GLENGORMLEY SCHOOL OF TRADITIONAL MUSIC

Safeguarding of Children, Young People and Vulnerable Adults Policy

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**DOCUMENT CONTROL**

1. **SUMMARY**

The purpose of this document is to provide information on GSOTM’s Safeguarding of Children, Young People and Vulnerable Adults Policy

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**1 SCOPE OF THE POLICY**

The Safeguarding of Children, Young People and Vulnerable Adults Policy covers all Glengormley School of Traditional Irish Music (GSOTM) services and functions. The Policy is for all who work with children, young people and vulnerable adults. All of them will be subject to relevant recommended checks and safeguarding training. Within this document, the term ‘staff’ includes all those listed above. This policy is designed to provide a basic foundation under which more specific guidance may be developed to meet service needs. All GSOTM functions where staff work directly with children or have contact indirectly with children are governed by this policy.

**2 CONTEXT**

The following Safeguarding Children, Young People and Vulnerable Adults Policy outlines the systems and procedures in place at GSOTM. In order to achieve the aim of ensuring that children, young people and vulnerable adults are protected from harm whilst visiting GSOTM premises or using GSOTM services, the Policy endeavours to uphold the rights within the Human Rights Act 1998, the principles identified in the UN Convention on the Rights of the Child and the requirements of all relevant UK and NI legislation (See Appendix 1)

A child is defined within UK legislation as being between the ages 0-18 years. Within an employment setting young people over school leaving age and under 18 years are referred to as young workers and there are special laws to protect the employment rights of young workers. These laws focus on the health and safety of the young worker, what jobs they can do, when they can work, and for how many hours.

A vulnerable adult is a person 18 years and over who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself or unable to protect him or herself against significant harm or exploitation (Law Commission Report 231, 1995 – Who Decides? 1997).

The duty to safeguard is a responsibility of all organisations, groups, services and agencies within the “community” that come into contact with children and young people directly and/or indirectly, independent of whether or not a child or his/her family pay for use of the service. Children and young people are considered to be a vulnerable grouping and therefore society has responsibilities, legally and morally, to make every reasonable effort to prevent and protect them from suffering harm, ie ill treatment or the impairment of health or development.

**3 AIMS OF THE POLICY**

The aims of the policy are as follows:

a To ensure that staff are carefully selected, trained and supervised, and that they are familiar with the Safeguarding Children, Young People and Vulnerable Adults Policy.

b To ensure that GSOTM staff accept and recognise their responsibilities to develop awareness of the issues that cause children harm

c To ensure that those hiring GSOTM services are familiar with the Policy and Procedures. (See Appendix 2)

d To promote an open environment in which everyone feels comfortable and free to share information and concerns. A culture of sharing and communicating will enable this environment to develop.

E To endeavour to safeguard children, young people and vulnerable adults by

* Adopting safeguarding guidelines through a Code of Behaviour for staff.
* Sharing information about safeguarding and good practice with children, parents, carers and staff.
* Following carefully the procedures for recruiting and selecting staff.
* Providing effective management for staff through supervision, support and training.
* Taking appropriate action to respond to issues of safeguarding which occur on GSOTM premises or involve GSOTM staff and
* Appointing two Designated Officers to implement the policy. These officers will be the Designated Officer and the Deputy Designated Officer. For the purpose of this document they will be referred to as the Designated Officers.

The GSOTM is also committed to reviewing this policy and good practice at regular intervals. The GSOTM is committed to delivering a service that promotes good practice and protects children, young people and vulnerable adults from harm

**4 WHAT IS ABUSE?**

A parent, sibling or other relative, carer, acquaintance or stranger, who may be an adult or a young person, can abuse children. The abuse may be the result of a deliberate act or of a failure on the part of the responsible adult to act or to provide proper care, or both. According to the Children (NI) Order 1995, Volume 6 the abuse may take a number of forms including:

Neglect

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

Physical Abuse

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

Sexual Abuse

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

Emotional Abuse

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

Bullying

Bullying is the persistent intentional harming of another person with an unequal power relationship. The types of bullying fall into a number of categories including verbal, physical, emotional and non-verbal. Bullying is not confined to school; bullying happens in the home and other areas of a child’s life, particularly in places where children congregate.(Appendix 4)

Cyber Bullying

Cyber bullying is the use of e-mail, instant messaging, chat rooms, mobile phones or other forms of information technology to deliberately harass, threaten or intimidate someone. Cyber bullying is often done by children who have increasing access to these technologies. The problem is compounded by the fact that a bully can hide behind an electronic veil disguising his or her true identity. Cyber bullying can include such acts as making threats, sending provocative insults or racial or ethnic slurs, derogatory or inappropriate comments on gender or sexual orientation, attempting to infect the victim’s computer with a virus and flooding an email inbox with nonsense messages.

These types of abuse apply equally to children, young people with disabilities and vulnerable adults but the abuse may take slightly different forms, for example, lack of supervision or care. Financial abuse is also prevalent in relation to vulnerable adults. This is when the vulnerable adult is exploited in financial decisions which they do not truly comprehend and to which they are unable to give informed consent.

The categories of abuse are not necessarily exhaustive or mutually exclusive. Any of them may result in a failure of the child or adult to thrive and develop. Within this document, the term “abuse” is intended to cover all these categories.

Confidentiality

Whilst it is important that a partnership approach is adopted to ensure the safety and welfare of children, young people and vulnerable adults, it is of equal importance that all concerned are confident that the information they provide will only be disclosed where it is in the best interests of the vulnerable adult or child to do so. GSOTM’s procedures have been carefully constructed to ensure such confidentiality. In addition, GSOTM may appoint members of staff as Key Workers who have been especially trained in the area of Safeguarding and are acutely committed to the principle of confidentiality. Two Designated Officers have been appointed to take charge of safeguarding activities and concerns.

**5 ROLES AND DEFINITIONS**

All GSOTM staff – the policy recognises that the safety and welfare of children, young people and vulnerable adults is the responsibility of all staff members. All staff must ensure that they are familiar with the policy and accept and recognise their responsibility to develop their awareness of the issues that cause children harm. (See Appendix 5)

Designated Officers – These are employees who have operational responsibility for receiving concerns about the safety and welfare of children, young people and vulnerable adults. They make decisions about what action needs to be taken and contact and liaise with other agencies involved in safeguarding children, young people and vulnerable adults. (See Appendix 6)

**6 SUPERVISION**

Making arrangements for the proper supervision of children, young people and vulnerable adults is vital to prevent anyone suffering any harm whilst using GSOTM services. It is important to ensure that, in planning and running activities for children, young people and vulnerable adults, consideration is given to providing an appropriate staffing/supervision ratio of adults to participants. This will minimise any risks to participants, enhance the benefits they draw from the activity, reassure carers, and provide some protection for those responsible for providing the activity in the event of concerns or incidents arising.

