

ARMAGH CITY, BANBRIDGE AND CRAIGAVON BOROUGH COUNCIL

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| 1 | 2,8,10,12,14,16, 18-19,20-25,30-33,37,39,7857-58, 73 & 78 | 06/05/20 | Cosmetic changes only -Update and minor amendments of cover page, table of contents, formatting, definitions, contacts names & telephone numbers and references. No amendments change/alter the meaning of any content. |
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| 4 | Page 29 and 34-100 inclusive | 01/07/2023 | Amendments made to appendix to focus on core actions to support staff. Appendices contained in pages 29 and 34-100 removed from policy to create accessible and practical workplace procedures. Remaining appendix reviewed and updated. |



SAFEGUARDING POLICY

For the Protection of Children and Adults at Risk

PREVENTION AND PROTECTION IN PARTNERSHIP

Contents

| | |
|--|----|
| 1. Policy Statement | 3 |
| 2. Aim of the Policy | 3 |
| 3. Scope..... | 3 |
| 4. Safeguarding Principles..... | 3 |
| 5. Definition of Terms | 5 |
| 6. Assessing and Managing Safeguarding Risk..... | 7 |
| 7. Reporting Procedures | 8 |
| 8. Legal and Policy Context..... | 9 |
| Appendix 1: Forms of Abuse | 11 |
| Appendix 2: Reporting Procedures..... | 15 |
| Appendix 3: Reporting Flowchart for Safeguarding Issues / Incidents (Employees) | 18 |
| Appendix 4: Reporting Flowchart for Safeguarding Issues / Incidents (Elected Members)..... | 19 |
| Appendix 5: Emergency and Referral Contact Details | 20 |
| Appendix 6: Safeguarding Report Form | 21 |
| Appendix 7: Referral Agency Recording Form | 23 |
| Appendix 8: Councils Roles and Responsibilities | 24 |
| Appendix 9: Equality Screening Form | 27 |
| Appendix 10: Rural Needs Impact Assessment (RNIA) | 36 |

1. Policy Statement

Armagh City, Banbridge and Craigavon Borough Council are committed to **working in partnership** with others to **safeguard children and adults from all forms of harm, abuse, neglect, or exploitation**. This policy aims to ensure that a holistic approach to safeguarding is embedded within all Council services, and that elected members, employees, casual workers, agency workers, grant-aided organisations, contractors and volunteers understand their role and responsibilities in relation to safeguarding.

The implementation of this Policy will create an organisational culture where the reporting of abuse, neglect, exploitation, or harm is encouraged and where all Council personnel feel supported and equipped with the skills to do so.

2. Aim of the Policy

This policy will set out the framework for safeguarding and ensure that Council meets all its legal and moral responsibilities to children, adults at risk and families that it **directly** or **indirectly** provides a service to.

This policy aims to:

- Promote **zero-tolerance** of harm to all children and adults at risk
- Continuously monitor and improve safeguarding procedures
- Influence the way the organisation thinks about harm to children and adults at risk by embedding a culture which recognises every person's right to respect and dignity, honesty, humanity and compassion in every aspect of their life
- Establish clear procedures for reporting and responding to concerns/ incidents
- Ensure safe recruitment, selection and other relevant Human Resources procedures are integral in creating safe environments for children and adults at risk
- Ensure effective and co-ordinated multi-agency responses are provided
- Promote a continuous learning approach to safeguarding

3. Scope

This policy applies to all employees, elected members, volunteers, grant-aided organisations, contractors, agency workers, casual workers and those using our facilities irrespective of their function, remit or role.

There is an expectation that all Council personnel will work in partnership as they apply this policy to children and adults at risk. Council will ensure that elected members, employees, casual workers, agency workers and volunteers are provided with the tools and knowledge to equip them to safeguard children and adults at risk and deal with situations that may cause them concern.

4. Safeguarding Principles

Safeguarding and protecting children and adults at risk is the responsibility of every individual in Northern Ireland across all disciplines and sectors.

All children and adults at risk have a fundamental right to be safeguarded from harm. Their welfare must be promoted and every opportunity given to develop to their full potential. The Council outlines the key principles of safeguarding as follows:

- A child's welfare is paramount
- Adults at risk must be empowered and involved in the decision making process
- Responses must be proportionate to the circumstances
- The individual involved whether child or adult has a right to be heard
- Action taken must be reported and recorded
- Agencies should work together

Effective safeguarding will prevent harm occurring through early identification of risk and appropriate intervention and, also implement adequate action when protection is required. There is an expectation that all elected members, employees, casual workers and volunteers will work in partnership to safeguard children and adults at risk or in need of protection, whether the contact is **direct or indirect**. Effective safeguarding activity will:

- **Promote** the welfare for the child/ young person/ adult at risk
- **Prevent** harm occurring through early identification of risk and appropriate, timely intervention
- **Protect** children and adults at risk from harm when this is required.

Child protection is the process of protecting individual children identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect. **Safeguarding, and promoting the welfare of children, is a broader term than child protection.** It encompasses protecting children from maltreatment, preventing impairment of children's health or development, and ensures children grow up in safe and nurturing circumstances. All children have a right to protection against abuse, neglect, exploitation and violence and the Council has a statutory duty to safeguard and promote the welfare of children and young people.

Adult safeguarding is based on fundamental human rights and on respecting the rights of adults as individuals, treating all adults with dignity and respecting their right to freedom of choice. It involves empowering and enabling all adults, including those at risk, to manage their own health, well-being and safety. It extends to intervening to protect where harm has occurred or is likely to occur and promoting access to justice. All adults at risk should be central to any actions and decisions affecting their lives. Safeguarding adults is complex and challenging. The focus of any intervention must be on promoting a proportionate, measured approach to balancing the risk of harm with respecting the adult's choices and preferred outcome for their own life circumstances. The right of a person with capacity to make decisions and remain in control of their life must be respected.

A successful approach to the safeguarding of children and adults at risk requires multi-agency collaboration and the recognition of individual's wellbeing and welfare at the heart of the organisation.

Effective safeguarding includes robust recruitment practices. It is important that the Council follows its recruitment policy and applies robust recruitment, selection and vetting processes for employees, casual workers, agency workers and volunteers and particularly where there is substantial unsupervised contact with children and adults at risk.

| SAFEGUARDING PRINCIPLES – ADULTS | SAFEGUARDING PRINCIPLES – CHILDREN |
|--|--|
| <p>Empowerment - People being supported and encouraged to make their own decisions and give informed consent.</p> <p>Prevention - It is better to take action before harm occurs.</p> <p>Proportionality - The least intrusive response appropriate to the risk presented.</p> <p>Protection - Support and representation for those in greatest need.</p> <p>Partnership - Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.</p> <p>Accountability - Accountability and transparency in safeguarding practice</p> | <p>Paramourncy - The welfare and best interests of the child as paramount.</p> <p>Parental Responsibility - Parental responsibility means all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and their property.</p> <p>Prevention - It is better to take action before harm occurs.</p> <p>Proportionality - The least intrusive response appropriate to the risk presented.</p> <p>Protection - Support and representation for those in greatest need.</p> <p>Partnership - Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.</p> |

5. Definition of Terms

5.1 Safeguarding

Within this Policy the term ‘safeguarding’ encompasses both activity which **prevents** harm from occurring in the first place (Council Safeguarding Procedures) and activity which **protects** children and adults at risk where harm has occurred or is likely to occur (Council Reporting Procedures).

5.2 Preventative Safeguarding

This includes a range of actions and measures. Council personnel may come into contact with children and adults who may be at risk and so must recognise the potential for harm and put in measures to prevent it. In practice Council supports elected members, employees, casual workers, agency workers and volunteers by providing safeguarding procedures e.g.

- Recruitment, selection and vetting

- Code of Conduct for Councillors
- Employee Code of Conduct
- Block booking or extended lets of Council facilities
- Photographic guidance
- Role of Designated Safeguarding Champion, Designated Safeguarding Officers and Safeguarding Co-ordinator
- Membership of Leisurewatch
- Supervision levels at activities
- Guidance for Work Placements
- Guidance/Protocols for Contractors
- Managing Challenging Behaviour/Anti-Bullying

5.3 Protective Safeguarding

This is targeted at children and adults at risk when harm is suspected, has occurred or is likely to occur. The protection service is led by the Health and Social Care Trusts and the PSNI. In practice the Council has internal reporting concerns regarding children and adults which may lead to referrals to these statutory agencies.

5.4 Child/ Young Person

Refers to anyone under the age of 18.

5.5 Adult at Risk

It is not possible to definitively state when an adult is at risk as this will change on a case by case basis. The following definition is intended to provide guidance, as to when an adult may be at risk of harm:

An '**Adult at risk**' is a person aged 18 or over where there is an exposure to harm through abuse, exploitation or neglect. This may be increased by their:

- **personal characteristics** (*which may include, but are not limited to age, disability, illness, physical or mental infirmity and impairment of, or disturbance in, the functioning of the mind or brain*); **and/or**
- **life circumstances** (*which may include, but are not limited to, isolation, socio-economic factors and environmental living conditions*)

5.6 Adult in Need of Protection

Is a person aged 18 or over whose exposure to harm through abuse, exploitation or neglect maybe increased by their **personal characteristics** and/or **life circumstances**

And who is unable to protect their own well-being, property, assets, rights or other interests

And where the action or inaction of another person or persons is causing or likely to cause him/her to be harmed.

