



Polasaí Cosaint Páistí agus Aosaí leochaileacha

Child and Vulnerable Adult Protection Policy

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Section A: Safeguarding Policy, Aims and Responsibilities

1. Safeguarding Policy statement

An Gaeláras Ltd has a duty of care to safeguard all Children/Young People/Vulnerable Adults involved in *An Gaeláras Ltd* from harm. All Children/ Young People/Vulnerable Adults have a right to protection, and the needs of disabled Children/Young People/Vulnerable Adults and others who may be particularly vulnerable must be taken into account. *An Gaeláras Ltd* will ensure the safety and protection of all Children/Young People/Vulnerable Adults involved in *An Gaeláras Ltd* through adherence to the safeguarding guidelines adopted by the organisation.

We will give equal priority to keeping all children, young people, and vulnerable adults safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation. We recognise that protecting children, young people and vulnerable adults from harm is everyone's responsibility, and as such we will enable all staff to make informed and confident decisions in regard to the safeguarding and protection of children, young people and vulnerable adults. We expect anyone working on behalf of the Cultúrlann (including those working in a volunteer capacity) to have read, and adhere to this policy.

This policy will be reviewed at least once per year and will be signed by the Chair of the Board and Director.. The next review deadline is September 2025.

This policy has been agreed and adopted by the board:

Name of Chair of Board: Mary McCallion

Signature: Mary Mc Callion

Date 23.09.2024

This policy will be implemented by the Cultúrlann team:

Name of Director: Siubhán Nic Amhlaoibh

Signature Siubhán Nic Amhlaoibh

Date 23.09.2024

2.Principles and Legal Framework

The general principles, which underpin our work, are those set out in the UN Convention on the Rights of the Child and are enshrined in the Children (Northern Ireland) Order 1995, the Department of Education (Northern Ireland) guidance “Pastoral Care in Schools- Child Protection”(DENI Circular 99/10) and the Area Child Protection Committees’ Regional Policy and Procedures(2005).

The following principles form the basis of our Safeguarding Policy.

- It is a child’s right to feel safe at all times, to be heard, listened to and taken seriously.
- We have a pastoral responsibility towards the children in our care and should take all reasonable steps to ensure their welfare is safeguarded and their safety is preserved.
- In any incident the child’s welfare must be paramount, this overrides all other considerations.
- A proper balance must be struck between protecting children and respecting the rights and needs of parents and families; but where there is conflict the child’s interest must always come first.

The Northern Ireland government’s framework for adult protection take the following Northern Ireland guidance and orders into consideration:

- Adult Safeguarding: Prevention and Protection in Partnership (July 2015)
- Adult Safeguarding Operational Procedures (Sept 2016)
- Family Homes and Domestic Violence (NI) Order 1998
- The Safeguarding Vulnerable Groups (NI) Order 2007
- Justice Act (Northern Ireland) 2015 Safeguarding Adults at Risk of Abuse policy

In addition, the Human Rights Act (1998) gives everyone the right to live free from abuse, violence and degrading treatment, and incorporated rights previously encompassed by the European Convention on Human Rights, which the UK ratified in 1951, into UK law:

- Article 2 – Right to life protected by law
- Article 3 – Freedom from torture or inhuman or degrading treatment
- Article 5 – Right to liberty and security of person
- Article 14 – Freedom from discrimination, including age or disability

3. Policy aims

The aim of the *An Gaeláras Ltd* Safeguarding Policy is to protect children, young people and vulnerable adults from harm where:

- Cultúrlann staff or volunteers are directly involved in a project or programme.
- We work in partnership with another organisation or agency.

We will endeavour to safeguarding children, young people and vulnerable adults by:

- valuing, listening to and respecting them
- appointing a nominated safeguarding lead and a deputy lead across all activities involving children/vulnerable adults and a lead board member for safeguarding adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently.
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance
- sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions
- making sure that children, young people and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately

- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

4. Cultúrlann Uí Chanáin Safeguarding team and their Responsibilities

The following are members of the organisation's Safeguarding team

Position	Name	Email	Location
Chair of the Board	Mary Nic Ailín	mmccallion575@c2kni.net	Cultúrlann Uí Chanáin 37 Great James Street Derry BT48 7DF
Director	Siubhán Nic Amhlaoibh	siubhan@culturlann.org	Cultúrlann Uí Chanáin 37 Great James Street Derry BT48 7DF
Designated Person Cultúrlann Uí Chanáin– Comhordaitheoir Oideachais	Carol Nic Conmara	carol@culturlann.org	Cultúrlann Uí Chanáin 37 Great James Street Derry BT48 7DF
Designated Person Club Óige Setanta – Ceannaire Club Óige Setanta	Ben Ó Baoill	ben@culturlann.org	Cultúrlann Uí Chanáin 37 Great James Street Derry BT48 7DF
Designated Person Acadamh Ceoil- Comhordaitheoir Acadamh Ceoil Chaoimhín Uí Dhocartaigh	Paul McIntyre	paul@culturlann.org	Cultúrlann Uí Chanáin 37 Great James Street Derry BT48 7DF

All of the safeguarding team can be reached on the general eolas@culturlann.org email or by ringing 02871 264132.