As GSOTM staff come into contact with children, young people and vulnerable adults, across a range of activities and venues, it is recommended that a risk assessment be carried out to determine the appropriate adult child ratios in respect of safeguarding. Levels of supervision must be adequate whether at the GSOTM facilities or on an external journey/visit. Therefore, when deciding how many adults are required to supervise, assessors must take into account any practical considerations that may be relevant and the number of participants in the group. Supervision must be adequate, whether at the organisation’s venue or on a journey or visit. Leaders need to decide how many adults will be needed for supervision.

Practical matters that need to be considered are:

On Site

 6-7 years of age one staff member to eight children

8 years and over two staff members (preferably one male, one female) up to 20 children

There should be one additional staff member for every 10 extra children and/or young people

Off Site

8 years and over one staff member to 10 children

The ratio of staff and volunteers to children with disabilities depends on the needs of the individual child.

The risk assessment may well indicate the need for an enhanced level of supervision and staffing for a particular activity. The risk assessment should include:-

* The number of participants in the group.
* The nature of the site or venue
* The activities to be undertaken – if an activity is hazardous, eg mountain climbing, there are specific ratios of adults to children and vulnerable adults that you must follow. You can check these ratios by contacting the relevant sporting bodies, or the Education and Library Board – Youth Service.
* It is important that each individual supervisor knows their own responsibilities.
* It is recommended not to make a journey or visit without at least two adults in attendance, one of whom must be a worker. Do not count bus drivers as supervisors.
* It is up to the leader in charge to decide on the level of supervision, taking into account guidance as stated above.
* If a party consists of both girls and boys, both male and female supervision should be provided, unless otherwise agreed.
* There should always be at least two members of staff supervising any group of children.
* For specialist sports or activities (eg canoeing), ratios recommended by the appropriate governing body should be followed.

The GSOTM’s duty to care, which is recognised as the standard for good practice in Child Protection in Northern Ireland, suggests that when journeys, visits or trips are organised, the guidelines below should be followed. These guidelines should also be applied for children, young people and vulnerable adults.

Planned Activities

* When journeys or visits are organised, a detailed programme of activities for those involved should be prepared.
* Children’s welfare and safety must be taken into consideration for the whole time they are away from home.
* No one should be left to their own devices; for example, in a town for the evening or on shopping expeditions.
* Everyone should be adequately supervised and engaged in suitable activities at all times.
* When planned activities are disrupted, eg because of weather conditions, alternative activities should be planned.
* Written parental consent should be give to join an organised trip.

Parents should receive full information about the trip, including details of the programme of events, the planned activities and the supervision ratios.

Supervising children, young people and vulnerable adults

* Staff with supervising responsibilities of children, young people and vulnerable adults, frequently or intensively must possess a satisfactory Enhanced Disclosure check from Access Northern Ireland. From 1 November 2010 those supervising children, young people and vulnerable adults must be registered with the Vetting and Barring Scheme enacted by the Independent Safeguarding Authority. For more details on Access Northern Ireland refer to Appendix 11.
* The leader in charge must be satisfied that the workers and adults who accompany group parties are full competent to do so.
* Children, young people and vulnerable adults must be supervised at all times.
* Children, young people and vulnerable adults must not be left unsupervised at any venue, whether it is indoors or outdoors.
* The staff should know at all times where children, young people and vulnerable adults are, and what they are doing.
* Any activity using potentially dangerous equipment should have constant adult supervision.
* Children, young people and vulnerable adults will be safer if supervised by two or more adults.
* Dangerous behaviour by children, young people and vulnerable adults should not be allowed.

**7 CODE OF BEHAVIOUR FOR GLENGLORMLEY SCHOOL OF TRADITIONAL IRISH MUSIC STAFF**

It is recognised that it is not practical to provide definitive instructions that would apply to every situation when staff come into contact with children, young people and vulnerable adults and that would guarantee their protection.

The following points cover the standards expected from our staff, so that they can fulfil their roles in the GSOTM. This Code of

Behaviour should help to protect children, young people, vulnerable adults and members of staff.

I Staff must follow the Safeguarding Policy and procedures at all times

2 Staff must never

* :Allow, or engage in, inappropriate touching of any kind.

The main principles of touching are:

* it should always be in response to the child’s, young person’s or vulnerable adult’s needs
* it should always be in response to the child’s, young person’s or vulnerable adult’s age and stage of development
* it should always be with the child’s, young person’s or vulnerable adult’s permission
* Physically restrain a child, young person or vulnerable adult, unless it is to
* prevent physical injury to the child, young person or vulnerable adult to other children, young people, vulnerable adults, visitors or staff, or to themselves
* prevent damage to any property
* prevent or stop the child, young person or vulnerable adult committing a criminal offence.
* Make sexually suggestive comments to, or within earshot, of a child, young person or vulnerable adult.
* Do things of a personal nature for children, young people or vulnerable adults that they can do for themselves, or that their parent/carer or the group leader can do for them.
* .Do anything which could be construed as bullying. Clear guidelines are given in Appendix 4.

In all circumstances, physical restraint must be appropriate and reasonable. If not, your action can be defined as assault.

3 It is strongly recommended that staff do not, except in emergency situations:

* Have children, young people or vulnerable adults on their own in a vehicle, unless parents/carers have been notified and extreme caution is taken.
* Go to the toilet with vulnerable adults or children unless another adult is present or gives permission (this may include a parent, teacher, group leader, carer).
* Spend time alone with a child 0-11 years of age, on his/her own. For young people aged between 12-18 and vulnerable adults over the age of 18, staff should make sure that they could be clearly observed or seen by others.

4 Rumours

Rumours should not be allowed to hang in the air. Any rumours relating to inappropriate behaviour circulating within GSOTM premises should be brought to the attention of the Designated Officers and checked without delay. Any ensuing information should be handled confidentially and with sensitivity. If the Designated Officer has reasonable grounds for concern that a child, young person or vulnerable adult has been abused she/he should refer the matter to the relevant authorities using the standard procedures. If there is any doubt about the requirement to report the substance of a rumour, advice should be sought from Social Services in the local Health Board or Social Services.

5 Whistleblowing

* Public Interest Disclosure (Northern Ireland) Or5der 1998

If an employee becomes aware of activities which he/she believes to be illegal, improper, unethical or otherwise inconsistent with this Code, the employee should report the matter, acting in accordance with the employee’s rights under the Public Interest Disclosure (Northern Ireland) Order, and with the GSOTM’s confidentiality reporting procedure, or any other procedure designed for this purpose. An individual who reports a concern in “good faith” is not deliberately attempting to slander another person’s name. The Public Interest Disclosure (Northern Ireland) Order 1998 protects workers who “blow the whistle” about wrongdoing.

* The Criminal Law Act (Northern Ireland) 1967

The Criminal Law Act (Northern Ireland) 1967 places the responsibility on everybody to report offences or to forward information to the police by emphasising the:

* duty of every person, who knows or believes, that the offence or some other arrestable offences has been committed; and
* that he has information which is likely to secure, or to be material assistance in securing, the apprehension, prosecution or conviction of any person for that offence.