5.7 Harm and Abuse

Harm and Abuse can take many forms, it can sexual, physical, exploitation, emotional, financial or neglect. It can include neglect, harassment, bullying, stalking or coercion.

Abuse can be a single or repeated act. Abuse is something that can occur within many situations including the workplace, home, school, communities, public places and all forms of clubs and societies. There are different types of abuse and a child or adult can be abused in more than one way and by one or more perpetrators.

5.8 Significant Harm in relation to Children

The Children NI Order 1995 introduced Significant Harm as the threshold that justifies compulsory intervention in family life in the best interests of children. Physical Abuse, Sexual Abuse, Emotional Abuse, Neglect and Exploitation are all categories of Significant Harm.

There are no absolute criteria on which to rely when judging what constitutes significant harm. Sometimes a single violent episode may constitute significant harm but more often it is an accumulation of significant events, both acute and longstanding, which interrupt damage or change the child's development.

In relation to adults:

A key concept in adult safeguarding work is 'Significant Harm'.

The impact of harm upon a person will be individual and depend upon each person's circumstances and the severity, degree and impact or effect of this upon that person. The concept of Significant Harm is therefore relative to each individual concerned.

Appendix 1 of this Policy contains a list of the different forms of abuse/harm (this list is not exhaustive).

6. Assessing and Managing Safeguarding Risk

Risk assessment is fundamental to the whole process of safeguarding and is specifically concerned with the identification of specific risks to a person covered by the Safeguarding Policy and Procedures.

Risk assessment will seek to determine:

- What the actual risks are – the harm that has been caused, the level of severity of the harm, and the views and wishes of the adult at risk
- The person's ability to protect themselves
- Who or what is causing the harm
- Factors that contribute to the risk, for example, personal, environmental, relationships, resulting in an increase or decrease to the risk
- The risk of future harm from the same source

When unforeseen issues/risks arise, it is essential that mechanisms are put in place to combat the likelihood of them reoccurring. This is a dynamic process that requires consistent vigilance and monitoring with reassessment of the risk with every decision made

to promote robust practices.

Assessing and managing risks to children, young people, and adults (including those at risk) should be integral to each department's risk management strategy. Assessment of risk is the process of examining what could possibly cause harm to a child, young person or adult, to the staff or volunteers or any other person in the context of the activities and services of the organisation. No endeavour or activity, or indeed interaction, is entirely risk free and even with good planning it may be impossible to completely eliminate risks from any activity, service or interaction. However, each Department should have in place risk assessment and management practice to reduce the likelihood of it occurring and to minimise the impacts of abuse by responding effectively when it does occur.

Safeguarding is addressed as a risk in the Council Corporate Risk Register deals and is reviewed at least quarterly.

7. Reporting Procedures

It is fundamentally important that if any elected members, employees, casual workers, agency workers, volunteers, contractors and service users, have any concerns about a child or adult at risk that they must report these concerns to the Designated Safeguarding Officers and/or Safeguarding Coordinator, following the steps laid out in Appendix 2. No promises should be made to maintain confidentiality (**if someone is at risk you must report it**).

Where safeguarding concern relates to employees, elected members, volunteers, grant-aided organisations, contractors, agency workers or casual workers the Safeguarding Coordinator must be contacted immediately or as soon as is practicable.

REMEMBER you are NOT responsible for deciding whether or not abuse has taken place,

BUT YOU ARE;

RESPONSIBLE FOR REPORTING your concerns to the relevant person and COMPLETING THE SAFEGUARDING RECORDING FORM (Appendix 6).

- The reporting procedures in Appendix 2 should be followed when you have a concern, are in receipt of a disclosure or there is a safeguarding incident.
- The flow chart in Appendix 3 outlines the procedure for the reporting of safeguarding issues for employees.
- The flow chart in Appendix 4 outlines the procedure for the reporting of safeguarding issues for Elected Members.
- Contact details for the Council's Safeguarding Coordinator, and relevant referral agencies for any safeguarding concerns are

available in Appendix 5. Additional advice and guidance including Council Designated Safeguarding Officers are included in the Safeguarding Portal on the Council Intranet.

- The Safeguarding Report Form which **MUST** be completed for any incidents, disclosures or concerns of abuse is available at Appendix 6.
- Where a referral is made to another statutory agency, a record must be completed on the Referral Agency Recording Form at Appendix 7

In the event of the Safeguarding Coordinator and/or Designated Safeguarding Officers not being available, the individual reporting the incident/concern should proceed to the next stage of the reporting procedure.

The Safeguarding Coordinator should be advised of such actions as soon as practical.

The General Data Protection Regulations (GDPR) and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children or adults at risk/in need of protection safe. They are not a barrier to sharing information, where the failure to do so would cause the safety or well-being of a child/adult at risk/in need of protection to be compromised. Similarly, human rights obligations, such as respecting the right to a private and family life would not prevent sharing where there are safeguarding concerns.

8. Legal and Policy Context

This policy has been developed in line with the following legislation, guidance and good practice guidelines, current at the time of publication.

8.1 Legislation/Policy

- UN Convention on the Rights of the Child 1989
- The Children (NI) Order 1995
- Crime and Disorder Act 1998
- Section 75 NI Act 1998
- Human Rights Act 1998
- Immigration and Asylum Act 1999
- Every Child Matters 2003
- Mental Capacity Act 2005
- The Safeguarding Vulnerable Groups (NI) Order 2007
- The Sexual Offences Order (NI) 2008
- Safeguarding Board Northern Ireland Act 2011
- Adult Safeguarding: Prevention and Protection in Partnership 2015
- Children Services Co-operation Act 2015
- Data Protection Act 2018

- Protection from Stalking Act (Northern Ireland) 2022
- The Protection from Harassment (Northern Ireland) Order 1997
- Domestic Abuse and Civil Proceedings Act (Northern Ireland) 2021
- The Family Homes and Domestic Violence (Northern Ireland) Order 1998

8.2 Good Practice Guidelines

- NIASP (NI Adult Safeguarding Partnership) - Adult Safeguarding Policy for NI
- SBNI – Safeguarding Board for NI – Regional Policy & Procedures
- Co-operating to Safeguard Children (DHSSPS) Guidance 2017
- Our Duty to Care: Standards and Guidance for Keeping Children and Young People Safe (2022), Volunteer Now
- National Governing Body of Sport Guidelines
- Sexting and the Law – Safeguarding Board for Northern Ireland
- National Crime Agency – CEOP (Child Exploitation and Online Protection)

8.3 Relationship with other Council Policies and Guidance

- This policy operates in parallel with and is supported by other council policies: Learning & Development Policy; Raising Concerns Policy; Social Media Usage Policy; Corporate Health & Safety Policy; Fraud Policy; Corporate Complaints Policy; Performance Policy; Data Protection Policy; Code of Conduct for Councillors; Code of Conduct for Local Government Employees; Unreasonable Customer Behaviour Policy and Community Plan.
- The following guidance documents also support the implementation of this policy: Staff Safeguarding Induction, Code of Conduct, Allegations against staff, Supervision Levels for activities, Photography and mobile phone guidance, Booking Council facilities, Consent and Registration guidance, Leisurewatch Guidance, Work Experience Placement Guidance, Guidance for Contractors, Managing Challenging Behaviour, Anti-bullying, Guidance for Residential Activities.

Appendix 1: Forms of Abuse

Types of abuse and the commonly accepted definitions include:

Physical Abuse

Physical abuse is the use of physical force or mistreatment of one person by another which may or may not result in actual physical injury (including deliberate physical injury to a child or the wilful or neglectful failure to prevent physical injury or suffering which may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot/bed, or inappropriately giving drugs (including medication) to control behaviour). It may also include the denial of medical treatment, the misuse or illegal use of restraint and deprivation of liberty.

Emotional Abuse

Psychological/emotional abuse is behaviour that is psychologically harmful or inflicts mental distress by threat, humiliation or other verbal/non-verbal conduct. This may include threats, humiliation or ridicule, withholding security, love or support, provoking fear of violence, shouting, yelling, swearing, blaming, controlling, intimidation, domestic abuse and coercion.

Some level of emotional abuse is involved in all types of ill treatment of children or adults at risk, though it may occur alone.

Sexual Abuse

Sexual abuse is any behaviour perceived to be of a sexual nature which is unwanted or takes place without consent or understanding. Sexual violence and abuse can take many forms and may include non-contact sexual activities, such as indecent exposure, stalking, being made to look at or be involved in the production of sexually abusive material, or being made to watch sexual activities. It may involve physical contact, including non-consensual penetrative sexual activities or non-penetrative sexual activities, such as intentional touching (also known as groping). It can also include non-contact activities, such as involving children in looking at or the production of pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Sexual abuse can be found across all sections of society, irrelevant of gender, age, ability, religion, race, ethnicity, personal circumstances, financial background or sexual orientation.