The Chair of the Board of Directors must:

- Ensure that a safeguarding ethos is maintained within the centre environment
- Ensure that the centre has a Child/Vulnerable Adult Protection Policy in place and that staff implement the policy;
- Ensure that Board of Directors undertake appropriate child protection and recruitment & selection training if and when provided are completed
- Ensure that a Designated Person for Child Protection is appointed
- Assume lead responsibility for managing any complaint/allegation against the Director
- Ensure that the Board receive yearly updates and a full written annual report in relation to child/vulnerable adult protection activity

The Designated Persons For Child Protection in each of our main buildings:

- Act as point of contact for each organisation's activities involving children/vulnerable adults
- Engage in the design and implementation of protection policies
- Ensure all staff have the necessary training
- Avail of training so that they are aware of duties, responsibilities and role
- Lead in the development of the centre's Safeguarding Policy
- Act as a point of contact for staff, parents and carers
- Assist in the drafting and issuing of the summary of our safeguarding arrangements for parents and carers where required
- Make referrals to Social Services (Gateway team) or PSNI Public Protection Unit where appropriate
- Maintain records of all safeguarding concerns
- Keep the Director informed of any safeguarding activity
- Provide written annual report to the Board regarding child protection

The Director

must ensure that::

- That a designated person for each building is appointed
- That all staff receive child/vulnerable adult protection training
- That all necessary referrals are taken forward in the appropriate manner
- That the Chairperson of the Board (and the Board) is kept informed
- That safeguarding and protection activities feature on the agenda at the Board meetings (yearly updates & annual report)
- That the organisation's safeguarding policy is reviewed annually and that parents and young people can access this policy.
- That confidentiality is paramount, information should only be passed to the entire Board on a need to know basis.

5. Cultúrlann Uí Chanáin Additional Staff and Board responsibilities

Board of Directors hold responsibilities in ensuring:

- that the organisation has a Protection Policy in place and that staff implement the policy;

- Relevant Child/Vulnerable Protection training is kept up-to-date by at least one member and a record kept of the same;
- that confidentiality is paramount. Information should only be passed to an entire Board on a need-to-know basis.

Staff and Volunteers hold responsibility in ensuring:

- that they have read and understood the safeguarding policy and associated procedures
- that they are aware of the designated person for each of the Cultúrlann activities
- that their training and employment checks are up to date
- that they undertake checks with outside practitioners who will be working with children or vulnerable adults, and ensure events are appropriately staffed to avoid children being left on their own with adults
- ensuring that the organisation has information about who should be picking up a child after an activity

Cultúrlann Uí Chanáin undertakes a lot of outreach work in other settings outside our own main buildings. Whilst working in another setting, staff should be aware of the organisation's Safeguarding policy, and in the event of a safeguarding concern offsite, should defer to the site's safeguarding policy in case of procedural dispute.

Section B: Best practise Guidelines for Staff

1. Good practice guidelines

All actions concerning children and young people must uphold the best interests of the young person as a primary consideration. Cultúrlann Uí Chanáin expects staff to always be mindful of the fact that they hold a position of trust, and that their behaviour towards the child and young people in their charge must be above reproach. The organisation has a code of conduct for staff which is intended to assist staff in respect best practise, by drawing attention to the areas of risk for staff and by offering guidance on prudent conduct. It is not intended to detract from the enriching experiences children and young people gain from positive interaction with staff and volunteers.

1.1 Staff, Volunteers and Board members will:

- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treat all young people/vulnerable adults equally, and with respect and dignity.
- Always put the welfare of each young person/vulnerable adult first, before winning or achieving goals.
- Demonstrate a positive attitude.
- Maintain a safe and appropriate distance with children / vulnerable adults.
- Ensure that at events and in the planning of events, safeguarding issues are considered. For example, in planning a residential event, it is not appropriate for an adult other than the child's parent or carer to share a room with them on overnight stays. At residential events, adults should not enter Children / Vulnerable Adult's rooms or invite Child / Vulnerable Adults into their rooms unless the individual has a specific medical / behavioural need which requires attention and this is agreed in advance with parents / guardians / medical professionals. On these occasions staff should work in teams and should never be alone with the child / vulnerable adult.
- Build balanced relationships based on mutual trust which empowers Children / Vulnerable Adults to share in the decision-making process.
- Make activities fun, enjoyable and promote fair play.
- Ensure that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the organisation. Young people and their parents should always be consulted and their agreement gained.
- Keep up to date with technical skills, qualifications and insurance in activities.

- Involve parents/carers wherever possible. For example, encouraging them to take responsibility for their Children / Vulnerable Adults in the changing rooms. If groups have to be supervised in e.g. changing rooms, staff will ensure parents, teachers, staff members work in pairs.
- Be an excellent role model - this includes not smoking or drinking alcohol in the company of children / vulnerable adults.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of young people and vulnerable adults - avoiding excessive training or competition.
- Secure parental consent in writing to act *in loco parentis*, if the need arises to administer emergency first aid and/or other medical treatment.
- Keep a written record of any injury that occurs, along with the details of any treatment given.
- Request written parental consent if staff are required to transport young people in their cars.

1.2 Staff, volunteers and board members will not:

- spend time alone with Children / Vulnerable Adult away from others
- take or drop off a Child / Vulnerable Adult to an event or activity
- engage in rough, physical or sexually provocative games, including horseplay
- share a room with a Child / Vulnerable Adult
- allow or engage in any form of inappropriate touching
- allow Children / Vulnerable Adult to use inappropriate language unchallenged
- make sexually suggestive comments to a Child / Vulnerable Adult
- reduce a Child / Vulnerable Adult to tears as a form of control
- fail to act upon and record any allegations made by a Child / Vulnerable Adult
- do things of a personal nature for Children / Vulnerable Adult or disabled adults, that they can do for themselves
- invite or allow Child / Vulnerable Adults to stay with you at your home unsupervised

N.B. It may sometimes be necessary for staff or volunteers to help a child or vulnerable adult with tasks of a personal nature, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents or carers involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained, and always enlist the help of another member of staff or trusted adult wherever possible.