6 Implications for Staff

Staff members and volunteers who breach any of the above Codes of Behaviour may face the disciplinary procedure. If an allegation is made against a member of staff, it will be investigated in line with our procedure for dealing with allegations against staff. The investigating officer will liaise with the Designated Officers for Safeguarding, to see if there are any relevant records and any other information concerning the staff member under investigation.

**8 WHEN TO REFER TO INDEPENDENT SAFEGUARDING AUTHORITY**

Under the Independent Safeguarding Authority (ISA) procedures the GSOTM may have a duty to refer individuals to the ISA for consideration for barring and to provide information to the ISA upon request. The GSOTM must refer the case to the ISA if they think:

* an individual who is working closely with vulnerable groups has harmed, or may harm a child or vulnerable adult
* an individual who might in the future work closely with vulnerable groups has harmed, or may harm, a child or vulnerable adult

or

* the ISA may consider it appropriate to bar the individual.

Relevant Conduct

Failure to provide information to the ISA is a criminal offence and can result in a fine. Referral will be made to the Independent Safeguarding Authority after sufficient evidence has been gathered as part of the investigation supporting their decision for withdrawing permission to engage in regulated or controlled activity and consultation has taken place with the Designated Officer and/or advice has been sought from a designated officer within the Health and Social Care Trust. All referrals to the ISA should use the ISA Referral Form and supporting evidence and documents should be forwarded to the ISA.

**9 REPORTING PROCEDURES**

If a staff member is concerned about a child, young person or vulnerable adult it is essential that they know how to report that concern. The GSOTM has appointed a Designated and Deputy Designated Officer. They have been trained in safeguarding, and they are committed to the principle of confidentiality

Confidentiality

Discussion should not take place with anyone else within the line management structure as this impedes investigation and affects the confidentiality of the situation. It is up to the Designated Officers, as to who else is to be informed of the situation, including incidents where a member of staff may be the alleged abuser.

* The appropriate Safeguarding Report Forms should be completed (Appendix 7, 8 and 9) recording the child or vulnerable adult’s condition including emotional state; any observed injuries and any statements made by them or adults involved.
* The Designated or Deputy Designated officer must complete the Safeguarding Record Sheet Part 2 (see Appendix 8)
* All information must be factual and as accurate as possible.
* All information must be stored appropriately by the Designated or Deputy Designated officer and no other copies must be kept.
* Information must not be emailed or forwarded to anyone involved in the process unless a confidential mailing system is used.

**10 RECRUITMENT AND SELECTION GUIDELINES**

Introduction

Children are the least able to protect themselves from abuse or exploitation and the least able to seek help if they are ill-treated. Vulnerable adults are often limited in their ability to protect themselves from abuse or exploitation and in their ability to seek help if they are ill-treated. It is therefore the GSOTM’s responsibility to ensure that all staff working in a “Regulated” position with children and vulnerable adults have as much information as possible to assess their suitability for the position.

Regulated and Controlled Positions Defined

This section of the policy provides guidelines for recruiting staff into a paid or unpaid “regulated” or “controlled” position as set out in the Safeguarding Vulnerable Groups (NI) Order 2007. The following explains the terms regulated and controlled activities as used in the legislation.

Regulated Activities

Regulated activities include:

Any activity which involves contact with children (anyone under 18 years) or vulnerable adults and is of a specified nature (eg teaching, training, care, supervision, advice, treatment of transport) frequently[[1]](#footnote-1) intensively[[2]](#footnote-2)

* Any activity allowing contact with children or vulnerable adults and is in a specified place (eg schools, care homes, etc) frequently or intensively.

Duties and Responsibilities Under Regulated Activity Include:

To undertake regulated activity a person must have a satisfactory enhanced disclosure check by Access NI completed before carrying out regulated activities. It will be an offence for a barred person to undertake regulated activity for any length of time. An employer taking on a person in a regulated activity will commit a criminal offence if they fail to check the status of an applicant, employee, or volunteer.

It will also be an offence for employers/providers to permit a barred person, or a person who has not yet had an Independent Safeguarding Authority check, to work for any length of time (no matter how infrequent) in regulated activity.

Controlled Activities

Controlled activities include:

* Any activity which involves contact with children (anyone under 18 years) or vulnerable adults and is of a specified nature (eg teaching, training, care, supervision, advice, treatment of transport) frequently[[3]](#footnote-3) intensively[[4]](#footnote-4)
* Any activity allowing contact with children or vulnerable adults and is in a specified place (eg schools, care homes, etc) frequently or intensively.

Duties and Responsibilities Under Controlled Activity Include:

An employer taking on a person in a controlled activity will commit a criminal offence if they fail to carry out the appropriate checks on an applicant, employee or volunteer as required by the current legislation.

Providing sufficient safeguards are put in place, the provider can permit a barred person to work in controlled activity.

Procedures For Recruiting Staff For Regulated Or Controlled Positions

The recruitment of all positions in the GSOTM is centralised in the Committee which administers recruitment exercises on behalf of GSOTM. Any person working paid or unpaid in a regulated or controlled position will be required to complete an Access NI Disclosure Certificate application form to enable an Enhanced Disclosure to be carried out by Access NI operating under the provision of Part V of the Police Act 1997 and subsequently the GSOTM must receive a satisfactory Enhanced Disclosure Certificate. GSOTM is registered with Access NI as a “registered body”. A member of the committee is the Lead signatory for the organization and is responsible for the management of the disclosure process and the GSOTM’s relationship with Access NI. The committee may also nominate counter signatories to assist with the management of the disclosure process.

Since 12 October 2009, it is a criminal offence for barred individuals to work or apply to work with children or vulnerable adults in a wide range of posts. The GSOTM will comply with any legislative change or requirement in relation to those who are applying to work in a regulated or controlled activity. Appendix 11 provides more detailed information on Access Northern Ireland and the role of the Independent Safeguarding Authority along with the current legislative requirements in relation to recruitment and selection for controlled and regulated activities.

Checks Prior To commencement

The GSOTM will comply fully with all current legislation, official guidance and codes of practice such as the Vetting and Barring Scheme enacted by the Independent Safeguarding Authority and Access Northern Ireland. Before a position is advertised, the job activities will be reviewed by the committee to identify if the activities fall within the definitions for either regulated or controlled activities.

Applicants must complete an application form which:

* Draws attention to the Rehabilitation of Offenders (Exceptions) (Amendments( Order (NI) 1979 as amended by the Rehabilitation of Offenders (NI) 1987. This Order states that convictions are “spent” under the Terms of the Rehabilitation of Offenders (NI) Order 1978.
* The summary of the Terms and Conditions of Employment will outline that the post is a regulated position as defined by the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 and also falls within the definition of “excepted” employment as provided by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979 and will required the receipt of a satisfactory Enhanced Disclosure Certificate from Access NI.