Neglect

Neglect is the deliberate withholding, or failure through a lack of knowledge, understanding or awareness, to provide appropriate and adequate care and support, which is necessary for the adult to carry out daily living activities. It may include physical neglect to the extent that health or well-being is impaired, administering too much or too little medication, failure to provide access to appropriate health (medical) or social care, withholding the necessities of life, such as adequate nutrition, shelter, heating or clothing, failing to protect a child/adult

at risk from physical harm or danger. For children, neglect is the persistent failure to meet a child's physical and/or psychological needs, likely to result in significant harm.

Note that self-neglect and self-harm in adults do not fall within the scope of this definition.

Domestic abuse

Domestic Abuse is a pattern of behaviour that is characterised by the exercise of control and the misuse of power by one person over another within an intimate or family relationship. It is usually frequent and persistent. While domestic abuse most commonly refers to that perpetrated against a partner, it includes violence against ex-partners, and violence by any other person who has a close or family relationship with the victim, including parents, children, siblings. It also includes honour-based violence.

Domestic abuse does not just refer to physical violence but also to sexual, emotional and psychological, online and financial abuse; it is, in many cases, made up of a combination of different forms of abuse. It can occur anywhere including the workplace.

For the purposes of this Policy, Domestic Abuse and Sexual Violence (Domestic Abuse) is defined as any "threatening, controlling, coercive behaviour, violence or abuse (psychological, virtual, physical, verbal, sexual, financial or emotional) inflicted on anyone (irrespective of age, ethnicity, religion, gender, gender identity, sexual orientation or any form of disability) by a current or former intimate partner or family member.' (Definition taken from the DOJ & DHSSPS "Stopping Domestic and Sexual Violence and Abuse in Northern Ireland" Strategy document March 2016).

Exploitation

Exploitation is the intentional ill-treatment, manipulation or abuse of power and control over another person (including children); to take selfish or unfair advantage of a person's situation, for personal gain. It may manifest itself in many forms such as forced labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or human trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature.

Child Sexual Exploitation (CSE)

CSE is a type of sexual abuse in which children are sexually exploited for money, power or status. Children or young people may be tricked into believing they are in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation.

Harassment

Harassment is offensive, oppressive or intimidatory behaviour. It is unwanted conduct which has the purpose or the effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating, or offensive environment for an individual. It can include direct and indirect gender based misogynistic and sexist behaviour.

Stalking

Stalking is a pattern of unwanted or repeated behaviour including behaviours which are fixated or obsessive) from an ex-partner, someone known to them, or a stranger, that causes the person to feel scared, distressed or intimidated.

Female genital mutilation (FGM)

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It's dangerous and a criminal offence. There are no medical reasons to carry out FGM. It doesn't enhance fertility and it doesn't make childbirth safer. It is used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health.

Harmful Sexual Behaviour

Harmful sexual behaviour includes:

- Using sexual explicit words and phrases
- Inappropriate touching
- Using sexual violence or threats
- Full penetrative sex with children or adults

Children and young people who develop harmful sexual behaviour harm themselves and others. Sexual behaviour between children is also considered harmful if one of the children is much older – particularly if there is more than two years' difference in age or if one of the children is pre-pubescent and the other isn't. However, a younger child can abuse an older child, particularly if they have power over them – for example, if the older child is disabled. If you're not sure whether a sexual behaviour is harmful find out about the signs, symptoms and effects of harmful sexual behaviour by visiting www.nspcc.org.uk

Bullying and Cyberbullying

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at work school, at home or online. It's usually repeated over a long period of time and can hurt a person both physically and emotionally. Bullying that happens online, using social media, games and mobile phones, is often called cyberbullying. A person can feel like there's no escape because it can happen wherever they are, at any time of day or night.

Cyber bullying is intentional and repeated cruel or hurtful behaviour that is carried out using technology, such as:

- SMS or text messages, Email
- Blogs, Chat rooms, Discussion boards, Instant messaging, Online games
- Photo sharing apps, i.e.; Snapchat and Instagram
- Social networking sites and apps like Facebook, Snapchat, Instagram or Twitter

Cyber bullying can include:

- Sending cruel and threatening messages or material
- Putting embarrassing photos of people on the web
- Creating fake profiles that are mean or hurtful
- Sending unwanted messages online, teasing and making of fun of others

- A cyber bully can be someone a young person knows or a stranger

Sexting

'Sexting' is when someone sends or receives a sexually explicit text, image or video on their mobile phone, computer or tablet. It can include sexual chat or requests for pictures/images of a sexual nature. Whether this is illegal or not depends on what the image is or what the chat involves and who it is sent between. However, it is a crime to possess, take, make, distribute or show anyone an indecent or abuse image of anyone under 18 years of age.

Always remember that, while the age of consent is 16, the relevant age in relation to indecent images is 18.

A copy of leaflet 'Sexting and the Law' published by the Safeguarding Board for Northern Ireland (SBNi) can be obtained from www.safeguardingni.org

Human Trafficking

Human Trafficking involves the acquisition and movement of people by improper means, such as force, threat or deception, for the purposes of exploiting them. It can take many forms, such as benefit fraud, domestic servitude, forced criminality (such as pickpocketing, begging, transporting drugs, working on cannabis farms, and bag theft), forced labour, sexual exploitation and organ harvesting. Victims of human trafficking can come from all walks of life; they can be **male or female; children or adults**; and they may come from migrant or indigenous communities.

Many children and adults who are vulnerable are trafficked into the UK from abroad, but can also be trafficked from one part of the UK to another.

Financial abuse

Financial abuse is actual or attempted theft, fraud or burglary. It is the misappropriation or misuse of money, property, benefits, material goods or other asset transactions which the person did not or could not consent to, or which were validated by intimidation, coercion or deception. This may include exploitation, embezzlement, withholding pension or benefits or pressure exerted around wills, property or inheritance.

Institutional abuse

Institutional abuse is the mistreatment or neglect of a person, by a regime or individuals, in settings within which adults who may be at risk or children reside or use. Institutional abuse may occur when the routines, systems and regimes result in poor standards of care, poor practice and behaviours, inflexible regimes and rigid routines which violate their dignity and human rights and place adults at risk of harm. Institutional abuse may occur within a culture that denies, restricts or curtails the privacy, dignity, choice and independence. It involves the collective failure of a service provider or an organisation to provide safe and appropriate services, and includes a failure to ensure that the necessary preventative and/or protective measures are in place.

Hate crime

Hate crime is any incident which constitutes a criminal offence perceived by the victim or any other person as being motivated by prejudice, discrimination or hate towards a person's actual or perceived race, religious belief, sexual orientation, disability, political opinion or gender identity.

Appendix 2: Reporting Procedures

It is essential that Council personnel understand fully their duties in relation to reporting incidents and raising concerns in relation to safeguarding children and adults at risk.

Everyone is expected to adopt an “it could happen here” attitude so as to be aware of all types of abuse and so issues can be identified and help or protection measures put in place when required. If someone has safeguarding concerns about an adult or a child they should speak to the Safeguarding Coordinator or a Safeguarding Designated Officer in order to outline their concerns and to decide upon what action to take. Where there is immediate risk of harm a call should be made to the relevant authority without delay (PSNI/Social Services). **All concerns, allegations, incidents and communication/correspondence should be documented in the relevant Safeguarding Report Forms (Appendix 6 and Appendix 7).**

It must be noted that the procedure for investigating allegations needs to be applied with common sense. For example, cases that do not meet the threshold for significant harm or do not warrant enquires with statutory agencies.

Managing Allegations

This guidance outlines the procedure that should be followed when it is alleged that an elected member, employee, casual worker, agency worker or volunteer may pose a risk or do pose a risk to children or adults at risk in their present position or in any capacity. This guidance should be adhered to in all cases where it is alleged that a member of the council personnel has:

- Behaved in a way that has harmed a child or adult at risk, or may harm a child or adult at risk
- Possibly committed a criminal offence against or related to a child or adult at risk
- Behaved towards a child or adult at risk in a way that indicates he or she would pose a risk to children or adults at risk

When a complaint or allegation has been made against an elected member, employee, casual worker or volunteer;

- Take the allegation or concern seriously
- Consider any allegation or concern to be potentially dangerous to the child, young person or adult (including adults at risk)
- You must report the allegation/concern to your Line Manager and the Safeguarding Coordinator (or if not available to a Designated Safeguarding Officer) immediately and no later than the end of your working day.
- Record in writing on the Safeguarding Record Form provided at Appendix 6
- Send this information to the Designated Safeguarding Officer as soon as possible

Note - If the allegation relates to your line manager, then report directly to the Safeguarding Coordinator or any Designated Safeguarding Officer

Allegation/Complaint against an Elected Member.....

This must be reported to a Line Manager and the Safeguarding Coordinator (or in their absence a Designated Safeguarding Officer) who will report directly to the Chief Executive's Department. The Chief Executive and Safeguarding Coordinator (or in their absence a Designated Officer), will together conduct a thorough investigation in line with this Policy and the “Code of Conduct for Councillors”. If appropriate it will be reported to the relevant authorities, eg. HSCT, PSNI, and the details of the contact documented on a third party contact recording form (See Appendix 7). Decisions on whether or not to suspend an elected member from their duties must be fully documented and will be

managed by the Chief Executive and HR departments. In the case of an elected member, refer to the “Code of Conduct for Councillors” and related sanctions within.

