



Safeguarding Policy & Procedures

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| Policy written when: | November 2019 by General Manager |
| Policy reviewed on: | N/A |
| Approved by Board on: | Monday 18 November 2019 |
| Effective from: | Tuesday 19 November 2019 |
| For attention of: | Members of the Senior Management Team and Safeguarding Officers |
| For action by: | Board; Senior Management Team and Safeguarding Officers; staff, contractors and volunteers; children and young people, parents, carers and service users |
| Review due on: | November 2022, or as changes in legislation requires |
| Safeguarding Officer(s): | <p>Eibhlin de Barra, Director – 028 9023 0660 / 07702 619 548 / director@youngatart.co.uk</p> <p>Kelly-Anne Collins, General Manager – 028 9023 0660 / 079 367 14051 / manager@youngatart.co.uk</p> <p>Where reporting involves a Young at Art worker, contact should be made to the Director. In all other circumstances, contact is made to the General Manager.</p> |



Safeguarding Statement

Young at Art (YAA) believes that all children's lives are enriched by the arts, and is committed to practice that protects children and adults at risk from harm, creating safe and stimulating environments for their creative expression and development.

This policy has been approved and endorsed by senior management and the Board of Directors.

In all of YAA's work, the welfare of the child, young people and adults at risk is paramount, with children, young people and adults at risk being treated equally and in a manner which is respectful of their religious, racial, cultural and linguistic, social, gender or sexual identity. YAA workers are provided with relevant training to uphold this policy and procedures. In this policy, workers include our employees, contractors and volunteers.

YAA is committed to an ethos of inclusion, transparency and openness in all its activities. We are open to receiving feedback from all involved with our organisation including children, young people, adults at risk, parents and carers.

We recognise that:

- The welfare of the child is paramount, as enshrined in the Children (NI) Order 1995;
- All children, young people and adults at risk, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse;
- Some children and adults at risk are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues; and
- Working in partnership with children, young people, adults at risk, their parents, carers and other agencies is essential in promoting their welfare.

Principle of Good Practice

YAA will:

- Place children at the heart of our work, recognising their rights as individuals listening to, acknowledging and valuing their opinions and needs;
- Treat children, young people and adults at risk with care, respect and dignity;
- Assess the risk to children, young people and adults at risk in all activities;



- Provide workers with training on safeguarding best practice and procedures; and
- Review policies and procedures regularly.

Within this policy, an adult at risk is an adult over the age of 18 years whose exposure to harm through abuse, exploitation or neglect may be increased by their personal characteristics and/or life circumstances.

Whistleblowing Statement

Part VA of the Employment Rights (NI) Order 1996 prevents you from suffering a detriment or having your contract terminated for 'whistleblowing', which is making disclosures about your employer. YAA takes very seriously any concerns that are raised under this legislation.

YAA encourage workers (employees, contractors and volunteers) to be alert to wrongdoing and to inform management of any concerns. Workers should raise an issue even if they are just concerned, rather than wait for proof or attempt to investigate the matter. Employees who qualify as whistleblowers will not be penalised for informing management of their concerns and will be protected from reprisals.

This statement is intended to assist individuals who believe that they have discovered malpractice or impropriety. It is not designed to question business or strategic decisions of YAA nor should it be used to consider matters that are addressed under harassment, complaint, disciplinary or other procedures. Once the 'whistle-blowing' procedures are in place, it is reasonable to expect the worker to use them rather than air their complaints outside the organisation.

Confidentiality Statement

As YAA works very closely with children, young people, adults at risk, their families and schools, there is a possibility that we will come into contact with confidential or sensitive information. Confidential information is information which is not lawfully in the public domain or readily available from another public source. YAA respects the privacy of all who use our services. We aim to ensure that all parents and carers can share information with us in the confidence that it will only be used to enhance the welfare of their child, young person or adult at risk.

YAA will respect confidentiality in the following ways:

- Parents will have ready access to the records of their own child/children, but will not have access to information about any other child;



- Information given by parents to YAA workers will not be passed on to other adults without permission, except with regard to a safeguarding concern;
- YAA will inform parents when we need to record confidential information beyond the general personal information we keep – for example with regard to any injuries or any discussions with parents/carers on sensitive matters; and
- We keep all records securely.

Anti-Bullying Statement

YAA is committed to providing a caring, friendly and safe environment for all of our children. Bullying of any kind is unacceptable. All children, young people or adults at risk should be encouraged and supported to let our workers know that bullying is happening and that incidents will be dealt with promptly and effectively.



Code of Conduct

All YAA workers must abide by the Code of Conduct, and any induction will fully cover the requirements of this code.