Therefore, all applicants for regulated positions or controlled activities must provide details in respect of all previous convictions including “spent” convictions. Any disclosed convictions will be taken into account only when the conviction is considered relevant to the work and will be viewed in the context of the work, the nature of the offence and the responsibility of care of existing client/customer and employees. A pre-condition of employment will be the return of two satisfactory references. This will include one from their current or most recent employer, along with a referee who can comment on the applicants experience to work in a regulated or controlled activity. The referee will be directly asked to comment on the applicant’s suitability for the working with children, young people or vulnerable adults.

To complete the Disclosure Application Form, the applicant must return the form to the GSOTM Committee in person to allow for the inspection by the Lead signatory of the identification documents. All applicants have the right to have their disclosure information treated sensitively and confidentially and their certificate protected from unauthorized access. Access NI requires the organization to comply with their Code of Practice. The Code of Practice is intended to ensure that all the information is handled confidentially, sensitively and fairly by the organisation and all applicants can request a copy of this Code of Practice.

The lead signatory or counter signatory and the subject of the application will each receive a copy of the Disclosure, so that a decision can be made about whether any information it contains, affects the person’s ability to perform the role they have applied for. Where a Disclosure check reveals a conviction or other information, currently the decision rests with the GSOTM lead signatory as to whether or not to employ the person in the position that they applied for, bearing in mind their overarching responsibilities for the welfare of the people who use the service.

The Safeguarding Vulnerable Groups Act 2006 Order sets out legal sanctions in relation to bared persons engaging in regulated activity. As such the GSOTM will have a duty to refer these applicants and all other relevant information to the ISA for investigation.

Tutors

The GSOTM committee will carry out the following procedures for individuals in regulated positions who wish to tutor classes:

* Consider the skills and qualifications needed for the job to identify if the person is suited to the task.
* An application form should be completed. For regulated positions, the application form must indicate that an Enhanced Disclosure from Access NI will be sought and all tutors must provide details in respect of all previous convictions including “spent” convictions. Any disclosed convictions will be taken into account only when the conviction is considered relevant to the work and will be viewed in the context of the work, the nature of the offence and the responsibility of care of existing client/customer and employees.
* The applicant must provide a recommendation from a person who will vouch for their suitability to tutor children, young people or vulnerable adults.
* The GSOTM representative must meet with the applicant, go through the information of their application form and once the committee member is satisfied the Committee must be informed.
* The Committee signatory for Access NI will forward an Access NI Disclosure Application Form to the tutor for completion and arrange an agreeable time for inspection of the required identification.
* Before commencing, all tutors should be made aware by the GSOTM of the GSOTM’s Child Protection Policy and other induction materials.
* Tutors will be required to comply with any legislative requirements or changes in relation to controlled/regulated activities. (See Appendix 11)

**11 SUPERVISION, SUPPORT AND TRAINING**

Working with children, young people and vulnerable adults is both worthwhile and fulfilling, but it is also challenging. Having recruited staff the GSOTM needs to ensure that they will be well informed, trained, supervised and supported, so that staff are less likely to become involved in actions that can cause harm or be misunderstood.

This process should include the following:

* Before commencing, all tutors should be made aware of the GSOTM’s Child Protection Policy and other induction materials.
* Tutors will be required to comply with any legislative requirements or changes in relation to controlled/regulated activities. (See Appendix 11)

Induction

Staff need clear instructions of the task and limits that apply to them as newcomers. They need to be familiar with the Safeguarding Policy and Code of Behaviour, as well as other policies such as on Health and Safety.

Probationary or Trial Period

The GSOTM aims to review the development and suitability of new staff within six weeks of commencement in post.

Supervision and Support

This focuses on the work that new staff need to do, and how they should do it. The Musical Director and other committee members can also comment on any good work that the new recruits have done. Supervision provides an opportunity for new staff and volunteers to share concerns about their working environment. This supervision and support may be on a one-to-one basis, or in a group setting. It may be a regular formal meeting, or an informal discussion, as the need arises. It should provide an opportunity for both parties to discuss issues of importance and identify training needs. It is recommended that everyone involved keeps a note of any agreed action points.

Training

GSOTM recognises the importance of excellent training and development practice. It is the Committee’s responsibility to identify both the individual and common training needs of our staff and volunteers. Training should be an ongoing process and relevant to the roles that people play ine the organisation. All staff who work with children, young people and vulnerable adults will participate in safeguarding training, which should include:

* Awareness of Safeguarding issues
* Code of Behaviour
* Reporting procedures
* Guidance on the use of photographs and images of children, young people and vulnerable adults.

All staff will have the opportunity, once a year, to participate in a performance review scheme.

This policy was adopted formally by GSOTM on

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX 1**

**LEGAL CONTEXT**

UN Convention of the Rights of the Child

The UK Government ratified the UN Convention on the Rights of the Child on 16 December 1991. This Convention consists of fifty-four articles setting out the rights that all children and young people up to the age of eighteen have, no matter where they live or what their circumstances. In relation to this Policy document, children’s rights that need to be borne in mind are:

Article 12 – the right to express views freely in matters affecting him/her

Article13 – the right to freedom of expression, to seek, receive and impart information and ideas of all kinds

Article 16 – the right to privacy, family, home or correspondence and to ????

unlawful attacks on his/her honour and reputation

Article 19 – the right to protection from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation including sexual abuse.

Article 32 – the right to protection from economic exploitation

Article 33 – the right to protection from sexual exploitation

Article 35 – the right to protection from all forms of exploitation

The ratification of a UN Convention is in itself not a legal statute, however, recognition of children’s convention rights were adopted as part of the underpinning value base of the Children (NI) Order 1995

Children (NI) Order 1995

The Children (NI) Order 1995 came into force in Northern Ireland on 4 November 1996. There are 5 key principles that underpin the Children (NI) Order, otherwise known as the 5 P’s.

Principles

1. Paramountcy – is the fundamental principle in child care law and practice, ie that the welfare of the child must be of paramount consideration in decisions taken about him or her
2. Parental responsibility – parents have responsibilities for their children rather than just rights over them. There may be situations where significant adults share this responsibility with one or both parents.
3. Prevention – this principle is in regard to the prevention of the possibility of children being separated from their families because of the existence or continuance of a harmful situation
4. Partnership – the basis of this principle is that the most effective way of ensuring that a child’s needs are met is by working in partnership, especially with parents
5. Protection – children should be safe and should be protected by intervention if they are in danger.

The Children (NI) Order Regulations and Guidance Volume 6: Co-operating to Protect has been reviewed resulting in a number of developments to practice, not least the proposed title of the Regulations and Guidance – Duty to Safeguard. These Regulations and Guidance acknowledges that:

“Safeguarding children” depends upon effective information sharing, collaboration and understanding between families, agencies and professionals … For those children who are suffering, or at risk of suffering significant harm, joint working is essential to safeguard them, and where necessary, to help bring the perpetrators of crimes to justice. The staff of all agencies should:

* Be alert to potential indicators of abuse or neglect
* Be alert to the risks that individual abusers, or potential abusers, may pose to children;
* Share, and help to analyse information so that an informed assessment can be made of the child’s needs and circumstances;
* Contribute to whatever actions are needed to safeguard the child and promotes his welfare;
* Work in co-operation with parents unless this is inconsistent with the safety of the child.