Allegation/Complaint made against an Employee, Casual Worker or Volunteer.....

This must be reported to a Line Manager and the Safeguarding Coordinator (or in their absence a Designated Safeguarding Officer) immediately.

It is the responsibility of the Line Manager in consultation with the Safeguarding Coordinator (or in their absence a Designated Safeguarding Officer), to conduct a thorough investigation in accordance with Council’s Disciplinary Policy and Procedure. The employee must be made aware of their rights under employment legislation and internal disciplinary procedures.

In all cases a risk assessment must be undertaken immediately to assess the level of risk to all service users, citizens or other employees, casual workers, agency workers or volunteers. This must include whether it is safe for them to continue their role or any other role within Council whilst the investigation is being undertaken. The consideration of risk must be considered in tandem with the rights of the employee. Decisions not to suspend an employee/volunteer from their work must be fully documented and will be managed by their service department and the HR department.

Actions to be considered will include the following:

- Is this a supervisory/training issue?
- Is it a matter for disciplinary procedure in the case of an employee?
- Does discussion need to take place with other agencies, e.g. the PSNI and Social Services?

Any child or adult who makes a safeguarding allegation against an elected member, employee, casual worker, agency worker or volunteer MUST be offered the support of an independent person. The child/adult or anyone acting on their behalf should be assured that they will not suffer harassment or reprisals as a result of raising concerns.

Allegations of abuse against an elected member, employee, casual worker, agency worker or volunteer must be taken seriously and dealt with sensitively and expediently within the procedures of this Policy.

Responding to Allegations or Concerns Against Any Other Person i.e., Parent, Carer, Service User

- Take the allegation or concern seriously.
- Consider any allegation or concern to be potentially dangerous to the child, young person or adult at risk.
- Report to and inform your Line Manager as soon as possible or where not available & there is no immediate risk by the end of your working day, who in turn reports to a Designated Safeguarding Officer.
- Record in writing on the Safeguarding Report Form (see Appendix 6) all the details that you are aware of as soon as possible or at latest, by the end of your working day.
- Where appropriate, the relevant persons (including other Council departments) or statutory services will be notified i.e. Social Services, and/or the PSNI and details of the contact recorded on a Referral Agency Recording form (See Appendix 7).

Reporting

Coming across possible harm or abuse and neglect can be a stressful time for elected members, employees, casual workers, agency workers or volunteers particularly where they may be unfamiliar in this area or unsure or uncertain of what is happening. Council personnel through fears about repercussions may find it difficult to raise child/adult at risk safeguarding concerns about colleagues, managers or elected members. Council is committed to the highest possible standards of openness, honesty and accountability. In line with that commitment, we encourage employees and others with serious concerns about any aspect of Council's work to come forward and voice those concerns.

It is fundamentally important that if any employees have concerns about an adult, a young person or child that they report these concerns to their line manager who will in turn report the matter to a Designated Safeguarding Officer and follow the steps laid down in this policy. This will help protect employees and the wellbeing of the individual concerned.

Council's **Whistle Blowing Policy** (For a copy of this please contact HR) does not just apply to concerns about the activities of employees, casual workers, volunteers of Council, it also applies to concerns about the activities of elected members and external organisations in their dealings with Council. If concerns are passed to Council's Designated Safeguarding Officers and in turn to Social Services or the PSNI the suspected abuse will be subject to assessment and where appropriate investigated. The investigation of abuse and neglect is governed by strict guidance that has been agreed by all the agencies concerned. In addition, the PSNI and Social Services have a Protocol for the joint investigation of child and adult at risk abuse concerns/allegations. This sets out in considerable detail the steps that will be taken in investigating complaints of child/adult at risk abuse and neglect.

It is important to remember, however, that referrals to the PSNI and Social Services may not involve all the steps – particularly where the abuse occurs outside of the family. In relation to abuse that occurs within a family context, the Children (NI) Order and best practice requires that, where problems can be dealt with through support and practical assistance this is the approach that may be adopted by the agencies concerned.

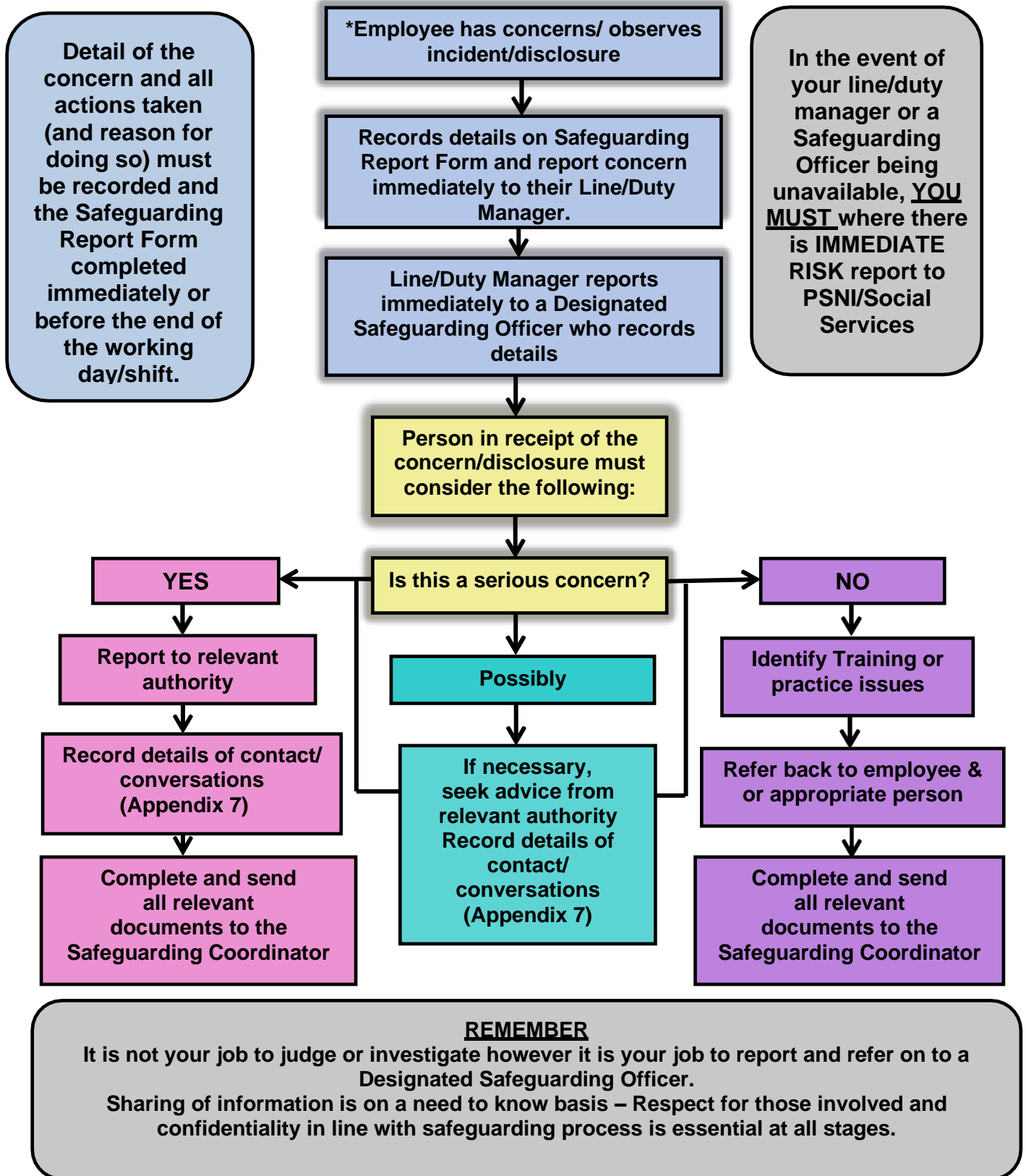
MANAGING RECORDS AND DATA PROTECTION

While all such matters are confidential officers should, at all times, adhere to the Council guidelines on the management of records including the requirements of Data Protection. While information about children, young people and adults at risk is confidential, it may be disclosed to external agencies to ensure the care and safety of an individual or of others or where a crime is suspected. This includes the disclosure of information to the HSC Trust or PSNI for such purposes.