Any breach of this code of conduct is a serious issue. It will be investigated and may result in disciplinary action including dismissal, referral to the HSC Trust, PSNI, DBS or any other relevant regulatory body. If you are unsure of your actions or feel that you may have breached this Code, you should consult with your Line Manager or YAA's Safeguarding Officer.

Positive Actions

We will seek to keep children, young people and adults at risk safe by:

- Valuing them, listening to and respecting them as individuals;
- Setting good example by using appropriate language, attitude and demeanour at all times;
- Wearing YAA branded clothing as provided/relevant;
- Avoiding excessive physical contact with children and young people and refraining from activity such as tickling/wrestling;
- Recruiting workers safely, ensuring all necessary checks are made;
- Providing all workers with training, support and appropriate supervision in safeguarding issues;
- Sharing information about child protection and good practice with children, parents, YAA workers, ensuring communication is open and clear; and
- Sharing concerns with agencies who need to know, and involving parents and children appropriately.

Where it may be necessary, and only where necessary, for YAA workers to do things of a personal nature for children, YAA will ensure that consent has been secured previously from parents/carers or as soon as reasonably possible after. Such tasks should be undertaken with the utmost discretion and be sensitive to the child's needs.

What to Avoid

We will seek to keep children, young people and adults at risk safe by YAA workers avoiding the following:

- Spending excessive amounts of time alone with them away from others;
- Taking them alone in car journeys, however short; and
- Taking them to their home.

Activity should where possible be undertaken in open, visible settings.



Where any of this activity cannot be avoided, it should only be undertaken with the full knowledge and consent of the YAA Safeguarding Officer and/or the parents/carers of the child, young person or adult at risk.

What Never to Do

We will seek to keep children, young people and adults at risk safe by never undertaking the following:

- Engaging in rough physical games including horseplay or allowing any participants to do so (Acceptable physical contact in the delivery of arts-based activities is set out below);
- Engaging in sexually provocative or inappropriate games or allowing any participants to do so;
- Allowing or engaging in inappropriate touching of any form;
- Using or allowing the use of inappropriate language including sexually suggestive comments to go unchallenged;
- Letting allegations made by a child, young person or adult at risk to go unchallenged or unrecorded;
- Give your personal details to children, young people or adults at risk;
- Invite/accept invites from young people and adults at risk's personal social networking sites;
- Gossip about personal or sensitive information or promise to keep secrets;
- Arrange meetings with children, young people or adults at risk outside organised activities;
- Bring alcohol to premises of activity, or smoke in presence of children, young people and adults at risk; and
- Make/accept loans or gifts of money.

Physical Contact

Physical touch should only occur when it is appropriate to the age/development of the child, young person or adult at risk, and in response to particular needs of the child, young person or adult at risk. There will be instances when physical contact is unavoidable, and in fact necessary.

Appropriate:

- Context dependant touch within a controlled and supervised environment (e.g. demonstration of dance, positioning, supporting a lift, demonstrating a breathing technique);
- Preventing injury (e.g. catching a falling child, appropriate restraint);
- Handshake and 'high fives'; and
- Fitting safety equipment (e.g. harness, safety restraint).

Because of the nature of our work, YAA workers are very unlikely to be required to give intimate care. However, if this is required, they should in the



first instance, seek assistance from a registered person (eg. parent, carer, nursery worker etc.). If that is not possible, YAA workers will ensure that the intimate care is done sensitively and with respect to the individual's dignity and privacy involving the individual in their own care as much as possible. If they are concerned about anything during intimate care, they will report it to the Safeguarding Officer at the earliest opportunity.

Inappropriate:

- Touch which is unnecessary, unexplained, out of context, without consent;
- Any touch to breast, groin or buttocks areas;
- Kissing or hugging;
- Slapping/hitting (even in jest); and
- Holding hands.

Young children particularly will often demonstrate affection. The training and induction of workers will include best practices and methods of how to best respond when a child tries to hug, wants to hold hands, etc.

Diversity and additional care/support needs

YAA workers should:

- Be open to and aware of diversity in the beliefs and practices of individuals and their families;
- Ask how an individual's care should be delivered, having regard to the cultural needs of others;
- Be aware of the difficulties posed by language barriers and other communication difficulties; and
- Not discriminate against individuals and their families who have different cultural backgrounds and beliefs from their own.

Use of Technology including Mobile Phones, Email, Social Media and Photography/Filming of and by Children, Young People and Adults at Risk

Mobile Phones/Email/Social Media

All YAA workers will adhere to the following guidelines. Failure to do so may result in disciplinary action.