Human Rights Act 1998

The HRA 1998 is now active law in the province and as a consequence all domestic legislation must be human right compatible. Therefore, as stated whilst the Children (NI) Order currently promotes children’s rights, this legislative statute is now further re-enforced by the local judiciary in line with Human Rights legislation. The Human Rights legislation is effective for all members of society, regardless of age, gender, religion, ability, disability etc. Several of the human rights as stated in law that support the need for and content of this policy are:

Article 3 – the right to freedom from torture and inhuman or degrading treatment or punishment

Article 5 – the right to liberty and security of person

Article 8 – the right to respect for private and family life, home and correspondence

Article 10 – the right to freedom of expression.

Implications of legislation for Glengormley School of Traditional Irish Music

In practical terms, there is a legal duty on Glengormley School of Traditional Irish Music, as the provider of a service to children, young people and vulnerable adults, to ensure that the principles identified in the legislation are followed ie

* to provide a safe environment
* to respect and meet the rights of children, young people and vulnerable adults
* to hear the child/young person/vulnerable adult’s voice, views and concerns
* to ensure the person’s right to privacy and physical integrity if protected, unless his or her safety and/or well-being is at risk
* to ensure the welfare of the child is of paramount importance in decisions likely to affect him/her
* to work in partnership with customers and external statutory agencies to ensure vulnerable adult and child protection
* to provide effective procedures for the prevention of harm and the protection of all vulnerable adults and children whilst on Glengormley School of Traditional Irish Music’s premises
* to provide effective guidance to advise staff on how to fulfil their responsibilities

Background

It was intended that the Order will strengthen existing arrangements, under which checks are carried out as to the suitability of those seeking work with children or adults with a learning disability. In broad terms the Order provides an equivalent to the Protection of Children Act 1999, Part VII of the Care Standards Act 2000 and provisions equivalent to some of those in the Criminal Justice and Court Services Act 2000 in relation to the protection of children.

The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007

The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 was made on 2 May 2007.

Background

This order provides the legislative framework for a new vetting and barring scheme for people who work with children and vulnerable adults. The purpose of the new scheme is to minimize the risk of harm posed to children and vulnerable adults by those that might seek to harm them through their work (paid or unpaid). It seeks to do this by barring unsuitable individuals not just on the basis of referrals but also at the earliest possible opportunity as part of a centralized vetting process that all those working closely with children and/or vulnerable adults will need to go through. These arrangements will enable vetting and barring processes to operate coherently across the UK.

**APPENDIX 2**

**SAFEGUARDING GUIDELINES FOR TUTORS AND VOLUNTEERS**

Introduction

Glengormley School of Traditional Irish Music aims to ensure that children, young people and vulnerable adults are safe while visiting any Glengormley School of Traditional Irish Music premises. In addition to our responsibilities, we ask that tutor and volunteers exercise the same responsibilities and follow Glengormley School of Traditional Irish Music’s Safeguarding Policy. These guidance notes apply to all tutors and volunteers using Glengormley School of Traditional Irish Music services and property.

In particular, these individuals/groups must:

* make sure that they have adequate staff supervision by using the ratios stated earlier in this Safeguarding Policy
* ensure that they supervise the children, young people and vulnerable adults at all times
* never abuse a child, young person or vulnerable adult in any way
* ensure adequate insurance cover for the group and leaders; and
* explain to groups what standards of behaviour are expected from the group while using the Glengormley School of Traditional Irish Music’s facilities.

The tutor has the primary responsibility for the welfare of the children, young people and vulnerable adults at all times.

Expected standards of behaviour from groups using Glengormley School of Traditional Irish Music Facilities

Glengormley School of Traditional Irish Music expects all our visitors and service users to show courtesy and respect for Glengormley School of Traditional Irish Music property at all times. Groups should therefore not allow their members to:

* make any sectarian, sexist, racist or other offensive remarks towards any person in their group or any other group
* vandalise any Glengormley School of Traditional Irish Music property
* leave litter in or around Glengormley School of Traditional Irish Music property
* use bad language/smoke
* bully (verbally or physically) or
* use threatening, abusive or violent behaviour.

If any of the above standards are not followed. Glengormley School of Traditional Irish Music has the right to refuse requests to hire or use facilities, and can ask the group to leave.

**APPENDIX 3**

**INDICATORS AND EFFECTS OF ABUSE**

Introduction

* Even for those experienced in working with cases of abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. It is unlikely that staff will be experts and it should also be stressed that under the Children (NI) Order 1985, the relevant Health and Social Services Care Trust has a statutory duty to ensure the welfare of a child, young person or vulnerable adult.
* It is Glengormley School of Traditional Irish Music’s responsibility to provide a safe environment for children, young people and vulnerable adults by employing people who are suitable to work with, or to have contact with, children, young people and vulnerable adults Glengormley School of Traditional Irish Music will do this by having effective and clear procedures for staff to report any suspicions, through Glengormley School of Traditional Irish Music procedures, to the relevant Health and Social Services Care Trust.

Indications that a child, young person or vulnerable adult may be suffering abuse include:

* Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if they are on a part of the body not normally prone to such injuries.
* An injury for which the explanation seems inconsistent.
* The child, young person or vulnerable adult describing what appears to be an abusive act involving him/herself.
* Someone else – a child or adult – expressing concern about the welfare of the child, young person or vulnerable adult.
* Unexplained changes in the child, young person or vulnerable adult’s behaviour over time; eg becoming very quiet, withdrawn or displaying sudden outbursts of temper.
* The child, young person or vulnerable adult engaging in sexually explicit behaviour in games.
* Distrust of adults, particularly those with whom the child, young person or vulnerable adult previously had, or would normally be expected to have, a close relationship.
* Difficulty in making friends.
* The child, young person or vulnerable adult being prevented from mixing with other children.
* Displaying changes in their eating patterns including overeating or loss of appetite.
* Loss of weight for no apparent reason.
* Increasingly dirty or unkempt appearance.

This list is not meant to be complete, and the presence of one or more of these indicators is not proof that abuse is actually taking place. It is stressed, however, that it is not the responsibility of tutors to prove that abuse is taking place. Instead, it is their responsibility to act on any concerns by reporting them to the Designated Officers.