When processing Safeguarding referrals/incidents the following must be followed:

- **All forms, reports and related matters will be retained with the safeguarding coordinator**
- **No copies to be retained by the departments/facilities (exception enforcement when it is evidence relating to a criminal proceedings)**
- **Clearly marked strictly confidential and for the attention of the safeguarding coordinator**
- **Information should only be shared on a need to know basis – if you want further guidance please contact the safeguarding coordinator/ a designated officer**

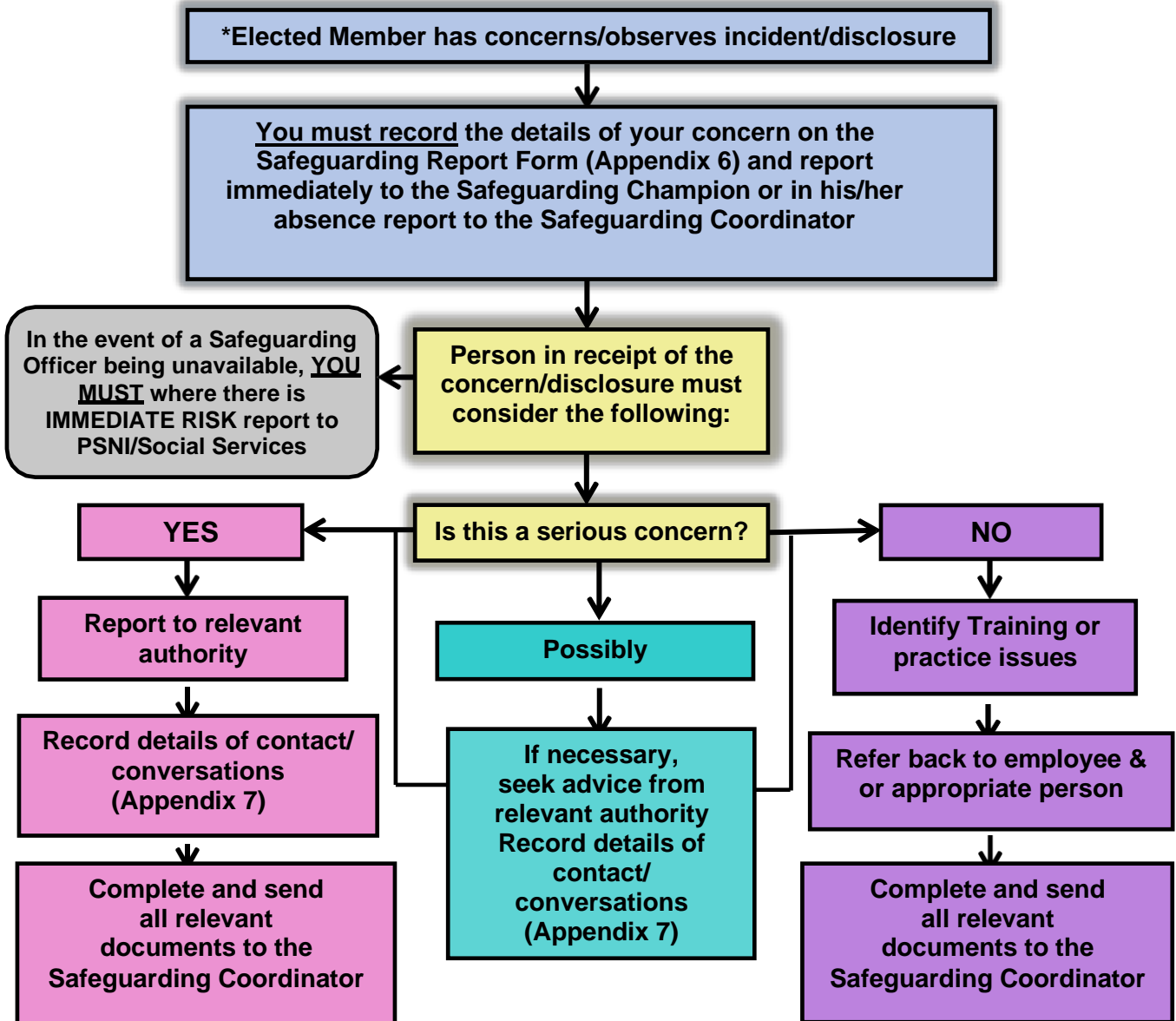
Appendix 3: Reporting Flowchart for Safeguarding Issues / Incidents (Employees)



NB: * Employee, refers to full time, part time, casual, agency, volunteer etc.

Appendix 4: Reporting Flowchart for Safeguarding Issues / Incidents (Elected Members)

If, whilst representing Armagh City, Banbridge and Craigavon Borough Council, you become aware of any safeguarding concerns or incidents relating to either children or adults at risk of harm, you must report this via the following process.



REMEMBER

It is not your job to judge or investigate however it is your job to report and refer on to a Designated Safeguarding Officer.

Sharing of information is on a need to know basis – Respect for those involved and confidentiality in line with safeguarding process is essential at all stages.

If whilst representing your **political party/undertaking independent constituency duties** you become aware of any safeguarding concerns or incidents relating to either children or adults at risk of harm, **Elected Members are required to process safeguarding concerns/incidents through their respective internal guidance/structures.**

Appendix 5: Emergency and Referral Contact Details

| Organisation | Unit | Contact details |
|--|---|---|
| ABC Council Safeguarding Champion | Acting Strategic Director, Strategy & Performance | 0300 0300900 07703594949 |
| ABC Council Safeguarding Coordinator | Safeguarding | Mobile: 07776165792 |
| Health and Social Care Trust | Regional Centralised Out of Hours Service for NI | 028 9504 9999 |
| Southern Health and Social Care Trust | Southern Gateway Team (Children's) | 028 3756 7100. Freephone 0800 783 7745 (free from landlines only). |
| Southern Health and Social Care Trust | Adult Safeguarding Gateway Team | 028 3756 4423 |
| PSNI | Central Referral Unit | 028 90259 299 |
| National Crime Agency (CEOP) | Child exploitation and Online Protection Team | Immediate risk – 999 Enquiries - 0370 496 7622 |
| Leisure Watch | Central Team | Immediate risk – 999 Mobile: 07437038057 |

Appendix 6: Safeguarding Report Form



Safeguarding Report Form

**THIS COMPLETED REPORT IS STRICTLY PRIVATE AND CONFIDENTIAL
IT SHOULD BE SENT AS SOON AS POSSIBLE TO THE SAFEGUARDING COORDINATOR**

Please answer all the questions fully

INCIDENT/ DISCLOSURE/ CONCERN LOCATION: _____

NAME OF THE *CHILD/ADULT AT RISK: _____
(AGE): _____

* PARENT, DESIGNATED PARENTAL RESPONSIBILITY OR DESIGNATED CARER'S
FULL NAME: _____
HOME ADDRESS: _____
PHONE NUMBER: _____

Please complete those sections below that are relevant and mark 'not applicable' in those sections that are not relevant

| DISCLOSURE/ INCIDENT/ CONCERN |
|---|
| When was the disclosure/concern/incident (dates and times)? _____ _____ |
| What were the circumstances of the disclosure/incident/concern? (Record factually what happened/ What was said) _____ _____ _____ |
| What were the events leading to the disclosure/incident/concern?(Background Information) _____ _____ _____ |

Were there others present at the time?

Yes _____ No _____ Don't Know _____

If YES, please state who (name and position) and what role they played:

SIGNS

Describe any signs of physical injury/ behavioural changes evident on the child or adult at risk

Has the child or adult at risk alleged that any particular person is the abuser?

(If so , please record the details below)

Did the child or adult at risk (if appropriate) agree to any future course of action?

Was contact made with the parent/guardian/carer? (Name, relationship, Details of conversation)

SIGNATURES

TO BE SIGNED BY THE PERSON REPORTING THE CONCERN

Referred to Social Services (contact name): _____ ref: _____

Referred to PSNI (contact name): _____ ref: _____

Referral Agency Contact Form Completed: YES / NO

Additional Evidence/Records Attached: YES / NO

Signed:

Date:

Received by the Safeguarding Coordinator:

Date:

Appendix 7: Referral Agency Recording Form

| |
|---|
| NAME OF THE *CHILD/ADULT AT RISK: _____ |
| (AGE): _____ |
| PARENT, DESIGNATED PARENTAL RESPONSIBILITY OR DESIGNATED CARER'S FULL NAME: _____ |
| HOME ADDRESS: _____ |
| AGENCY CONTACTED: _____ |
| DATE: _____ TIME: _____ |
| NAME OF PERSON RECEIVING THE REFERRAL: _____ |

| DETAILS OF THE CONVERSATION |
|-----------------------------|
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| ADVICE GIVEN/ACTIONS |
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|------------------------------|-------------|
| REPORTED COMPLETED BY: _____ | DATE: _____ |
|------------------------------|-------------|

