequate insurance for the vehicle to cover transporting children/young people as part of the business of your work

In extreme emergencies (for medical purposes) where it is required to transport a child/ young person on their own, it is essential that another leader and the parent is notified immediately

Staff/ Supervisors must not take a child to the toilet unless another adult is present or has been made aware (this may include a parent, group leader)



Staff/ Supervisors must not spend time alone with a child on his/her own. If you find you are in a situation where you are alone with a child, make sure that you can be clearly observed by others.

The Protection of Children and Vulnerable Adults (Northern Ireland) Order (2003) is designed to significantly enhance the protection of children and vulnerable adults. Copies of the booklet, Safer Organisations – Safer Children, can be obtained from www.dhsspsni.gov.uk

General guidelines for Children, Young People and Vulnerable Adults whilst attending PLACE events

Behaviour must be of an appropriate manner at all times whilst on the premises.

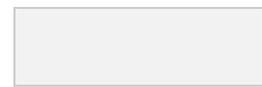
Children, young people and vulnerable adults:

- must be aware of the sensitivities of particular clothing or symbols that relates to one section of the community. It is advisable in the interests of safety and community relations that children and young people refrain from wearing such identification, particularly when on trips and/or participating on community relations events.
- Must not engage in verbal and or physical or use threatening or violent behaviour
- Must not engage in rough, physical games including horseplay
- Must not use inappropriate language
- Must not consume alcohol
- Must adhere to indoor no-smoking policy
- Must not vandalise PLACE property or equipment
- Must not bring valuables/money/personal belongings to PLACE events since PLACE is not liable for any damages or thefts

Use of photographic/filming equipment

The parents of all children, young people and vulnerable adults attending workshops and training must grant written permission for photographic and/or film to be used for publicity purposes.

PLACE will request all relevant consent in advance of any filming or photography and will adhere to the following guidelines:



- Will provide a clear brief about appropriate content and use of image
- Identify photographer to host group
- Will not permit unsupervised access to children
- Avoid using names of children if image is used

All consent forms will be stored in line with data protection legislation.

Guidance on Disclosure of Abuse and How to Deal With It

Do:

- Stay calm
- Recognise your own feelings
- Receive the information
- Reassure
- Listen
- Record
- Report to Designated Officer

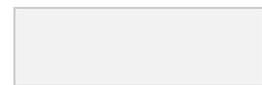
Don't:

- Promise confidentiality
- Probe for more information/investigate
- Panic
- Make the child repeat the story unnecessarily
- Use leading questions

Remember: how you react may mean the child/young person/vulnerable adult telling or not telling his/her story. It may be the beginning of the healing journey for the child/young person/vulnerable adult.

Reporting Procedure for Supervisor

PLACE Staff/ Volunteers have a duty to protect children, young people and vulnerable adults from harm. They should be aware of signs of child abuse and the procedures for



reporting such abuse. If a worker suspects abuse, she/he has a duty to report it to the appropriate person in the interest of the child. The child's welfare must be seen as paramount.

- Record & Report your concerns to Director
- Provide copy of report form
- Retain original in a safe place
- Do not investigate this yourself or inform parents.
- Key worker and relevant staff members to meet.
- Recommendations referred to Designated Officer
- Social services will advise and act
- Designated Officer makes referral to social services

Designated Officer

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