- While mobile phones are useful for emergencies, workers will refrain from using them during the delivery of activity to children, young people or adults at risk;
- Being mindful that children, young people and adults at risk may read any online communications by our workers, when communicating about their



work for YAA they should ensure that it is age-appropriate and adheres to the values set out in this policy; and

- Online or electronic communications with children, young people and adults at risk taking part in YAA's activities should be avoided without the express consent of their parents/carers.

Photography and Filming

All YAA workers will adhere to the following guidelines. Failure to do so may result in disciplinary action.

- Ensure that clear information and/or signage is displayed when photography/filming is being used;
- Ensure that consent from the child, young person's guardian or carer, or from the adult at risk themselves, written or verbal, is granted prior to any photography or filming;
- Provide clear information about content and use of image;
- Identify the photographer to the group or individuals;
- No unsupervised access to children, young people and adults at risk; and
- Avoid using full names if image is used or published.



Recruitment

YAA is committed to equality of opportunity and recruiting on a basis which is free from unfair and unlawful discrimination, while ensuring that recruitment procedures do not increase or ignore potential risk of harm to children, young people or adults at risk, nor do they compromise or put workers at risk. YAA endeavours to ensure that permanent and seasonal recruitment is made open for public applications. Some temporary or short-term appointments may be made without open processes where time may be a factor.

YAA is a registered body with Access NI and requires enhanced disclosures checks on any workers in supervisory or regular contact with children, young people under 18 and adults at risk. Having a criminal record will not necessarily bar a person working with YAA, this will depend on nature of the position, and the circumstances and background of offences. Any information revealed on an Access NI Disclosure certificate will be forwarded to the recruitment panel. The decision as to the relevancy of the information will be theirs alone.

YAA monitors recruitment of all workers by:

- Providing Job Descriptions for all posts (permanent and project based);
- Application forms will cover past work or volunteering;
- All personnel engaged will be asked if there is any reason they cannot work with children, young people or adults at risk;
- All personnel engaged will be asked to provide information on previous convictions which are not protected, and investigations, if any;
- Interviewing candidates (if applicable);
- Obtaining two written references;
- Obtaining ID documents to verify identity;
- Completing relevant Access NI checks (if applicable);
- Setting a probationary period (if applicable); and
- Ensure all new recruits undergo induction process and are familiar with Safeguarding Policy and Procedures.

Induction and Training

Core Employees

YAA ensures that Safeguarding Training is included as part of the company induction programme for all employees. All recruitment for twelve months or longer are subject to a probation period. YAA's Staff Handbook sets out the probation period for each role.



Project-based Workers

Induction sessions are a compulsory element of project preparation for all project-based workers, covering all aspects of the company's policies and procedures, including additional elements as deemed necessary by the nature of the activity.

Support & Supervision

YAA operates both informal and formal support and supervision processes. Line Managers regularly meet with workers that they oversee to ensure any matters are managed. YAA's formal Staff Appraisal process provides for reviews every six months of progress against annual objectives.



What is Abuse?

Abuse of children, young people and adults at risk can be any of the following:

Physical:

Deliberate physical hurting of a child, young person or adult at risk

Sexual:

When others use and exploit children, young people or adults at risk sexually for their own gratification or gain or the gratification of others

Emotional:

Persistent emotional maltreatment of a child, young person or adult at risk

Neglect:

Failure to provide for a child, young person or adult at risk's basic needs, likely to result in the serious impairment of their health or development

Exploitation:

Intentional ill-treatment, manipulation or abuse of power and control over a child, young person or adult at risk; to take selfish or unfair advantage of a child, young person or adult at risk or situation, for personal gain

Institutional:

Mistreatment or neglect of an adult by a regime or individuals in settings which adults who may be at risk reside in or use

Other behaviours may be harmful to children, young people or adults at risk including verbal abuse and bullying.

Bullying:

Although bullying is not defined as abuse, in its more extreme forms it could be regarded as abuse. It can take many forms, including emotional, physical, racist, sexual, homophobic, verbal or cyber.

Abuse outlined above would include female genital mutilation, forced marriage, 'honour based violence' and child sexual exploitation.

Some children, young people and adults at risk may be at great risk of harm:

- Those that are looked after;
- Those who go missing;
- Those in supported accommodation;
- Those who are homeless;
- Those living in violent or abusive domestic environments;
- Those with parents/carers with additional support needs;



- Separated, unaccompanied and trafficked children, young people or adults at risk;
- Those with disabilities; and
- Lesbian, Gay, Bi-Sexual or Transgender Young People or adults at risk.