2. Good practise guidelines for activities online/through digital communications

- the designated staff managing our online presence will seek advice from our designated safeguarding lead to advise on safeguarding requirements
- designated staff will remove inappropriate posts by children or staff, explaining why, and informing anyone who may be affected (as well as the parents of any children involved) we'll make sure children are aware of who manages our social media accounts and who to contact if they have any concerns about something that's happened online
- identifying details such as a child's home address, school name or telephone number will never be posted on social media platforms
- any posts or correspondence will be consistent with our aims and tone as an organisation parents will be asked to give their approval for us to communicate with their children through social media, via video conferencing platforms or by any other means of communication
- parents will need to give permission for photographs or videos of their child to be posted on social media
- staff will not friend or follow any young person or vulnerable adult through social media
- emails, phone calls, texts, and/or other communications should never be sent to young people under the age of 16, but to a parent where possible
- any activities where children or young people will have access to the internet will be closely monitored by staff members, and appropriate parental controls will be enabled on devices.
- video conferencing sessions will be password protected in order to maintain children's privacy and prevent exposure to inappropriate or harmful content by third parties
- staff will avoid having children's personal mobile numbers and will instead seek contact through a parent
- we'll seek parental permission on each occasion we need to contact children directly; the purpose for each contact will be clearly identified and agreed upon a method of accountability will be arranged, such as copies of texts, messages or emails also being sent to another member of staff or to parents
- if a child misinterprets such communication and tries to engage a staff member in conversation, the member of staff will take the following steps:
 - end the conversation or stop replying
 - suggest discussing the subject further at the next practice or event
 - inform the organisations lead safeguarding officer in the interest of transparency
 - if concerned about the child, provide contact details for the organisations designated safeguarding lead or appropriate agencies and report any concerns using the organisations reporting procedures

Section C: Procedures

1. Procedures for the recruitment, appointment and training of staff, board members and volunteers

Cultúrlann Uí Chanáin seeks to ensure that all staff, freelance practitioners and volunteers working with children, young people and vulnerable adults have appropriate recruitment and selection policies applied and information is obtained as to their suitability for the position. This means choosing people, especially for roles dealing directly with children, young people and vulnerable adults, whose skills and experience with children and vulnerable adults reflects the creation of a safe and welcoming environment, and knowledge of safeguarding practices.

Cultúrlann Uí Chanáin adheres to the following principles:

1. 1 Job Description/Person specification and advertising

1.1.1 A detailed job description clearly defining the roles and responsibilities will be used in advertising the role, and appropriate length of time required to advertise the position.

1.1.2 In roles working directly with children or vulnerable adults, candidates will be asked to detail their experience working with children/vulnerable adults, and must demonstrate willingness to undergo required training.

1.1.3 Successful candidates will be required to provide proof of identity and undergo Access NI background checks before appointment.

1.1.4 All information will be treated with confidentiality and fairness.

1.1.5 Volunteers will undergo a trial period following which the Director will review their suitability for the role.

1.1.6 New starters will undergo induction including familiarisation with the safeguarding policy, and any required safeguarding training.

1.1.7 All staff, volunteers and board members will receive induction safeguarding training and biannual refresher training.

2. Procedures for responding to allegations or suspicions

Child / Vulnerable Adult abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and in public. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

When a child or vulnerable adult takes part in the activities of the organisation having been subjected to abuse outside the organisation, An Gaeláras can play a crucial role in improving the Child's self-esteem. In such instances the organisation must work with the appropriate agencies to ensure the Child / Vulnerable Adult receives the required support.

2.1 Recognising abuse

Appendix 1 lays out the guidelines for recognising types of abuse, and their signs and symptoms. If you as a staff member or volunteer are in doubt, you should always report your concern to the designated person, and further advice can be sought. See 2.3 and 2.4 below for the procedure to follow if you suspect abuse.

2.2 Listening to a disclosure from a child or vulnerable adult

Disclosure is the process by which children and young people start to share their experiences of abuse with others. This can take place over a long period of time – it is a journey, not one act or action.

Children may disclose directly or indirectly and sometimes they may start sharing details of abuse before they are ready to put their thoughts and feelings in order.

Not all disclosures will lead to a formal report of abuse or a case being made or a case being taken to court, but all disclosures should be taken seriously.

It takes extraordinary courage for a child to go through the journey of disclosing abuse. It's vital that anyone who works with children and young people undertaking this journey is able to provide them with the support they need.

How disclosure happens

Children and young people may disclose abuse in a variety of ways, including:

- directly– making specific verbal statements about what's happened to them
- indirectly – making ambiguous verbal statements which suggest something is wrong

- behaviourally – displaying behaviour that signals something is wrong (this may or may not be deliberate)
- non-verbally – writing letters, drawing pictures or trying to communicate in other ways.

Children and young people may not always be aware that they are disclosing abuse through their actions and behaviour.

Sometimes children and young people make partial disclosures of abuse. This means they give some details about what they've experienced, but not the whole picture. They may withhold some information because they:

- are afraid they will get in trouble with or upset their family
- want to deflect blame in case of family difficulties as a result of the disclosure
- feel ashamed and/or guilty
- need to protect themselves from having to relive traumatic events

Barriers to disclosure

Some children and young people or vulnerable adults are reluctant to seek help because they feel they don't have anyone to turn to for support.

They may have sought help in the past and had a negative experience, which makes them unlikely to do so again.

They may also:

- feel that they will not be taken seriously
- feel too embarrassed to talk to someone about a private or personal problem
- worry about confidentiality
- lack trust in the people around them (including parents or carers) and in the services provided to help them
- fear the consequences of asking for help
- worry they will be causing trouble and making the situation worse
- find formal procedures overwhelming

Not all children and young people, or vulnerable adults, realise they have experienced abuse, for example if they have been groomed. The following are guidelines for use by staff should a child disclose concerns of a child protection nature.