Appendix 8: Councils Roles and Responsibilities

| ROLES | RESPONSIBILITIES |
|---|--|
| <p>Safeguarding Champion (Executive Officer level)</p> | <ul style="list-style-type: none"> • Raise the profile and support implementation of the Safeguarding Policy. • Promote the development of initiatives to ensure the protection of children and adults at risk within the Borough. • Allocate resources to enable the Council to meet its responsibilities. • Ensure that Safeguarding is a standing item on the Agenda of the Executive Management Team and other Management Team meetings as appropriate. • Ensure adequate Safeguarding training is provided to all elected members and employees, casual workers etc. • Resolve any inter-agency disputes in the capacity of Executive Lead for the organisation • Promote good practice, make policy recommendations to corporate management • Advise the Executive Management Team of any immediate Safeguarding concerns and report annually via Section 12 Audit to the Safeguarding Board (NI). • Act as a Champion for safeguarding within Council by raising and maintaining awareness about safeguarding in the organisation. • Maintain representation on the Southern Region Safeguarding Panel. • Advise Council in conjunction with the Learning and Development Manager of any safeguarding training |

| | |
|--|---|
| <p>Safeguarding Coordinator</p> | <ul style="list-style-type: none"> • Promote good practice, make policy recommendations to corporate management • Advise the Safeguarding Champion and Executive Management Team of any immediate Safeguarding concerns and report annually via Section 12 Audit to the Safeguarding Board (NI). • Maintain representation on the Southern Region Safeguarding Panel. • Advise Council in conjunction with the Learning and Development Manager of any safeguarding training needs. • Promote the inclusion of safeguarding in regular facility management teams' agendas. • Provide a link through regular liaison with senior members of the Southern Health and Social Care Trust to participate in any appropriate training and to be aware of new legislation and guidance etc. • Be a member of the Local Safeguarding Partnerships in the Trust area • Oversee the review of the Safeguarding Policy and Procedures at least every three years. • Establish and act in the role of Chair of Council's Safeguarding Steering Group • Submit annual progress reports to the Council's Executive Management Team and relevant Committee to ensure that the child and adult at risk Safeguarding Policy requirements are met. • Assist the Safeguarding Champion and advise of any new legislation, guidance, or training etc. • Issue operational guidance to employees/casual workers/volunteers/elected members etc. • Assist with administration of the Safeguarding Steering Group |
| <p>Designated Safeguarding Officers</p> | <ul style="list-style-type: none"> • Receive and record concerns • Ensure that any referral made by telephone is confirmed in writing or any documentation relating to concerns to be passed to Social Services or the PSNI • Act as source of advice and assistance on safeguarding matters in Council. • Monitor the implementation of the Safeguarding Policy and Procedures and specifically to inform the appropriate Statutory agency i.e. Social Services/PSNI within the appropriate Trust area of any concerns about a child or adult at risk • Act as a point of contact for safeguarding matters for Council • Communicate Safeguarding Procedures to all employees/casual workers/volunteers/elected members • Attend training and development opportunities • Provide advice to employees/casual workers/volunteers/elected members with safeguarding concerns |

| | |
|--|---|
| <p>Safeguarding Steering Group</p> | <p>A cross-departmental group set up to oversee the practical implementation of this Policy and to develop, monitor and review safeguarding procedures.</p> <p>Its role includes:</p> <ul style="list-style-type: none"> • Identify safeguarding training needs within services • Develop supplementary safeguarding procedures as they are required • Promote good practice within Council services • Discuss incidents and concerns raised in services to facilitate a Council-wide response if necessary |
| <p>Elected Members</p> | <ul style="list-style-type: none"> • Scrutinise Council's Safeguarding Policy and safeguarding reports to relevant Committees. • Responsible for approving any policy amendments. • Undertake relevant training in Safeguarding • Report any concerns regarding the safeguarding of children and adults at risk • Adhere to the "Code of Conduct for Councillors" |
| <p>All Employees, Casual Workers and Volunteers</p> | <ul style="list-style-type: none"> • Report any concerns regarding the safeguarding of children and adults at risk • Undertake relevant training in safeguarding • Familiarise themselves with the Policy requirements/procedures • Where appropriate advise & liaise with relevant Officer to ensure safeguarding is incorporated into the procurement of services and contracts • Regular team meetings, supervision and clear process to enable staff to highlight any potential concerns • Embed safeguarding in risk assessments for activities and events |

Appendix 9: Equality Screening Form

Policy Scoping

Policy Title:

Brief Description of Policy (please attach copy if available). Please state if it is a new, existing, or amended policy.

Amended Policy

The proposed amended Safeguarding Policy aims to ensure that a holistic approach to safeguarding is embedded within all Council services, and that elected members, employees, casual workers, agency workers, grant aided organisations, contractors and volunteers understand their role and responsibilities in relation to safeguarding.

Intended aims/outcomes. What is the policy trying to achieve?

This policy sets out the framework for safeguarding and ensure that Council meets all its legal and moral responsibilities to children, adults at risk and families that it **directly** or **indirectly** provides a service to.

This policy aims to:

- Promote **zero-tolerance** of harm to all children and adults at risk
- Continuously monitor and improve safeguarding procedures
- Influence the way the organisation thinks about harm to children and adults at risk by embedding a culture which recognises every person's right to respect and dignity, honesty, humanity, and compassion in every aspect of their life
- Establish clear procedures for reporting and responding to concerns/ incidents
- Ensure safe recruitment, selection and other relevant Human Resources procedures are integral in creating safe environments for children and adults at risk
- Ensure effective and co-ordinated multi-agency responses are provided
- Promote a continuous learning approach to safeguarding

The policy amendment has two aims –

- To ensure the policy is kept up to date and reflective of current relevant legislation, associated guidance/ best practice and is fit for purpose
- To streamline the Policy to make it more focused on supporting users taking immediate actions in managing safeguarding concerns.

Policy Framework

Has the policy been developed in response to statutory requirements, legal advice or on the basis of any other professional advice? Does this affect the discretion available to The Council to amend the policy?

The policy has been developed to support and ensure Council compliance with legislative requirements and existing processes, procedures & policies currently in place across the Council, in relation to Domestic Abuse, Health and Safety, Health & Wellbeing and the Safeguarding Board Northern Ireland Regional Policies and Procedures. This does not affect the discretion available to Council to amend the policy.

Are there any Section 75 categories which might be expected to benefit from the policy? If so, please outline.

This plan does not distinguish between any Section 75 categories/groups nor rural and urban areas. It is council wide that's purpose is to promote safe experiences and support for all staff and also where relevant citizens within the Borough regardless of background, beliefs, opinion, orientation or disability. All staff including those working in rural areas will be afforded the same opportunities as those in urban areas
 This Policy aims to prevent harm or abuse occurring within Council facilities, to staff or citizens and to promote safe Council processes to ensure that prevention, protection, and support mechanisms are implemented/available for anyone when harm or abuse might occur or has occurred.

Who initiated or wrote the policy (if The Council decision, please state). Who is responsible for implementing the policy?

| | |
|---|--|
| Who initiated or wrote the policy? | Gary Scott Safeguarding Coordinator |
| Who is responsible for implementation? | Gary Scott Safeguarding Coordinator |

Are there any factors which might contribute to or detract from the implementation of the policy (e.g., financial, legislative, other)?

Council's update and amendment of this Safeguarding Policy demonstrates its continued commitment to mitigate the risk of harm to anyone, proactively supporting staff or members of the public who are victims of or witnesses to harm or abuse, and positively impacts on relationships with partner agencies and Political Groups. Minimal financial impact through training provision.

Main stakeholders in relation to the policy

Please list main stakeholders affected by the policy (e.g., staff, customers, other statutory bodies, community or voluntary sector, private sector)

The policy is applicable to all Council Staff regardless of role and position.

Are there any other policies with a bearing on this policy? If so, please identify them and how they impact on this policy.

Health and Safety Policies, Domestic Abuse Policy, Training and Development, Complaints, Records Management (Data Protection) and Code of Conduct
 Legislative requirements place an obligation on Council in having have a duty of care to ensure as far as is reasonably practicable, the health and safety at work of their staff, through assessment of any risks of harm or abuse including violence and to make arrangements for their health and safety by effective planning, organisation and control. Staff should be trained, and any referrals or complaints recorded/processed and secured securely. Where relevant staff would be subject to appropriate code of conduct/disciplinary process.

Available Evidence

The Council should ensure that its screening decisions are informed by relevant data. What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories. For up to date [S75 Borough Statistics](#)

| Section 75 category | Evidence |
|----------------------------|--|
| Religious belief | Policy is equally applicable to and reflective of the whole workforce and citizens and provides equality of opportunity for all staff. |

| | |
|-------------------------|--|
| | There is no evidence/information that the policy has a negative impact on any Section 75 category. |
| Political opinion | Policy is equally applicable to and reflective of the whole workforce and citizens and provides equality of opportunity for all staff. There is no evidence/information that the policy has a negative impact on any Section 75 category. |
| Racial group | Policy is equally applicable to and reflective of the whole workforce and citizens and provides equality of opportunity for all staff. There is no evidence/information that the policy has a negative impact on any Section 75 category. |
| Age | Policy is equally applicable to and reflective of the whole workforce and citizens and provides equality of opportunity for all staff. There is no evidence/information that the policy has a negative impact on any Section 75 category. |
| Marital status | Policy is equally applicable to and reflective of the whole workforce and citizens and provides equality of opportunity for all staff. There is no evidence/information that the policy has a negative impact on any Section 75 category. |
| Sexual orientation | Policy is equally applicable to and reflective of the whole workforce and citizens and provides equality of opportunity for all staff. There is no evidence/information that the policy has a negative impact on any Section 75 category. |
| Men and women generally | Policy is equally applicable to and reflective of the whole workforce and citizens and provides equality of opportunity for all staff. There is no evidence/information that the policy has a negative impact on any Section 75 category. |
| Disability | Policy is equally applicable to and reflective of the whole workforce and citizens and provides equality of opportunity for all staff. There is no evidence/information that the policy has a negative impact on any Section 75 category. |
| Dependants | Policy is equally applicable to and reflective of the whole workforce and citizens and provides equality of opportunity for all staff. There is no evidence/information that the policy has a negative impact on any Section 75 category. |