What Constitutes a Safeguarding Concern?

A concern is the possibility that children, young person and adults at risk are suffering from harm or abuse. Most likely examples are:

- Worrying remarks made by a child, young person or adult at risk;
- Situations in which a child, young person or adult at risk has been exposed to potential risk of harm;
- Concern about the behaviour of a worker (e.g. inappropriate or unacceptable behaviour or language, negligence, favouritism);
- Disclosures (when a child, young person or adult at risk tells you they are/have been abused or harmed in any way); and
- Potential physical signs of abuse (e.g. visible and unexplained injuries, bruises, bleeding).



Reporting Procedures

YAA is aware of the importance of recording and reporting concerns, allegations or disclosures. It is not YAA's role to investigate any concern and workers simply need to ensure all information is passed to the Safeguarding Officer without delay. All concerns should be reported, no matter how insignificant the information may seem.

YAA's Safeguarding Officer/s in order are as follows:

1. General Manager, Kelly-Anne Collins (Lead Safeguarding Officer/Interim Adult Safeguarding Champion)
Contact details: 028 9023 0660 / 079 367 14051 / manager@youngatart.co.uk
2. Director, Eibhlin de Barra
Contact details: 028 9023 0660 / 07702 619 548 / director@youngatart.co.uk
3. Interim Education & Engagement Officer, Jackie Fauteux
Contact details: 028 9023 0660 / education@youngatart.co.uk

Lead Safeguarding Officer is the General Manager. They are to be the main contact unless the allegation is about a member of the YAA workers. In these circumstances, the Director is to be the main contact. The Adult Safeguarding Champion has responsibility for adult safeguarding policy matters only. All adult safeguarding reporting is to be made to the Lead Safeguarding Officer.

Their role is to:

- Be the first-person workers or members of the public approach with concerns;
- Ensure that policy and procedures are implemented;
- Ensure all workers are aware of safeguarding policy and procedures, receive appropriate safeguarding training;
- Ensure that any concerns, allegations and disclosures are properly recorded and reported; and
- Contact statutory agencies about concerns and make referrals as necessary.

In the case of a child/young person/adult at risk disclosing it is important to:

- Listen to them rather than directly questioning them;
- Stay calm, offer reassurance without making promises;
- Listen to everything the child, young person or adult at risk has to say, do not stop them from recalling significant events;
- Be clear in your mind what the child, young person or adult at risk has related to you, but under no circumstances interrogate them;



- Explain to the child, young person or adult at risk that it may be necessary to inform others;
- Ask if they have told anyone else and if not, who would be a good person to contact; and
- Thank the child, young person or adult at risk for informing you and reassure them that they were right to do so.

Actions for YAA Workers

- Complete report form, found in Appendix A. Record the discussions accurately, factually, and as soon as possible after the event. Avoid opinion and hearsay;
- Immediately contact YAA's Safeguarding Officer and give them report, and details who else copy of report has gone to (see below);
- If at a host venue (e.g. school or nursery) copy report form and immediately contact their designated officer and give them copy of report. If host venue's Safeguarding Officer is not available notify YAA's Safeguarding Officer, who will follow up; and
- Do not discuss information with anyone else.

All reports will be held confidentially and supplied for any further investigation. YAA workers will need to make themselves available should a meeting be required.

Actions for Child/Young Person Safeguarding by Officer/s

- Determine action depending on the seriousness of the concern:
 - Yes, it is serious:
 - Record and report;
 - Refer to Gateway Team/PSNI; and
 - Possible referral to DBS.
 - It is possibly serious:
 - Seek advice from Social Services Gateway Team;
 - No, it is not serious:
 - Identify training and practice issues; and
 - Refer back to the worker and/or other appropriate personnel within the organisation.

Actions for Adult at Risk Safeguarding by Officer/s

- Determine whether there is a safeguarding issue and appropriate response and ensure immediate safety of adult at risk (Liaise with HSC Trust where necessary):
 - No safeguarding issue:
 - Exit process and consider alternatives;
 - Keep a record of concerns on file; and
 - Monitor the situation.



- Safeguarding issue:
 - Record on relevant proforma;
 - Seek consent for referral to HSC Key Worker (where known) or HSC Trust Adult Protection Gateway Service;
 - If regulated service, inform RQIA; and
 - Act as conduit for any investigation.
- Protection issue (where there is a clear and immediate risk of harm/alleged crime):
 - Refer to HSC Trust Adult Protection Gateway Service/PSNI.

Should Safeguarding or Designated Officer/s not be Available?