Do's	Don'ts
● Do listen fully to what the child says. ● Do assure the child they are not at fault.	● Don't ask leading questions. ●

• Do keep your body language open and encouraging and reassure them that their feelings are important. • Do explain to the child that you cannot keep it a secret. • Do document exactly what the child says, using his/her exact words, and maintaining an unbiased approach. • Do make a note of the child's details including name, age and address. • Do remember not to promise the child confidentiality. • Do respect pauses and don't interrupt the child – let them go at their own pace. Recognise and respond to their body language. And remember that it may take several conversations for them to share what's happened to them. • Make it clear you're interested in what the child is telling you. Reflect back what they've said to check your understanding – and use their language to show it's their experience.	• Don't put words into the child's mouth. • Don't ignore the child's behaviour. • Don't remove any clothing.
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Do's	Don'ts
• Stay calm • Listen • Accept • Reassure • Explain what you are going to do • Record accurately • Seek support for yourself	• Panic • Promise to keep secrets • Ask leading questions • Make the child repeat the story unnecessarily • Delay • Start to investigate • Do Nothing

If a child tells you they are experiencing abuse, it's important to reassure them that they've done the right thing in telling you. Make sure they know that abuse is never their fault. Never talk to the alleged perpetrator about the child's disclosure. This could make things a lot worse for the child.

Confidentiality

A child or vulnerable adults should never be promised complete confidentiality. Where there are concerns that a child or vulnerable adult has been or is being abused, the matter must be reported to the appropriate authorities.

In the best interests of the child or vulnerable adult, information will be shared with other agency personnel working with the person. However, this will be on a 'need to know' basis. Information will be shared with other staff in the organisation only on a 'need to know' basis.

All records, information and confidential notes are kept in separate files in a locked drawer. These records are kept separate from the child's individual report.

2.3 Procedure to report abuse if suspected perpetrator is outside the organisation:

If a disclosure has been made by a young person or vulnerable adult, or a staff members, board member or volunteer suspects abuse, they must::

- in the case of a disclosure, listen to what is being said and support the child/vulnerable adult, and take the following steps promptly
- make a concise written record of disclosure using the actual words of the child or vulnerable person
- If needed, arrange immediate medical attention for the child or vulnerable adult
- Refer matters to the designated person, discuss the incident, and make full notes.
- The Designated person will complete an incident report form and store it in the relevant folder.

The Designated person will then:

Meet with the Director to plan a course of action, ensuring that a written record is taken and stored confidentially. If doubts remain on course of action, contact the Gateway team at the Western Trust, and/or the Police, and next actions, including whether parents are informed, will be discussed.

2.4 Procedure to report abuse if suspected perpetrator is inside the organisation:

If a disclosure has been made by a young person or vulnerable adult, or a staff members, board member or volunteer suspects abuse of a child or vulnerable adult by a member of staff, board member, or volunteer of the organisation, they must::

1. in the case of a disclosure, listen to what is being said and support the child/vulnerable adult, and take the following steps promptly
2. make a concise written record of disclosure using the actual words of the child or vulnerable person
3. If needed, arrange immediate medical attention for the child or vulnerable adult
4. If the suspicion is about:
 - a. someone other than the designated person, refer matter to the designated person, discuss the incident, and make full notes.
 - b. the designated person, refer the matter to the Director.

5. If the matter has been referred to the Designated person, they will complete an incident report form and store it in the relevant folder. The Designated person will then (assuming the complaint is about someone other than the Director) meet with the Director to plan a course of action, ensuring that a written record is taken and stored confidentially. If doubts remain on course of action, contact the Gateway team at the Western Trust, and/or the Police, and next actions, including whether parents are informed, will be discussed.
If the complaint is about the Director, the designated person will meet with the Chair of the Board, plan a course of action, ensuring that a written record is taken and stored confidentially. If doubts remain on course of action, contact the Gateway team at the Western Trust, and/or the Police, and next actions, including whether parents are informed, will be discussed.
6. If the matter has been referred to the Director, they will complete an incident report form and store it in the relevant folder. The Director will then meet with the Chair of the Board to plan a course of action, ensuring that a written record is taken and stored confidentially. If doubts remain on course of action, contact the Gateway team at the Western Trust, and/or the Police, and next actions, including whether parents are informed, will be discussed.
7. In all cases, and with advice from Social services, precautionary suspension, removal from direct duties, or disciplinary action will be considered by the Director and/or Board.

Where an allegation is made against a member of staff and is pursued either as a formal referral or under the agreed disciplinary procedures for teacher's, a detailed record of the complaint, signed by the Director., and shall be retained on the file of the member of staff concerned. An entry will also be made in the centre's safeguarding records.

If, on foot of a subsequent investigation by one of the investigating agencies, the member of staff concerned is totally exonerated, the record on the file of the member of staff concerned shall be expunged, and the entry in the organisation's safeguarding records deleted or struck through.

However, where disciplinary investigation or action is undertaken in the context of child protection, all details relating to the complaint and disciplinary sanction shall be maintained on the member of staff's file for a period of 5 years. The record on the child's or vulnerable adult's file should be noted accordingly, and should be maintained indefinitely in case there should be subsequent complaints. In all other cases, the record on both the victim's file and the staff member's file should be maintained indefinitely

Cultúrlann Uí Chanáin's safeguarding records will be made available to the Board of Directors at least annually.

All staff, board members and volunteers are assured that they can disclose confidential information relating to unacceptable behaviour by a member of staff and will be protected in doing so.