**APPENDIX 4**

**BULLYING**

Bullying will not be accepted or condoned. Bullying can include:

* Physical pushing, kicking, hitting, pinching etc.
* Name calling, sarcasm, spreading rumours, persistent teasing, emotional torment through ridicule and humiliation.
* Exclusion from peers.
* Harassment.
* Gang-bullying.
* Racial taunts, graffiti, gestures.
* Sexual comments and/or suggestions.
* Unwanted physical contact.
* Witnesses watching and laughing (as this may encourage the process)

When two children or young people of approximate equal strength or confidence are fighting, it may not be bullying. Bullying usually involves an imbalance of power in the situation, where one person is using their power to hurt or exploit the other.

Children from ethnic minorities, disabled children, young people, gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and may well be targeted. Bullying is not an accepted behaviour and anyone found bullying will be dealt with seriously.

**CYBER BULLYING**

Cyber bullying will not be accepted or condoned. Cyber bullying can include:

* Inappropriate use of e-mail, instant messaging, chat rooms, mobile phones or other form of information technology to deliberately harass, threaten or intimidate someone.

Cyber bullying can include such acts as:

* Making threats, sending provocative insults or racial or ethnic slurs, derogatory or inappropriate comments on gender or sexual orientation, attempting to infect the victim’s computer with a virus, and flooding an e-mail with nonsense messages.

Action if Bullying or Cyber Bullying is Suspected

If bullying is suspected, the same procedure should be followed as set out in Appendix 5. Action to help the victim , and prevent bullying in sport:

* Take all signs of bullying very seriously.
* Encourage all children, young people and vulnerable adults to speak and share their concerns (it is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority.
* Create an open environment.
* Investigate all allegations and take action to ensure the victim is safe. Speak to the victim and the bully/bullies separately.
* Reassure the victim to trust and reassure that they will be helped, although do not promise not to report the incident.
* Keep records of what is said (what happened, by whom, when).
* Most “low level” incidents can be dealt with at the time. However, if the bullying is severe or if it persists despite efforts to deal with it, incidents should be referred to the Designated Officer.

Key Messages that a Victim of Bullying needs to Hear

* “It’s not your fault” – the child, young person or vulnerable adult being bullied may need help to recognise this. The person doing the bullying can make the child, young person or vulnerable adult feel that it is their fault it is happening. The victim may also feel that they need to change, when the problem is actually with the bullying behaviour.
* “You do not have to face this alone” – isolation is a big effect of bullying and the stigma that the person is being bullied may create an obstacle in asking for help.

**APPENDIX 5**

**HOW TO REACT AND WHAT TO DO**

There is not one simple set of rules to follow when you respond to these situations. However, the following key points should guide the actions of staff and volunteers who are told of abuse or have reason to be concerned.

Specific Response Procedures

NOTE It is essential that staff record the exact information (word for word if possible), rather than recording an interpretation of the child’s statements.

|  |  |
| --- | --- |
| **DO** | **DO NOT** |
| **Stay** calm**Listen** and hear. Give the person time to say what they want to say**Reassure** them that they have done the right thing in telling someone. Record in writing what was said as soon as possible**Report** the matter to a Designated Officer**Record** the report | PanicAsk leading questions (Questions that influence the person to give a particular response)Promise to keep secretsAsk for details of the abuseMake a child, young person or vulnerable adult repeat the story unnecessarily |

***Note*** It is essential that staff record the exact information (word for word if possible), rather than recording an interpretation of the child’s statements.

**APPENDIX 6**

**ROLES AND RESPONSIBILITIES OF THE DESIGNATED OFFICERS AND KEY WORKER**

Responsibility

The Designated Officers are responsible for acting as a source of advice on safeguarding matters, for co-ordinating action within the Glengormley School of Traditional Irish Music and for liaising with Health and Social Service Care Trusts and other agencies about suspected or actual cases of child/vulnerable adult abuse.

The role of the designated person is to:

* Establish contact with the senior member of Social Services’ staff responsible for safeguarding in the Glengormley School of Traditional Irish Music’s catchment area;
* Provide information and advice on safeguarding within the Glengormley School of Traditional Irish Music;
* Ensure that the Glengormley School of Traditional Irish Music’s Safeguarding Policy and procedures are followed and particularly to inform Social Services within the appropriate Trust of relevant concerns about individual children, young people and vulnerable adults;
* Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing, under confidential cover;;
* Liaise with Social Services and other agencies, as appropriate;
* Keep relevant people within the Glengormley School of Traditional Irish Music informed about action required;
* Ensure that an individual case record is maintained of the action taken the the Glengormley School of Traditional Irish Music, the liaison with other agencies and the outcome
* Advise the Glengormley School of Traditional Irish Music of the need to review policies and procedures and the need for refresher training.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

* The Designated Officer/s.
* The parents of the person who is alleged to have been abused.
* The person making the allegation.
* Social Services.
* PSNI.
* The (Organisation/Club) Regional Development Manager.
* Advice will be sought from Social Services on who should approach the alleged abuser.

**APPENDIX 7**

**SAFEGUARDING RECORD SHEET FOR A MEMBER OF STAFF APPROACHED BY A CHIULD, YOUNG PERSON OR VULNERABLE ADULT**

**Part 1**

To be completed by member of staff approached by child, young person or vulnerable adult who observed an incident against a child, young person or vulnerable adult. Please complete as many sections as possible

Staff member approached: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and time of incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of vulnerable adult/child if known \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

And/or Group name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age of vulnerable adult/child (if known) ­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address parents/organising group/name of school/name of facility as appropriate

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physical description of vulnerable adult/child as follows:

Gender \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Height and build \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Colour and length/style of hair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clothing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any distinguishable feature to help recognition \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor on duty at the time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of any other person’s involved/present/witnessing the incident

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Incident/disclosure (including what was heard and seen and any other descriptions)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Record of child, young person or vulnerable adult’s statements

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any other comments

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any other action taken

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Staff Member involved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key Worker/Designated Officer attending (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Designated Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CHILD, YOUNG PERSON AND VULNERABLE ADULT PROTECTION RECORD SHEET**

**Part 2**

To be completed by attending Designated Officer

**Action Taken**

Conversation with child/young person/vulnerable adult

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Name of Advocate/Parent/Guardian/Carer present

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Other relevant conversations, with whom, status and dates

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Any other comments

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Advice sought

Day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who advice sought from? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which Agency? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advice given

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Action agreed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Action taken (including day, date and time)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Referred to (Person and Organisation)

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Day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_

If not referred, reason why

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Feedback given to staff involved

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX 8**

**SAFEGUARDING RECORD SHEET**

**FOR A MEMBER OF THE PUBLIC/TEACHER/LEADER/CARER REPORTING AN INCIDENT**

Name of the Member of the Public

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Incident/disclosure (including what was heard and seen and any other description)

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Signature of Member of staff involved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Member of staff involved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

(if possible)

Signature of Member of staff involved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Advice sought

Day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who advice sought from? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which Agency? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advice given

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Action agreed

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Action taken (including day, date and time)

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Referred to (Person and Organisation)

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Day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_

If not referred reason why

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Feedback given to staff involved

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Day\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_

File Closed

Day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX 9**

**RECORDING/REFERRAL SHEET**

To be completed by Line Manager/Duty Manager/Key Worker

Please ensure questions are fully answered

This form must be kept in a safe place

Date of Meeting(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names of those attending and positions

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Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Location/Centre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Briefly describe incident concerned – including dates

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Was the incident recorded by the member of staff concerned? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and time report received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If no – state reasons incident was not recorded

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If more than 24 hours have elapsed between receipt of the report and the initial meeting – please state reasons for delay

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Key issues discussed

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Decision made

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed and dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key Worker \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Others in attendance at Meeting

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Date passed to Designated Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX 10**

ISA REFERRAL FORM

Please follow link:

<http://www.isa-gov.org/Docs/SVGA2006> ISA Referral form 19/09/2009.doc

**APPENDIX 11**

**INFORMATION ON ACCESS NORTHERN IRELAND**

What is Access Northern Ireland (NI)?