If the Safeguarding Officer, and/or host venue's Designated Officer, are not available ensure a message is left for them to contact you urgently.

If you feel the matter is urgent and cannot wait, you should contact the local Gateway Team.

The Belfast team for children and young people can be contacted on 028 9050 7000 during office hours (other regions available in Appendix B) or out of hours 028 9504 9999, informing the Safeguarding Officer you have done so as soon as possible afterwards.

The Belfast team for adults at risk can be contacted on 028 9504 1744 during office hours (other regions available in Appendix B) or out of hours on 028 9504 9999, informing the Safeguarding Officer you have done so as soon as possible afterwards.

Case of an Allegation against a YAA Worker / Whistleblower Protection

If an allegation is made against a YAA worker, the employee will be suspended on full pay until such time as the investigation is complete, or for the duration if shorter.

YAA has dual responsibility in respect of the child, young person or adult at risk and the worker. Therefore, it is recommended that the same person should not have responsibility for dealing with the safeguarding reporting issues and the employment issues. Within YAA the safeguarding reporting in these cases will be handled by the Director, and the employment element by the General Manager. YAA's Board of Directors will be notified when the allegation is made.

Allegations made against one Safeguarding Officer should be reported directly to the alternative Safeguarding Officer.



Where a safeguarding disclosure is to be made against YAA's workers or YAA itself, whistleblower protection may be available.

Whistleblower protection is satisfied where:

1. Disclosure is made to the employer and It is made in good faith and the whistleblower has a reasonable suspicion that the alleged malpractice has occurred, is occurring, or is likely to occur;
2. Disclosure is made to a regulator and in addition to above, the whistleblower honestly and reasonably believes that the information and any allegations in it are substantially true; and
3. Disclosure is made to other bodies and in addition to above, it is reasonable in all circumstances and is not made for personal gain.

Complaints may be made bypassing any line management structures and taken straight to the Director or Board Chair. The Chair can refer the complaint back to the Director if they feel that the Director without any conflict of interest can more appropriately investigate the complaint.

The current Board Chair is Maria Lee. The Chair can be contacted at chair@youngatart.co.uk.

The police should be informed of any evidence of criminal activity. YAA will ensure that any internal investigation does not hinder a formal police investigation.

Whistleblowers can ask for their concerns to be treated in confidence and this will be respected so long as it does not hinder or frustrate any investigation. However, the investigation process may reveal the source of the information and the individual making the disclosure may need to provide a statement as part of the evidence required.

YAA encourages employees to use this procedure if they are concerned about any safeguarding wrongdoing at work. If you make an allegation in good faith, which is not confirmed by subsequent investigation, no action will be taken against you. In making a disclosure, you should exercise due care to ensure the accuracy of the information. However, if the procedure has not been invoked in good faith (e.g. for malicious reasons or in pursuit of a personal grudge), then it will make you liable to disciplinary action up to and including dismissal as may be appropriate in the circumstances.



Timescales

Due to the varied nature of these sorts of complaints, which may involve internal investigators and / or the police, it is not possible to lay down precise timescales for such investigations. The investigating officer should ensure that the investigations are undertaken as quickly as possible without affecting the quality and depth of those investigations.

The investigating officer, should as soon as practically possible, send a written acknowledgement of the concern to the complainant and thereafter report back to them in writing the outcome of the investigation and on the action that is proposed. If the investigation is a prolonged one, the investigating officer should keep the complainant informed, in writing, as to the progress of the investigation and as to when it is likely to be concluded.

All responses to the complainant should be in writing and sent to their home address.

Investigating procedure

The investigating officer should follow these steps:

1. Full details and clarifications of the complaint should be obtained;
2. The investigating officer should inform the worker against whom the complaint is made as soon as is practically possible. The worker will be informed of their right to be accompanied by a trade union or other representative at any future interview or hearing held under the provision of these procedures;
3. The investigating officer should consider the involvement of the Police at this stage and should consult with the Chair;
4. The allegations should be fully investigated by the investigating officer with the assistance where appropriate, of other individuals / bodies;
5. A judgement concerning the complaint and validity of the complaint will be made by the investigating officer. This judgement will be detailed in a written report containing the findings of the investigations and reasons for the judgement. The report will be passed to the Chair as appropriate;
6. The Chair will decide what action to take. If the complaint is shown to be justified, then they will invoke the disciplinary or other appropriate procedures;
7. The complainant should be kept informed of the progress of the investigations and, if appropriate, of the final outcome; and
8. If appropriate, a copy of the outcomes will be passed to the Board to enable a review of the procedures.