2.5 How a parent or member of the public can raise a safeguarding concern:

At Cultúrlann Uí Chanáin we aim to work closely with the parents/guardians in supporting all aspects of the child or vulnerable adult's development and well-being. Any concerns a parent may have will be taken seriously and dealt with in a professional manner. If a parent has a concern they can talk to the member of staff or the Director. If they are still concerned they may talk to the Chair of the Board. At any time a parent may talk to a social worker or to the PSNI Public Protection Unit. Details of who to contact are shown in the flowchart in Appendix 2.

2.6 Dealing with bullying:

If serious bullying is suspected, the same procedure should be followed as set out in 'Responding to suspicions or allegations' above.

Cultúrlann Uí Chanáin encourage all staff to take action to help the victim and prevent bullying in activities:

- Take all signs of bullying very seriously.
- Encourage all Children / Vulnerable Adults to speak and share their concerns (seek professional help immediately if the behaviour is having a significant impact on the mental health of the victim). Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the Child / Vulnerable Adult Protection Officer or the school (wherever the bullying is occurring).

Action towards the bully(ies):

- Talk with the bully(ies), explain the situation, and try to get the bully (ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Inform the bully's parents.
- Insist on the return of 'borrowed' items and that the bully(ies) compensate the victim.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all organisation members of action taken.
- Keep a written record of action taken.
- Most 'low level' incidents will be dealt with at the time by staff and volunteers. However, if the bullying is severe (e.g. a serious assault), or if it persists despite

efforts to deal with it, incidents should be referred to the designated person on the safeguarding team in procedure 2.3 above.

2.7 Record Keeping

All safeguarding records, information and confidential notes are kept in separate files for each child/vulnerable adult in a protected folder, accessible only by the Chair, Director, and Designated Persons. These records are kept separate from any other file that is held on the child, young person, or vulnerable adult.

If a complaint about possible abuse is received by the centre and is not referred to Social Services – or if it is referred and Social Services do not place the child or vulnerable adult's name on the Protection Register – a record on the child's file will be permanently preserved and a confidential copy will be sent to any school to which the child subsequently transfers.

If the Social Services inform the organisation that the child's name has been placed on the Child Protection Register, a record of this fact and associated documentation from the Social Services will be maintained on the child's file while he or she continues to come to our organisation.

When the child's name is removed from the child protection register then all Social Services records will be destroyed and only the organisation's records retained for permanent preservation. Please refer to Appendices 5(a) and 5 (b), 5 (c) for recording pro-formas used to record concerns.

Cultúrlann Uí Chanáin follows the NSPCC's advice on the retention of Child Protection records in Northern Ireland, storing information until the child's 30th Birthday. Information on vulnerable adults will be kept for 10 years.

Records of concerns on the behaviour of adult members of staff or volunteers will be kept until they reach retirement age, or 10 years, whichever is longest. In the case that allegations are found to be malicious, records should be destroyed immediately.

Further advice on the retention of documents can be found on the NSPCC website: <https://learning.nspcc.org.uk/research-resources/briefings/child-protection-records-retention-storage-guidance>

3. Photography and Filming Statement

There is evidence that some people have used children and young people's activities and events as an opportunity to take inappropriate photos or video footage of children and young people. Staff members should be vigilant at all times in ensuring that any person using cameras or video recording technology should be asked to complete a consent form for the use of cameras and video.

Cultúrlann Uí Chanáin uses photography and filming at events from time to time where there are child and vulnerable adults present. The sharing of photographs and films of our activities can help us celebrate the successes and achievements of our children and young

people, and raise awareness of the work of our organisation.

We seek to keep children, young people and vulnerable adults safe by:

- Fully briefing staff who will be taking pictures on appropriate content and behaviour
- If there is an outside photographer present, fully briefing them on our safeguarding policy in regards to photography and making sure they are easily identifiable
- Using signage where possible to confirm that filming/photography is happening at each event
- Gathering written consent (both from the child themselves, and from the parent if they are under 16) in order to use the child's image in any marketing or promotional material, online or offline.
- Explaining what the images will be used for.
- Using first names only to identify children in published material, and not using names at all where possible
- Making sure children and their parents and carers understand how long the images will be securely stored
- Avoiding sharing images of children in activities such as swimming
- Avoiding sharing images of children that do not positively reflect their involvement in the activity.
- Storing images in a protected folder with limited access.

Appendices

Appendix 1 - Recognising Abuse

The following definitions of child abuse are taken from the Area Child Protection Committees' Regional Policy and Procedures (2005). Cultúrlann Uí Chanáin applies these same definitions of abuse in regards to children/vulnerable adults.

6.1 Definition of Abuse

Abuse occurs when a child or vulnerable adult is neglected, harmed or not provided with proper care. Abuse may take place in many settings, in a family, in an institutional or community setting, by those known to them or more rarely, by a stranger. There are different types of abuse and a child or vulnerable adult may suffer more than one of them.

The procedures outlined in this document are intended to safeguard children and vulnerable adults who are at risk of significant harm because of abuse or neglect by a parent, carer or other with a duty of care towards a child.

6.2 Types of Abuse

Neglect is the persistent failure to meet a child or vulnerable adult's physical, emotional and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child or vulnerable adult from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision. It may also include non-organic failure to thrive (faltering growth).

Physical Abuse is the deliberate physical injury to a child or vulnerable adults, or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.

Emotional Abuse is the persistent emotional ill-treatment of a child or vulnerable adult such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of the other person. It may involve causing a child or vulnerable adult to frequently feel frightened or in danger, or the exploitation or corruption of a child or vulnerable adult. Some level of emotional abuse is involved in all types of ill-treatment, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose a child or vulnerable adult to emotional abuse.

Sexual Abuse involves forcing or enticing a child or vulnerable adult to take part in sexual activities. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children or vulnerable adults to behave in sexually inappropriate ways.