Needs, experiences and priorities

Taking into account the information gathered above, what are the different needs, experiences, and priorities of each of the following categories in relation to this particular policy/decision?

| Section 75 category | Needs, experiences and priorities |
|----------------------------|---|
| Religious belief | No evidence of needs, experiences, or priorities particular to this policy. |
| Political opinion | No evidence of needs, experiences, or priorities particular to this policy. |
| Racial group | Council strives to make its facilities and the workplace a safe and supportive environment for all regardless of ethnicity. Effective Safeguarding practices & activities will: <ul style="list-style-type: none"> • Mitigate the risk of harm or abuse in Council facilities and the workplace through early identification of risk and timely appropriate intervention • Support and promote the welfare and wellbeing of those subject to harm or abuse (whether citizens or staff/employees) through signposting to internal support and also external support agencies who can carry on support beyond the workplace. • Protect those, subject to harm and abuse, when this is required through support services and statutory interventions |

| | |
|-------------------------|--|
| Age | <p>Council strives to make its facilities and the workplace a safe and supportive environment for all regardless of ethnicity.</p> <p>Effective Safeguarding practices & activities will:</p> <ul style="list-style-type: none"> • Mitigate the risk of harm or abuse in Council facilities and the workplace through early identification of risk and timely appropriate intervention • Support and promote the welfare and wellbeing of those subject to harm or abuse (whether citizens or staff/employees) through signposting to internal support and also external support agencies who can carry on support beyond the workplace. • Protect those, subject to harm and abuse, when this is required through support services and statutory interventions |
| Marital status | <p>Council strives to make its facilities and the workplace a safe and supportive environment for all regardless of ethnicity.</p> <p>Effective Safeguarding practices & activities will:</p> <ul style="list-style-type: none"> • Mitigate the risk of harm or abuse in Council facilities and the workplace through early identification of risk and timely appropriate intervention • Support and promote the welfare and wellbeing of those subject to harm or abuse (whether citizens or staff/employees) through signposting to internal support and also external support agencies who can carry on support beyond the workplace. • Protect those, subject to harm and abuse, when this is required through support services and statutory interventions |
| Sexual orientation | <p>Council strives to make its facilities and the workplace a safe and supportive environment for all regardless of ethnicity.</p> <p>Effective Safeguarding practices & activities will:</p> <ul style="list-style-type: none"> • Mitigate the risk of harm or abuse in Council facilities and the workplace through early identification of risk and timely appropriate intervention • Support and promote the welfare and wellbeing of those subject to harm or abuse (whether citizens or staff/employees) through signposting to internal support and also external support agencies who can carry on support beyond the workplace. • Protect those, subject to harm and abuse, when this is required through support services and statutory interventions |
| Men and women generally | <p>Council strives to make its facilities and the workplace a safe and supportive environment for all regardless of ethnicity.</p> <p>Effective Safeguarding practices & activities will:</p> <ul style="list-style-type: none"> • Mitigate the risk of harm or abuse in Council facilities and the workplace through early identification of risk and timely appropriate intervention • Support and promote the welfare and wellbeing of those subject to harm or abuse (whether citizens or staff/employees) through signposting to internal support and also external support agencies who can carry on support beyond the workplace. • Protect those, subject to harm and abuse, when this is required through support services and statutory interventions |

| | |
|------------|--|
| Disability | <p>Council strives to make its facilities and the workplace a safe and supportive environment for all regardless of ethnicity.</p> <p>Effective Safeguarding practices & activities will:</p> <ul style="list-style-type: none"> • Mitigate the risk of harm or abuse in Council facilities and the workplace through early identification of risk and timely appropriate intervention • Support and promote the welfare and wellbeing of those subject to harm or abuse (whether citizens or staff/employees) through signposting to internal support and also external support agencies who can carry on support beyond the workplace. • Protect those, subject to harm and abuse, when this is required through support services and statutory interventions |
| Dependants | <p>Council strives to make its facilities and the workplace a safe and supportive environment for all regardless of ethnicity.</p> <p>Effective Safeguarding practices & activities will:</p> <ul style="list-style-type: none"> • Mitigate the risk of harm or abuse in Council facilities and the workplace through early identification of risk and timely appropriate intervention • Support and promote the welfare and wellbeing of those subject to harm or abuse (whether citizens or staff/employees) through signposting to internal support and also external support agencies who can carry on support beyond the workplace. • Protect those, subject to harm and abuse, when this is required through support services and statutory interventions |

Screening Questions

1. What is the likely impact on equality of opportunity for those affected by this policy for each of the Section 75 categories?

| Category | Policy Impact | Level of impact (Major/minor/none) |
|-------------------------|-------------------------------------|------------------------------------|
| Religious belief | | None |
| Political opinion | | None |
| Racial group | Prevention and Protection from harm | Major Positive Impact |
| Age | Prevention and Protection from harm | Major Positive Impact |
| Marital status | Prevention and Protection from harm | Major Positive Impact |
| Sexual orientation | Prevention and Protection from harm | Major Positive Impact |
| Men and women generally | Prevention and Protection from harm | Major Positive Impact |
| Disability | Prevention and Protection from harm | Major Positive Impact |
| Dependants | Prevention and Protection from harm | Major Positive Impact |

2. Are there opportunities to better promote equality of opportunity for people within the Section 75 categories?

| Category | If yes, provide details | If no, provide reasons |
|-------------------|---|------------------------|
| Religious belief | N/A | |
| Political opinion | N/A | |
| Racial group | Council recognises that this Safeguarding Policy must be owned at all levels within the organisation and, as such, this Policy is addressed to all elected members, | |

| | | |
|-------------------------|--|--|
| | employees, casual workers, agency workers, volunteers, contracted services, and the general public. It provides a clear statement of the Council's responsibilities towards those people subject to harm or abuse. We aspire to have safe and respectful communities and workplaces for all. | |
| Age | Council recognises that this Safeguarding Policy must be owned at all levels within the organisation and, as such, this Policy is addressed to all elected members, employees, casual workers, agency workers, volunteers, contracted services, and the general public. It provides a clear statement of the Council's responsibilities towards those people subject to harm or abuse. We aspire to have safe and respectful communities and workplaces for all. | |
| Marital status | Council recognises that this Safeguarding Policy must be owned at all levels within the organisation and, as such, this Policy is addressed to all elected members, employees, casual workers, agency workers, volunteers, contracted services, and the general public. It provides a clear statement of the Council's responsibilities towards those people subject to harm or abuse. We aspire to have safe and respectful communities and workplaces for all. | |
| Sexual orientation | Council recognises that this Safeguarding Policy must be owned at all levels within the organisation and, as such, this Policy is addressed to all elected members, employees, casual workers, agency workers, volunteers, contracted services, and the general public. It provides a clear statement of the Council's responsibilities towards those people subject to harm or abuse. We aspire to have safe and respectful communities and workplaces for all. | |
| Men and women generally | Council recognises that this Safeguarding Policy must be owned at all levels within the organisation and, as such, this Policy is addressed to all elected members, employees, casual workers, agency workers, volunteers, contracted services, and the general public. It provides a clear statement of the Council's responsibilities towards those people subject to harm or abuse. We aspire to have safe and respectful communities and workplaces for all. | |
| Disability | Council recognises that this Safeguarding Policy must be owned at all levels within the organisation and, as such, this Policy is addressed to all elected members, employees, casual workers, agency workers, volunteers, contracted services, and the general public. It provides a clear statement of the Council's responsibilities towards those people subject to harm or abuse. We aspire to have safe and respectful communities and workplaces for all. | |
| Dependants | Council recognises that this Safeguarding Policy must be owned at all levels within the organisation and, as such, this Policy is addressed to all elected members, employees, casual workers, agency workers, volunteers, contracted services, and the general public. It provides a clear statement of the Council's | |

| | | |
|--|---|--|
| | responsibilities towards those people subject to harm or abuse. We aspire to have safe and respectful communities and workplaces for all. | |
|--|---|--|

3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion, or racial group?

| Category | Details of Policy Impact | Level of impact (major/minor/none) |
|-------------------|--------------------------|------------------------------------|
| Religious belief | | None |
| Political opinion | | None |
| Racial group | | None |

4. Are there opportunities to better promote good relations between people of different religious belief, political opinion, or racial group?

| Category | If yes, provide details | If no, provide reasons |
|-------------------|-------------------------|------------------------|
| Religious belief | | None |
| Political opinion | | None |
| Racial group | | None |

Multiple Identity

Generally speaking, people fall into more than one Section 75 category (for example: disabled minority ethnic people; disabled women; young Protestant men; young lesbian, gay and bisexual people). Provide details of data on the impact of the policy on people with multiple identities. Specify relevant s75 categories concerned.

None - this policy aims to support all regardless of Section 75 Category.

Disability Discrimination (NI) Order 2006

Is there an opportunity for the policy to promote positive attitudes towards disabled people?

This policy aims to provide safe and respectful experiences for all and is inclusive of those with disability and aims to provide safe and respectful experiences for all

Is there an opportunity for the policy to encourage participation by disabled people in public life?