Access NI was established by a joint programme between the Northern Ireland Office and the Department of Health, Social Services and Public Safety, the Department of Education and the Police Service of Northern Ireland. Access NI is not a vetting service; however it does allow organisations in Northern Ireland to make more informed recruitment decisions by providing criminal history information about anyone seeing paid or unpaid work in certain defined areas, such as working with children, young people and vulnerable adults. Access NI operates under the provisions of Part V of the Police Act 1997.

Who uses Access NI and why?

The services of Access NI can be used by individuals or organisations in situations where an employer requires a job applicant to supply criminal history information. Once an application is submitted to Access NI and checks carried out, a Disclosure Certificate will be produced. The Disclosure Certificate will provide details of the Applicants criminal records, if th4y have one. The details provided will depend on the level of disclosure required.

Basic Disclosures

Proved details of convictions considered to be unspent under the Rehabilitation of Offenders Order 1978 or state that no such convictions were found

Standard Disclosures

Provide details of the spent and unspent convictions and cautions. Please note that from 12 October 2009, Standard Disclosures will not contain information about those included on the Independent Safeguarding Authority’s (ISAs) Children’s list or Vulnerable Adults list and therefore barred from working with children or vulnerable adults. Standard Disclosures are not suitable for those working with children and vulnerable adults in regulated and controlled activity, providing day care, childminding, fostering or adoption services. While such posts are included within the scope of the Exceptions Order, and Enhanced Disclosure must be sought.

Enhanced Disclosures

Contain all information in the Standard Disclosures in addition to any other relevant information held on police records or by any law enforcement agencies. Enhanced Disclosures are used mainly for positions that involve contact with children or vulnerable adults. The type of work will involve regulated or controlled activity, as defined in the Safeguarding Vulnerable Groups (NI) Order 2007 or regularly caring for, supervising, training or being in sole charge of young people; or regular contact with residents of care homes or providing services to unwell, infirm or disabled people.

An individual can apply for a basic disclosure but a Registered Body is the mechanism through which Standard or Enhanced Disclosures are sought. Glengormley School of Traditional Irish Music is registered with Access NI as a “registered body”. A member of the Committee is the Lead signatory for the organisation and is responsible for the management of the disclosure process and the Glengormley School of Traditional Irish Music’s relationship with Access NI. The Committee may also nominated counter signatories to assist with the management of the disclosure process.

STANDARD AND ENHANCED DISCLOSURE PROCESS

Step one

The type of disclosure check is determined by examining the definitions of “Regulated Activities” or “Controlled Activities”. The applicant must ne made aware of the level of disclosure required and have opportunity to review Access NI Code of Practice, if they so wish.

Step two

The applicant must complete a Disclosure Application Form completing parts A, B and C of the form.

Step three

The completed form must be returned in person and the Lead Signatory or Counter Signatories must verify the applicants’ identity and complete Parts D, E, F and G of the Disclosure Application Form. Applicants must produce appropriated identification documents. Please refer to <http://www.doini.gov.uk/accessni>

INFORMATION ON THE VIETTING AND BARRING SCHEME

The independent Safeguarding Authority (ISA) has been created to help prevent unsuitable people from working with children and vulnerable adults. The ISA has been set up to help implement the “Vetting and Barring” scheme and make decisions over who should be barred from working with vulnerable people in England, Wales and Northern Ireland. From 12th October 2009, certain employers may face fines of up to £5,000 if they fail to report an employee who harms or poses a risk of harm to children or vulnerable adults under the new Vetting and Barring Scheme (VBS).

The Scheme is one of the Government’s key responses to the Bichard Inquiry which followed the murders of Holly Wells and Jessica Chapman by Ian Huntley. The events in Soham focused public attention on the way people who work with children are vetted. The resulting inquiry recommended a new scheme that would ensure that everyone working in regulated activity with children or vulnerable adults is checked and registered.

Access NI and CRB are responsible for processing applications to the Scheme and CRB is responsible for the monitoring features of the Scheme on behalf of Northern Ireland, England and Wales. The new barred lists will replace the existing Disqualification from Working with Children (DWC) List, Disqualification from Working with Vulnerable Adults (DWVA) list and the Unsuitable Persons (UP) list in Northern Ireland, the Protection of Children Act (PoCA) List, List 99 and the Protection of Vulnerable Adults (PoVA) list in England and Wales as well as the current.

EMPLOYER RESPONSIBILITIES

Those employing people in regulated or controlled activities now have a legal duty to refer a worker or volunteer to the ISA if they remove that person for causing harm or risk of harm to a child or vulnerable adult. (Referral Guidelines and VBS Guidance available on ISA website - [www.isa-gov.org.uk](http://www.isa-gov.org.uk). Employers must decide which posts are regulated and which are controlled.

The time frame for the Vetting and Barring Scheme

12th October 2009

This was the scheme’s launch date, the following changes came into operation:

* The definitions of regulated activity and controlled activity came into operation
* The offence of working in a regulated activity while barred came into effect
* The offence of knowingly allowing a barred person to work in regualated activity came into effect.

From this date organisations are eligible to ask for enhanced CRB disclosures with barred list checks on any new, or moving, staff engaging in regulated activity.

April 2010

From this date new members of staff, including those moving within an organisation, engaging in controlled activity, will need to have an enhanced CRB disclosure with a barred list check. More information available from The Independent Safeguarding Authority web page – www.isa-gov.org.uk.

**APPENDIX 12**

**GLENGORMLEY SCHOOL OF TRADITIONAL IRISH MUSIC – SAFEGUARDING TRAINING**

The following levels of Safeguarding Training will be offered to appropriate Glengormley School of Traditional Irish Music departments, managers and staff. The aim is to increase awareness of Safeguarding issues and procedures set out in the Glengormley School of Traditional Irish Music Safeguarding Policy.

The training will be provided as follows:

Customer Care

For staff who have general contact with the public, an additional element to the Customer Care Course will be provided on Codes of Behaviour and familiarisation with the Glengormley School of Traditional Irish Music’s Safeguarding Policy.