A child or vulnerable adult may suffer or be at risk of suffering from one or more types of abuse and abuse may take place on a single occasion or may occur repeatedly over time.

Signs and Symptoms of abuse – possible indicators

Physical Abuse

<u>Physical Indicators</u>	<u>Behavioural Indicators</u>
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• Unexplained bruises – in various stages of healing – grip marks on arms; • slap marks; human bite marks; welts; bald spots; unexplained/untreated burns; especially cigarette burns (glove like); unexplained fractures; lacerations; or abrasions; • untreated injuries; • bruising on both sides of the ear – symmetrical bruising should be treated with suspicion; injuries occurring in a time pattern e.g. every Monday	• Self destructive tendencies; • aggressive to other children; • behavioural extremes (withdrawn or aggressive); • appears frightened or cowed in presence of adults; • improbable excuses to explain injuries; chronic runaway; • uncomfortable with physical contact; • come to activities early or stays last as if afraid to be at home; • clothing inappropriate to weather – to hide part of body; violent themes in art work or stories
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Neglect

Physical Indicators	Behavioural Indicators
• Looks very thin, poorly and sad; • constant hunger; lack of energy; • untreated medical problems; • special needs of child not being met; • constant tiredness; inappropriate dress; • poor hygiene; • repeatedly unwashed; smelly; • repeated accidents, especially burns.	• Tired or listless (falls asleep in class); • steals food; compulsive eating; • begging from class friends; • withdrawn; lacks concentration; medicals; • reports that no carer is at home; • low self-esteem; • persistent non-attendance at activities; • exposure to violence including unsuitable videos. •

Emotional Abuse

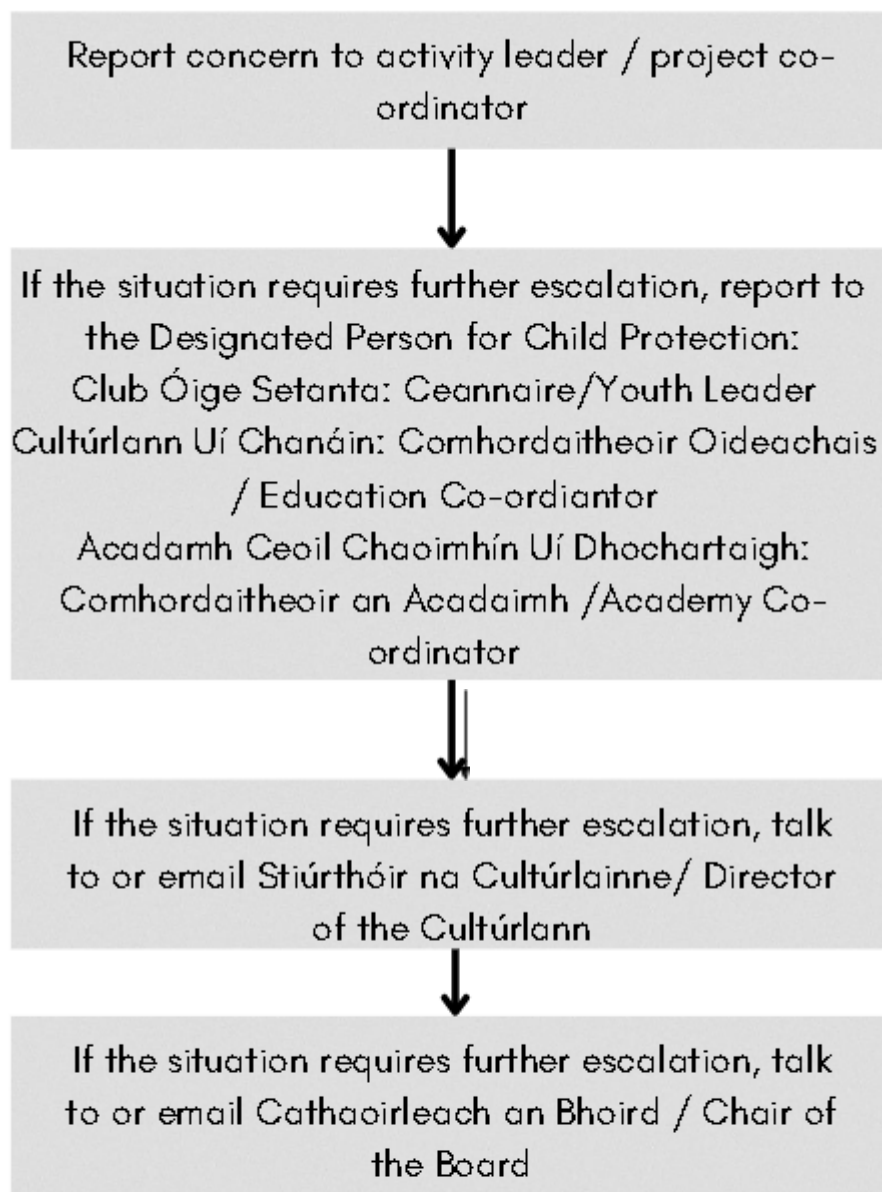
Physical Indicators	Behavioural Indicators
• Well below average in height and weight; “failing to thrive”; • poor hair and skin; alopecia; • swollen extremities i.e. icy cold and swollen hands and feet; • recurrent diarrhoea, wetting and soiling; sudden speech disorders; • signs of self mutilation;	• Apathy and dejection; • inappropriate emotional responses to painful situations; • rocking/head banging; • inability to play; • indifference to separation from family • indiscriminate attachment; • reluctance for parental liaison;