Not Applicable

Screening Decision

A: NO IMPACT IDENTIFIED ON ANY CATEGORY – EQIA UNNECESSARY

Please identify reasons for this below

No impact has been identified and there are no mitigating measures in relation to the implementation of this Policy. The Policy does not require an EQIA as it aims to provide safe and respectful experiences for all and aims to provide safe and respectful experiences for all and create robust support processes and robust referral systems when protection services are required for those subject to harm or abuse and to create robust support processes and robust referral systems when protection services are required for those subject to harm or abuse.

B: MINOR IMPACT IDENTIFIED – EQIA NOT CONSIDERED NECESSARY AS IMPACT CAN BE

ELIMINATED OR MITIGATED

Where the impact is likely to be minor, you should consider if the policy can be mitigated, or an alternative policy introduced. If so, an EQIA may not be considered necessary. You must indicate the reasons for this decision below, together with details of measures to mitigate the adverse impact or the alternative policy proposed.

Not Applicable

C: MAJOR IMPACT IDENTIFIED – EQIA REQUIRED

If the decision is to conduct an equality impact assessment, please provide details of the reasons.

Not Applicable

Timetabling and Prioritising

If the policy has been screened in for equality impact assessment, please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3 with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Policy Criterion

Effect on equality of opportunity and good relations

Social need

Effect on people's daily lives

The total rating score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist the Council in timetabling its EQIAs.

Is the policy affected by timetables established by other relevant public authorities? If yes, please give details.

Not Applicable

Rating (1-3)

Not Applicable

Monitoring

Effective monitoring will help the authority identify any future adverse impact arising from the policy. It is recommended that where a policy has been amended or an alternative policy introduced to mitigate adverse impact, monitoring be undertaken on a broader basis to identify any impact (positive or adverse).

Further information on monitoring is available in the Equality Commission's guidance on monitoring (www.equalityni.org).

Identify how the impact of the policy is to be monitored

The policy will be reviewed in line with the Council's agreed policy review cycle i.e., every three years, or sooner as necessary, to ensure that it remains up to date with legislative advancements etc.

This Policy will be accompanied by tailored operating procedures that will outline standards required for appropriate practice in relation to safeguarding citizens and staff/employees from harm or abuse.

Quality Assurance visits will be undertaken periodically to ensure compliance with Policy and relevant procedures.

The impact of the policy would be monitored through feedback from the Safeguarding Steering Group, Human Resources, Safeguarding Designated Safeguarding Officers, and department managers across

the organisation regarding the effectiveness and suitability of operating procedures.

This policy will be implemented via a series of briefings, training modules in accordance with the needs of relevant departments.

Approval and Authorisation

A copy of the screening form for each policy screened should be signed off by the senior manager responsible for that policy. The screening recommendation should be reported to the relevant Committee/The Council when the policy is submitted for approval.

| Screened by | Position/Job title | Date |
|-----------------|--|------------------------------|
| Gary Scott | Safeguarding Coordinator | 30 th August 2023 |
| Approved by | Position/Job Title | Date |
| Martina McNulty | Head of Department: Strategy & Performance | 31st August 2023 |

A copy of the completed screening form should be signed off and approved by the senior manager responsible for that policy. The completed screening form should be attached to the relevant Committee paper when the policy is submitted for approval.

Following approval by Council please forward a copy of the completed approved policy and screening form to:

Equality@armaghbanbridgescraigavon.gov.uk

The policy and completed screening form will be made available on the Council's website.

Appendix 10: Rural Needs Impact Assessment (RNIA)

SECTION 1

Defining the activity subject to Section 1(1) of the Rural Needs Act (NI) 2016

1A. Name of Public Authority: Armagh City, Banbridge & Craigavon Borough The Council

1B. Please provide a short title which describes the activity being undertaken by the Public Authority that is subject to Section 1(1) of the Rural Needs Act (NI) 2016.

The Council is committed to ensuring continuous performance improvement in delivery of its services across all areas of service delivery. The amended policy further outlines Councils commitment and this and compliance with statutory requirements of the Local Government Act (NI) 2014 in relation to performance management and improvement.

1C Please indicate which category the activity specified in Section 1B above relates to:

Developing a

Adopting a

Implementing a

Revising a

Policy

Designing a Public Service

Delivering a Public Service

1D. Please provide the official title (if any) of the Policy, Strategy, Plan or Public Service document or initiative relating to the category indicated in Section 1C above

Safeguarding Policy

1E. Please provide details of the aims and/or objectives of the Policy, Strategy, Plan or Public Service

The aim of the policy is to make Council facilities, our workplaces and communities safe and supportive environment for all citizens, employees, elected members, volunteers, agency workers, casual workers, and contracted services of Council who are affected by harm or abuse. The objective of the policy is to offer support to our employees in addressing harm and abuse concerns sympathetically and in confidence (as far as possible), mitigate the risk of harm for citizens within our facilities/communities, for our employees in the workplace, signpost to external support agencies who can carry on support beyond the workplace and to recognise and respond effectively to cases of harm or abuse in any circumstances, as appropriate and to challenge behaviours and attitudes through awareness raising.

1F. What definition of 'rural' is the Public Authority using in respect of the Policy, Strategy, Plan or Public Service?

- Population Settlements of less than 5,000 (Default definition)
- Other Definition (Provide details and the rationale below)
- A definition of 'rural' is not applicable

Details of alternative definition of 'rural' used

Not Applicable

Rationale for using alternative definition of 'rural'.

Not Applicable

Reasons why a definition of 'rural' is not applicable.

Not Applicable

SECTION 2
Understanding the impact of the Policy, Strategy, Plan or Public Service

2A. Is the Policy, Strategy, Plan or Public Service likely to impact on people in rural areas?

Yes No If response is No go to 2E

2B. Please explain how the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas.

2C. If the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas *differently* from people in urban areas, please explain how it is likely to impact on people in rural areas differently.

2D. Please indicate which of the following rural policy areas the Policy, Strategy, Plan or Public Service is likely to primarily impact on.

- Rural Businesses
- Rural Tourism
- Rural Housing
- Jobs or Employment in Rural Areas
- Education or Training in Rural Areas
- Broadband or Mobile Communications in Rural Areas
- Transport Services or Infrastructure in Rural Areas
- Health or Social Care Services in Rural Areas
- Poverty in Rural Areas
- Deprivation in Rural Areas
- Rural Crime or Community Safety
- Rural Development
- Agri-Environment
- Other (Please state)

If the response to Section 2A was YES GO TO Section 3A.

2E. Please explain why the Policy, Strategy, Plan or Public Service is NOT likely to impact on people in rural areas.

This Policy does not distinguish between rural and urban areas. It is Council wide practice that's purpose is to promote safe experiences and support for all within the community and Council workplaces/facilities.
 All people in rural areas will be afforded the same opportunities as those in urban areas.

**SECTION 3
 Identifying the Social and Economic Needs of Persons in Rural Areas**

3A. Has the Public Authority taken steps to identify the social and economic needs of people in rural areas that are relevant to the Policy, Strategy, Plan or Public Service?

Yes No If response is No go to 3E

3B. Please indicate which of the following methods or information sources were used by the Public Authority to identify the social and economic needs of people in rural areas.

- Consultation with Rural Stakeholders
- Consultation with Other organisations
- Published Statistics
- Research Papers
- Surveys or Questionnaires
- Other Publications
- Other Methods or Information Sources (include details in Question 3C below)

3C. Please provide details of the methods and information sources used to identify the social and economic needs of people in rural areas including relevant dates, names of organisations, titles of publications, website references, details of surveys or consultations undertaken etc.

3D. Please provide details of the social and economic needs of people in rural areas which have been identified by the Public Authority?

If the response to Section 3A was YES GO TO Section 4A.

3E. Please explain why no steps were taken by the Public Authority to identify the social and economic needs of people in rural areas?

SECTION 4
Considering the Social and Economic Needs of Persons in Rural Areas

4A. Please provide details of the issues considered in relation to the social and economic needs of people in rural areas.

This plan does not distinguish between rural and urban areas. It is a council wide service that's purpose is to promote safe experiences and support for all staff/employees within the Council and where relevant all citizens within the borough including the use of council services and facilities. All staff and citizens including those in rural areas will be afforded the same opportunities for support & signposting anyone needing advice or experiencing harm or abuse as those in urban areas.

SECTION 5
Influencing the Policy, Strategy, Plan or Public Service

5A. Has the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, been influenced by the rural needs identified?

Yes No If response is No go to 5C

5B. Please explain how the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, has been influenced by the rural needs identified.

If the response to Section 5A was YES go to 6A.

5C. Please explain why the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or the delivery of the Public Service, has NOT been influenced by the rural needs identified.

SECTION 6
Documenting and Recording

6A. Please tick below to confirm that the RNIA Template will be retained by the Public Authority and relevant information on the Section 1 activity compiled in accordance with paragraph 6.7 of the guidance.

I confirm that the RNIA Template will be retained, and relevant information compiled.

Rural Needs Impact Assessment undertaken by:

Position:

Department / Directorate:

Signature: Gary Scott

Date: 30/08/2023

Rural Needs Impact Assessment approved by:

Position:

Department / Directorate:

Signature: Martina McNulty

Date: 31/08/2023