Introductory Level Course:

Duration 1 hour

Who for? Any staff that has regular contact with children

Content Awareness of Safeguarding issues:

* What is abuse?
* Who abuses?

Signs and Symptoms

Dealing with Disclosure

Code of Behaviour:

* Why a code of behaviour?
* Protecting children and workers
* The use of a code of behaviour

Glengormley School of Traditional Irish Music’s Policy and Reporting Procedures.

**APPENDIX 13**

Guidance for Staff on the use of photographs and images of children, young people and vulnerable adults

1. Rationale
	1. Within both local child-care and human rights legislation, children, young people and vulnerable adults have been given a number of rights ensuring protection from exploitation of any kind plus the right to privacy, family, home or correspondence and to no unlawful attacks on his/her honour and reputation, Children, young people and vulnerable adults are considered to be a “vulnerable group” and therefore must be protected. These rights ensure that their physical integrity, person and image cannot be exploited in any way.
	2. As a result of these legislative drivers, an accepted best practice approach has been developed. Schools, agencies, organisations, companies and individuals must acquire written signed consent to take a photograph, video or digital image of a child, young person or vulnerable adult. The signed consent is to be acquired from the child’s parent or person with parental responsibility and/or the young person if he/she is of competent age to make his/her own decisions, or the adult with responsibility for the vulnerable adult.
2. Glengormley School Of Traditional Irish Music Practice – individual and small groups of children, young people and vulnerable adults.
	1. In all marketing and company materials produced by or for them, Glengormley School

Of Traditional Irish Music require writing confirmation form all PR, photographic and printing companies that signed written consent has been acquired from all individuals, small groups of children or young people and vulnerable adults, for use of their photographs or images. Glengormley School of Traditional Irish Music deems a small group of children, young people or vulnerable adults to be no more than eight. Alternatively, such PR, photographic companies may confirm use of pre-consented children’s or vulnerable adults’ photographic and printing companies may confirm use of pre-consented children’s or vulnerable adults’ photographic packs produced via CD ROMs or disks. Images downloaded from the interned will not be acceptable for use by Glengormley School of Traditional Irish Music.

* 1. At promotional, special or client organised events, Glengormley School of Traditional

Irish Music’s premises or at any other external venue, Glengormley School of Traditional Irish Music staff may wish to take a photograph or digital image of an individual or small group of children, young people or vulnerable adults who are enjoying Glengormley School of Traditional Irish Music’s services. Staff will acquire signed written consent from all the children, young people or vulnerable adults present or their parents/carer, involved in the photograph and/or image. The signed written consent will be completed on Glengormley School of Traditional Irish Music’s standard Consent Form. If signed written consent is not acquired by all the children, young people, vulnerable adults or their parents/carer, then the photograph or image will not be used by Glengormley School of Traditional Irish Music but will be destroyed immediately on processing.

* 1. Appropriate services will keep the photographs and images acquired from such events. They are also responsible for collecting and keeping the signed Consent Forms as such documents will contain personal information such as contact details of the child/young person/vulnerable adult. These photographs and documents will be kept securely and confidentially.
	2. All other staff members must seek permission from the Marketing and PR Manager for additional usage of any photographs and images. They will be used by Glengormley School of Traditional Irish Music for:
* Public Relations including media coverage
* Internal training and/or marketing presentations
* Processing on to the original customer/event organising groups.

These reasons for use have been detailed on the standard Consent Form so that parents, carers, children, young people and vulnerable adults are mad award of the limited usage of their photograph or image.

* 1. The date when the photograph and/or digital were taken will be recorded on them. These photographs and images will be retained by Glengormley School of Traditional Irish Music.
1. Glengormley School of Traditional Irish Music Practice – large groups of children and young people

It is recognised that there are practical difficulties in obtaining signed written consent from all members of a large group of children, young people or vulnerable adults. A large group of children, young people or vulnerable adults is nine or more. In light of this Glengormley School of Traditional Irish Music have developed the following approach:

* 1. Glengormley School of Traditional Irish Music will not require the provision of large group photographs from PR, photographic and printing companies for inclusion in marketing and company materials.
	2. At promotional, special or client organised events facilitated either at Newtownabbey Borough Council or Glengormley School of Traditional Music’s premises or at any external venue, Glengormley School of Traditional Irish Music staff may wish to take a large group photograph or digital images of children, young people or vulnerable adults enjoying Glengormley School of Traditional Irish Music’s services. The purpose of using such photographs or images is detailed in 2.4 and 2.5 above
	3. In making reasonable efforts to protect and respect the rights of children, young people and vulnerable adults, Glengormley School of Traditional Irish Music will, in tender documents, contracts and/or confirmation of work correspondence, advise the following:

“At events organised, facilitated, sponsored or supported by Glengormley School of Traditional Irish Music, we may take photographs, digital images and/or video footage or large groups of children, young people or vulnerable adults enjoying our services. We deem a large group to be nine or more people. Glengormley School of Traditional Irish Music may use these photographs or images for:

* Public Relations
* Internal training and/or marketing presentations
* Processing onto the original customer/event organising group

If for any reason your organisation and/or individual children, young people or culnerable adults from your organisation or who may attend the event, do not wish to be included in such photographs or images, please advise a Glengormley School of Traditional Irish Music representative in confidence, and he/she will ensure that we comply with your wishes”.

4 Companies, customers and event organisers will be advise of these procedures in relation to photographs and image taking of children/young people/vulnerable adults in advance and as part of the confirmation of contract.

**APPENDIX 14**

Useful contacts

|  |  |
| --- | --- |
| Northern Health and Social Care TrustThe Cottage4 Greenmount AvenueBALLYMENABT43 6DATelephone 0845 6012333Fax 028 25633733  | South Eastern Health and Social Care TrustTop FloorThompson House Hospital 119/21 Magheralave RoadLISBURNBT23 3BPTelephone 028 92669111 |
| Southern Health and Social Care TrustCraigavon Area Hospital68 Lurgan RoadCRAIGAVONBT63 5QQTelephone 028 38613950Fax 028 38335496  | Western Health and Social Care TrustChief Executive’s Office Trust HQAltnagelvin Area Hospital SiteGlenshane RoadLONDONDERRYBT47 6SBTelephone 028 71345171 |
| Belfast Health and Social Care TrustKnockbracken Health and Social Care TrustSaintfield RoadBELFASTBT8 8HBTelephone 028 90960000 |  |

1. Frequent contact applies when contact with children or vulnerable adults takes place once a week or more [↑](#footnote-ref-1)
2. Regulated activity applies where the activity is frequent, or satisfies a period condition of taking place 4 days per month or more or overnight (referred to above as “intensively”) [↑](#footnote-ref-2)
3. Frequent contact applies when contact with children or vulnerable adults takes place once a week or more [↑](#footnote-ref-3)
4. Regulated activity applies where the activity is frequent, or satisfies a period condition of taking place 4 days per month or more or overnight (referred to above as “intensively”) [↑](#footnote-ref-4)