• signs of solvent abuse (e.g. mouth sores, smell of glue, drowsiness); • extremes of physical, mental and emotional development (e.g. anorexia, vomiting, stooping).	• fear of new situation; • chronic runaway; • attention seeking/needing behaviour; • poor peer relationships.
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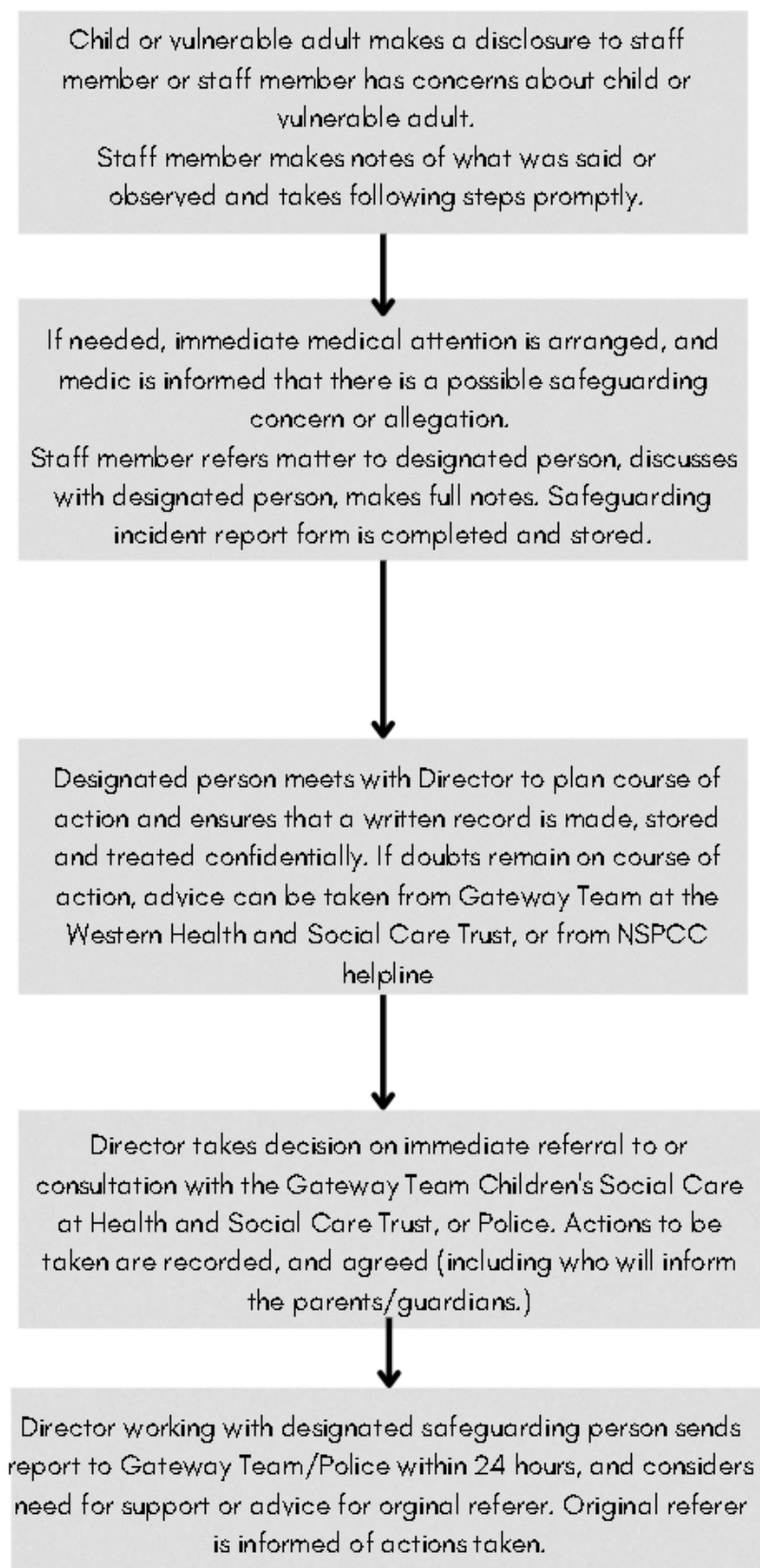
Sexual Abuse

Physical Indicators	Behavioural Indicators
• Bruises, scratches, bite marks or other injuries to breasts, buttocks, lower abdomen or thighs; • bruises or bleeding in genital or anal areas; • torn, stained or bloody underclothes; • chronic ailments such as recurrent abdominal pains or headaches; • difficulty in walking or sitting; • frequent urinary infections; • avoidance of lessons especially PE, games, showers; • unexplained pregnancies where the identity of the father is vague; anorexia/gross over-eating.	• What the child tells you; • Withdrawn; chronic depression; • excessive sexual precociousness; seductiveness; • children having knowledge beyond their usual frame of reference e.g. young child who can describe details of adult sexuality; parent/child role reversal; • over concerned for siblings; • poor self esteem; self devaluation; • lack of confidence; peer problems; • lack of involvement; • massive weight change; • suicide attempts (especially adolescents); hysterical/angry outbursts; • lack of emotional control; • sudden school difficulties e.g. deterioration in work or behaviour; • inappropriate sex play; • repeated attempts to run away from home; unusual or bizarre sexual themes in children's art work or stories; • vulnerability to sexual and emotional exploitation; promiscuity; • exposure to pornographic material.