If the complainant is not satisfied that their concern is being properly dealt with by the investigating officer, they have the right to raise it in confidence with the Chair.



If the investigation finds the allegations unsubstantiated and all internal procedures have been exhausted, but the complainant is not satisfied with the outcome, YA recognises the lawful rights of workers and ex-workers to make disclosures to an appropriate organisation or body, or, where justified, elsewhere.

External Complaints Procedures

YAA welcomes those who use our services to inform us of any safeguarding complaints regarding our services including from parents, children, young people, adults at risk, volunteers or external agencies. A copy of the current Safeguarding policy will be available from the YAA website to ensure all service users are aware of our complaints procedures.

If appropriate, complaints should be dealt with informally through dialogue with the parties involved.

If the issue cannot be dealt with and/or resolved in this way, the following procedures will apply:

1. Complaints should be forwarded to the Safeguarding Officer or the alternative, if unavailable or the complaint is regarding them;
2. The investigating officer will follow the procedure as set out above regarding complaints made by whistleblowers;
3. The investigating officer should ensure that all concerned are clear about the nature of the complaint and any previous incidents in relation to the child, young person or adult at risk and the YAA worker;
4. If appropriate, remedial action should be taken by the YAA worker. This could include an apology, clarity about expected behavior, additional training to be undertaken and consequences for not adhering to expected behavior;
5. The investigating officer is expected to keep clear and accurate records of discussions and information shared at each stage of the process;
6. All information relating to the complaint will be treated as confidential and stored in a secure location; and
7. If there is a complaint in relation to a particularly serious incident, where abuse is suspected, then the reporting procedure takes precedence over the complaints procedure and it may ultimately be necessary to make a referral to statutory agencies.



APPENDIX A

Please return to:

Safeguarding Officer - Kelly-Anne Collins, General Manager
Contact: manager@youngatart.co.uk / Young at Art, Cotton Court, 30-42 Waring St, Belfast BT1 2ED / 028 9023 0660 / 079 367 14051

Alternative Safeguarding Officer – Eibhlin de Barra, Director
Contact: director@youngatart.co.uk / Address as above / 028 9023 0660 / 07702 619 548

Recording Allegations or Suspicions of Abuse

Abuse of a child, young person or adult at risk is a criminal offence. If you have a suspicion that someone is being or has been abused, or if an allegation of abuse has been made to you, it is vital that you faithfully, truthfully and swiftly record the details. It is also important that you fully comply with the Safeguarding procedures of the host organisation (school, youth club) in which you are working, Young at Art's Safeguarding Policy and Procedures, and the full requirements of the law.

The following questions are designed to help you provide accurate, factual information to support any investigation. You may not be able to, and are not expected to, answer all the questions, but please try to give as much information as possible, even if you think it may not be relevant. Continue on additional sheets if necessary.

Any suspicion or allegation must be directed to Young at Art's Safeguarding Officer, and the Designated Officer of any host venue (e.g. school, nursery). Please remember you should NOT discuss the details of your concerns with any other party outside of those directly involved.

Name of child/young person/adult at risk: _____

Age: _____

Parent/Guardian's name(s) if known: _____

Home address, if known: _____

Home Tel, if known: _____

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| Are there any special factors about this child/young person/adult at risk? |
| |
| Are you expressing your own concerns or passing on those of someone else? <i>If so, please record details.</i> |
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| What has prompted the concerns? Are there any physical, behavioural or indirect signs of abuse? (include dates/times of specific incidents) |
| |
| Has the child/young person/adult at risk been spoken to or spoken to anyone about this? If so, what was said? (please include what was said to them as well as by them if possible) |
| |
| Has anyone else been consulted or spoken to? If so, what was said? |
| |
| Has anybody been alleged to be the abuser? <i>If so, record details.</i> |
| |
| Have steps been taken to ensure the child/young person/adult at risk is safe? |
| |

Please give us your details in case we need to contact you:

Name: _____

Tel No: _____

Address: _____



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APPENDIX B

Useful Contacts

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| <p>Health and Social Care Trust Gateway Teams (Children and Young People) If you are concerned about the safety or wellbeing of a child or young person contact the Gateway Service.</p> <p>Belfast HSC Trust Gateway Team (Greater Belfast)</p> <p>Northern HSC Trust (Antrim, Carrickfergus, Newtownabbey, Larne, Ballymena, Cookstown, Magherafelt, Ballycastle, Ballymoney, Portrush and Coleraine)</p> <p>South-Eastern HSC Trust (Lisburn, Dunmurry, Moira, Hillsborough, Bangor, Newtownards, Arts Peninsula, Comber, Downpatrick, Newcastle, Ballynahinch)</p> <p>Southern HSC Trust (Craigavon, Banbridge, Dromore, Lurgan, Portadown, Gilford, Armagh, Coalisland, Dungannon, Fivemiletown, Markethill, Moy, Tandragee, Ballygawley, Newry City, Bessbrook, Annalong, Rathfriland, Warrenpoint, Crossmaglen, Killeel, Newtownhamilton)</p> <p>Western HSC Trust (Derry, Limavady, Strabane, Omagh, Enniskillen)</p> | <p>028 9050 7000 / Out of Hours: 028 9504 9999</p> <p>0300 123 4333 / Out of Hours: 028 9446 8833</p> <p>0300 1000 300 / Out of Hours: 028 9504 9999</p> <p>0800 783 7745 (free from landlines) / 028 3741 5285 (Central number) / Out of Hours: 028 9504 9999</p> <p>028 7131 4090 / Out of Hours: 028 9504 9999</p> |
| <p>PSNI Public Protection Units (Children and Young People)</p> | <p>Use central number 0845 600 8000 and specify your location</p> |



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| <p>Health and Social Care Trust Gateway Teams (Adults at Risk) If you are concerned about the safety or wellbeing of an adult at risk, contact the Gateway Service.</p> <p>Belfast HSC Trust Gateway Team (Greater Belfast)</p> <p>Northern HSC Trust (Antrim, Carrickfergus, Newtownabbey, Larne, Ballymena, Cookstown, Magherafelt, Ballycastle, Ballymoney, Portrush and Coleraine)</p> <p>South-Eastern HSC Trust (Lisburn, Dunmurry, Moira, Hillsborough, Bangor, Newtownards, Arts Peninsula, Comber, Downpatrick, Newcastle, Ballynahinch)</p> <p>Southern HSC Trust (Craigavon, Banbridge, Dromore, Lurgan, Portadown, Gilford, Armagh, Coalisland, Dungannon, Fivemiletown, Markethill, Moy, Tandragee, Ballygawley, Newry City, Bessbrook, Annalong, Rathfriland, Warrenpoint, Crossmaglen, Killeel, Newtownhamilton)</p> <p>Western HSC Trust (Derry, Limavady, Strabane, Omagh, Enniskillen)</p> | <p>Out of Hours for all regions: 028 9504 9999</p> <p>028 9504 1744</p> <p>028 9441 3659</p> <p>028 9250 1227</p> <p>028 3756 4423</p> <p>028 7161 1366</p> |
| <p>PSNI (Adult at Risk Safeguarding)</p> | <p>Emergency: 999 Non-Emergency: 0845 600 8000 General Enquiries: 0845 600 8000</p> |
| <p>RQIA (Adult at Risk Safeguarding)</p> | <p>Belfast: 028 9051 7500 Omagh: 028 8224 5828</p> <p>No out of hours options</p> |
| <p>Young at Art</p> | <p>Safeguarding Officer/s Kelly-Anne Collins, General Manager Office: 028 9023 0660</p> |



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| | <p>Out of Hours: 079 367 14051 Email: manager@youngatart.co.uk OR Eibhlin de Barra, Director Office: 028 9023 0660 Out of Hours: 07702 619548 Email: director@youngatart.co.uk</p> |
| ACCESS NI | <p>www.nidirect.gov.uk/accessni 0300 200 7888</p> |
| ACE (Advisory Centre for Education) Advice on bullying | <p>www.ace-ed.org.uk Helpline 0300 0115 142</p> |
| Bullying UK Good advice for children on bullying is outlined here - how to recognise it, and what to do if you are the victim or know of someone who is. For those unwilling to tell anybody, help is available on the site via email. | <p>www.bullying.co.uk</p> |
| Child Exploitation Online Protection | <p>www.ceop.police.uk</p> |
| Child Protection in Sport Unit (CPSU) | <p>www.thecpsu.org.uk 0203 222 4246</p> |
| Childline Northern Ireland Childline has helped hundreds of thousands of children in trouble or danger. Also check out their website. There are fact sheets on many subjects including bullying. | <p>www.childline.org.uk Helpline 0800 11 11</p> |
| Children's Law Centre | <p>www.childrenslawcentre.org.uk CHALKY Helpline 0808 808 5678</p> |
| Department for Communities | <p>www.communitiesni.gov.uk</p> |
| Department of Health, Social Services and Public Safety | <p>www.dhsspsni.gov.uk</p> |
| Disclosure and Barring System | <p>www.gov.uk/government/organisations/disclosure-and-barring-service</p> |
| Domestic Violence | <p>www.womensaid.org.uk</p> |
| Health | <p>www.kidsallergies.co.uk</p> |
| Family Lives Advice for parents on supporting a child who is being bullied. | <p>www.familylives.org.uk Freephone 0808 800 2222</p> |
| Internet Watch Foundation UK Hotline for reporting criminal online content | <p>www.iwf.org.uk</p> |
| Kidscape Operates an anti-bullying helpline for parents of bullied children with advisers available Monday-Thursday from 10am-4pm. | <p>www.kidscape.org.uk 08451 205 204</p> |