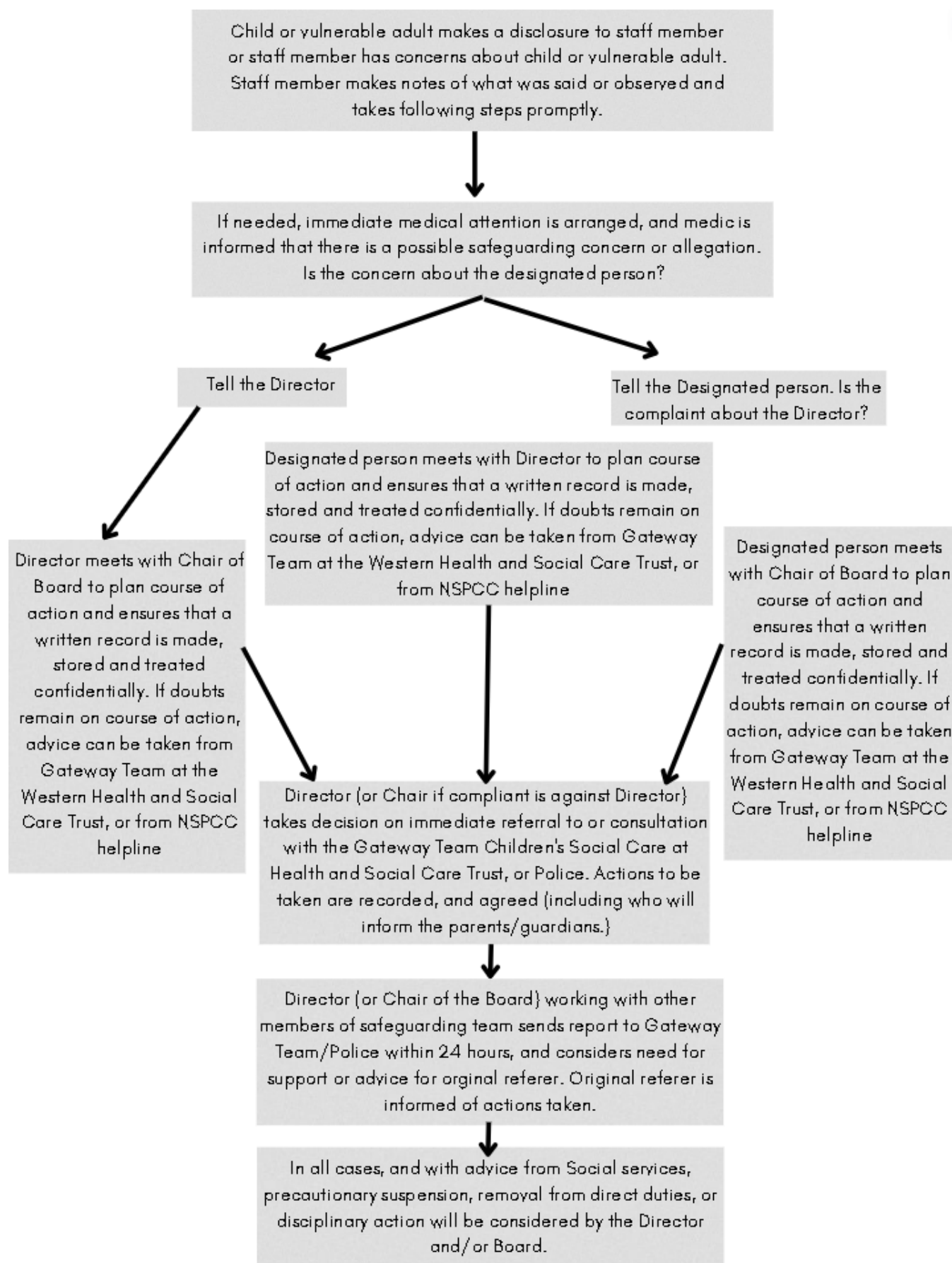
Appendix 2: How a Parent/Guardian can make a Complaint about a member of staff or volunteer



Appendix 3: Procedure where the Organisation has concerns, or has been given information, about possible abuse by someone outside the organisation



Appendix 4: Procedure where a complaint has been made about possible abuse by a member of the organisation's staff.



Appendix 5 : Safeguarding reporting profile

Child's Initial _____ DOB _____ Scheme _____

Date	Details of Concern	Signature

Completed forms should be saved separately in the protected safeguarding folder.

Appendix 6: Safeguarding Incident Form

Your name:	Name of organisation:
Your role::	
Contact information (you): <i>Address:</i> <i>Postcode:</i> <i>Telephone</i> <i>numbers:</i> <i>Email address:</i>	
Child/ren at risk name:	Child/re date of birth:
Child's gender:	
Parent's / carer's name(s):	
Contact information (parents/carers): <i>Address:</i> <i>Postcode:</i> ☐ <i>Telephone numbers:</i> <i>Email address:</i>	

Have parent's / carer's been notify of this incident

☐ Yes

☐ No

If YES please provide details of what was said/action agreed:

Are you reporting your own concerns or responding to concerns raised by someone else:

☐ Responding to my own concerns

Responding to concerns raised by someone else

If responding to concerns raised by someone else: *Please provide further information below*

Name:

Position within the sport or relationship to the child:

Telephone numbers:

Email address:

Date and times of incident:

Details of the incident or concerns:

Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.

Child's account of the incident:

*(enter if you already have this, please **do not** approach the child for this information)*

Please provide details of any witnesses to the incident:

Name:

Position within the club or relationship to the child:

Date of birth (if child):

Address:

Postcode:

Telephone number:

Email address:

Please provide details of any person involved in this incident or alleged to have caused the incident / injury:

Name:

Position within the club or relationship to the child:

Date of birth (if child):

Address:

Postcode:

Telephone number:

Email address:

Please provide details of action taken to date:

Has the incident been reported to any external agencies?

☐ Yes

☐ No

If YES please provide further details:

Name of organisation / agency:

Contact person:

Telephone numbers:

Email address:

Agreed action or advice given:

Your Signature:		Print name:	
Date:			

Completed forms should be saved separately in the protected safeguarding folder.