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| National Children's Bureau | www.ncb.org.uk |
| NI Anti-Bullying Forum | www.niabf.org.uk |
| NI Commissioner for Children & Young People | www.niccy.org |
| NSPCC Child Protection Helpline | www.nspcc.org.uk Helpline 0808 800 5000 |
| Parenting NI | www.parentingni.org Freephone 0808 8010 722 |
| Suicide and self-harm | www.samaritans.org |
| Volunteer Now | 028 90236100 Further information on developing Safeguarding policy and procedures are provided in the documents Our Duty to Care and Getting it Right available at www.volunteernow.co.uk |
| YouthNet | www.youthnetni.org.uk/ 028 90331880 |
| Young at Art | Safeguarding Officer/s Kelly-Anne Collins, General Manager Office: 028 9023 0660 Out of Hours: 079 367 14051 Email: manager@youngatart.co.uk OR Eibhlin de Barra, Director Office: 028 9023 0660 Out of Hours: 07702 619548 Email: director@youngatart.co.uk |



APPENDIX C

ACCESS NI DISCLOSURE CHECK CONSENT FORM

Young at Art are committed to safeguarding children, young people and adults at risk and to ensuring equal opportunity for all applicants. Information about criminal convictions is requested to assist the recruitment process and will be taken into account only when the conviction is considered materially relevant to the position applied for. You have applied for a position that is eligible for an Enhanced Disclosure Check under the Safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012.

It also falls within the position of an 'excepted' position under The Rehabilitation of Offenders (Exceptions) Order (NI) 1979. This means that you must tell us about all offences and convictions, including those considered 'spent', which are not protected. If you leave anything out, it may affect your application. This information will be verified through an AccessNI Enhanced Disclosure Check (EDC) because you are considered to be the preferred candidate and are being offered the position. The EDC will tell us about your criminal record history (and, if the post is regulated activity, if your name has been included on a Barred List). It is to make sure that individuals who are considered a risk to children and young people are not appointed. The information received will be treated confidentially and will be assessed to determine suitability for the position. A separate meeting will be held with you if clarification is required to discuss any issues around your disclosure before a final decision is reached. After the decision has been made, the information will be destroyed.

Please complete the attached form and return it to the General Manager, Young at Art's Designated Safeguarding Officer. The form also asks you to give your written consent to an AccessNI Check and to agree to further enquiries being made relevant to the declaration, which is only be obtained because you are the preferred candidate. If you do not consent, we will not proceed with your appointment. Preferred candidates can also submit a separate statement of disclosure if they wish. This may include details such as the particular circumstances around the conviction(s); how circumstances may have changed; and what has been learnt from the experience. Preferred candidates can contact the Northern Ireland Association for the Care and Rehabilitation of Offenders (NIACRO) for more information.



Declaration of Criminal Convictions, Cautions and Bind-Over Orders - In Confidence

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| 1. Are you included in the Children's or Adult's Barred List? YES / NO |
| If yes, please give details |
| 2. Do you have any cases pending? YES / NO |
| If yes, please give details |
| 3. Do you have any convictions, cautions, informed warnings, diversionary youth conferences or bind-over orders that are not subject to 'filtering' (as defined by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979, as amended in 2014)? YES / NO |
| If yes, please provide details below, giving as much information as you can, including, if possible, the offence, the approximate date of the court hearing and the court which dealt with the matter. |
| 4. Have you ever been the subject of a Child or Adult Abuse investigation which alleged that you were the perpetrator? YES / NO |
| If yes, please list full details below including the name of police unit or HSC Trust involved in the investigation. If possible please provide the approximate date/s. |

Declaration and Consent

I declare that the information I have given is complete and accurate. I understand that I will be asked to complete an AccessNI Disclosure Certificate Application Form if I am considered to be the preferred candidate. I consent to the appropriate AccessNI check being made and I agree to enquiries relevant to this declaration.

Signature: _____

Date: _____

Print name: _____

Any surname previously known by: _____

Position applied for: _____