

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

POLICY and PROCEDURES

January 2020

Disclaimer note: These safeguarding policy and procedure materials were drawn up specifically for Causeway Coast and Glens Borough Council with the assistance and advice of the NSPCC and conform to current child protection legislation and guidance. The NSPCC cannot accept any responsibility for the implementation and application of the procedures by Causeway Coast and Glens Borough Council.

This Safeguarding Children and Young People Policy and Procedures are based on guidelines outlined in the following documents;

- <https://www.health-ni.gov.uk/publications/co-operating-safeguard-children-and-young-people-northern-ireland>
- <http://www.proceduresonline.com/sbni/>
- <https://www.health-ni.gov.uk/articles/adult-safeguarding-prevention-and-protection-partnership>
- <http://www.legislation.gov.uk/nisi/1995/755/contents/made>
- <http://www.legislation.gov.uk/nisi/2007/1351/contents/made>
- <https://www.nspcc.org.uk/preventing-abuse/child-protection-system/northern-ireland/legislation-policy-guidance/>
- http://www.dhsspsni.gov.uk/standards_for_child_protection_services.pdf
- <https://www.ohchr.org/en/professionalinterest/pages/crc.aspx>

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Policy and Procedures**

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1.0 INTRODUCTION

NSPCC stands for the National Society for the Prevention of Cruelty to Children. They are the leading children's charity in the UK, specialising in child protection and dedicated to the fight for every childhood. They are the only UK children's charity with statutory powers and that means they can take action to safeguard children at risk of abuse.

As the UK's leading child protection charity, we understand the child protection issues that people working with children and organisations can face.

The standards in this policy are built upon Information taken from the following guidance and legislation:

- NSPCC which was developed from legislation
- UN Convention on the Rights of the Child 1989 (UNCRC International Treaty)
- The Children (NI) Order 1995
- Co-operating to Safeguard Children and Young People in Northern Ireland (2016)
- Criminal Law Act (NI) 1967
- Data Protection Act 1998
- Disability Discrimination Act
- Sexual Offences (NI) Order 2008
- The Sexual Offences Act 2003
- The Criminal Justice (NI) Order 2008
- Rehabilitation of Offenders (Exceptions) Order (NI) 1979.
- AccessNI
- Safeguarding Vulnerable Groups (NI) Order 2007
- Protection of Freedoms Act 2012

For the purposes of this policy The Children Order defines a 'child' as a person under the age of 18.

DEFINITION OF SAFEGUARDING AND CHILD PROTECTION

Safeguarding is more than child protection. Safeguarding begins with promotion and preventative activity which enables children and young people to grow up safely and securely in circumstances where their development and wellbeing is

not adversely affected. It includes support to families and early intervention to meet the needs of children and continues through to child protection. Child protection refers specifically to the activity that is undertaken to protect individual children or young people who are suffering or are likely to suffer significant harm.

(Co-Operating to Safeguard Children and Young People in Northern Ireland,
August 2017)

Children and young people have the right to live their lives to the fullest potential, to be protected, to be able to participate in and enjoy activities and to be treated with dignity and respect. There is a considerable body of legislation, government guidance and standards designed to ensure that these groups are protected from harm.

Everybody has a responsibility for the safety of children and young people and in accordance with relevant legislation Causeway Coast and Glens Borough Council, as an organisation which has significant contacts with children and young people across its services, has both a moral and legal obligation to ensure a duty of care.

The purpose of this policy and its associated procedures is to help protect the children and young people who use our services and to ensure that Causeway Coast and Glens Borough Council employees, volunteers, and elected members are aware of issues that can cause children and young people harm and take effective action to protect them. By complying fully with the policies and procedures, Causeway Coast and Glens Borough Council seeks to ensure that employees, volunteers, and elected members are also protected whilst carrying out their duties.

These Safeguarding Children & Young People policies and procedures were written in conjunction with the NSPCC training and consultancy team in NI. The NSPCC do not take responsibility for the implementation of these Policies and Procedure in Causeway Coast and Glens Borough Council.

2.0 POLICY STATEMENT, AIMS AND OBJECTIVES

2.1 Aims

Every child and young person has a right to feel safe and protected and, as a provider of public facilities and services, Causeway Coast and Glens Borough Council is committed to creating and maintaining the safest possible environment for the children and young people who use our facilities and come into contact with members of our workforce. We will take all reasonable steps to protect children and young people using our facilities and services from harm, discrimination, or degrading treatment whilst respecting their rights, wishes, and feelings.

The Council aims to do this by:

- Recognising that all children and young people have the right to freedom from abuse and protection from harm.
- Putting in place robust recruitment procedures to ensure that those individuals whose behaviour could be a threat to the safety and well-being of children and young people are not offered employment.
- Raising the awareness of the duty of care responsibilities throughout the Council.
- Actively encouraging good practice amongst all employees, volunteers, and elected members throughout the Council and promoting wider awareness wherever possible, i.e. partnership organisations and user groups.
- Creating a safe and healthy environment within all our services, avoiding situations where abuse or allegations of abuse may occur.
- Respecting and promoting the rights, wishes, and feelings of children and young people and working closely with other agencies.
- Recruiting, training, supervising, and supporting employees who work with children and young people to adopt best practice to safeguard and protect children and young people from abuse, and themselves against false allegations. Employees who work with children and young people will be subject to the appropriate level employment checks. All appropriate new staff will be inducted on these policy and procedures with sign-off from line managers’
- Responding to any allegations appropriately and implementing the appropriate disciplinary and appeals procedures.
- Requiring employees, volunteers, and elected members to follow the Council’s Safeguarding Children and Young People Policy and Procedures.
- Having in place Designated Safeguarding Officers who will be trained appropriately to co-ordinate children and young people safeguarding issues and give advice. Please note, certain Council facilities / services operate outside of 9am – 5pm, therefore, this may result in a Duty Manager rather than a Designated Officer being onsite outside of these hours.



- Ensuring confidentiality where appropriate is maintained and that access to confidential information is restricted to the appropriate authorities.
- Carrying out a regular audit and review of the effectiveness of our Safeguarding Children and Young People Policy and Procedures.
- Helping to maintain professionalism and standards of service which are associated with best practice provision.

2.2 Objectives

The Council's objectives to achieve these aims are:

- To provide appropriate training for all appropriate employees, volunteers and elected members
- To aid employees, volunteers, and elected members to respond sensitively and seriously to anyone who discloses information about abuse and be confident and able to take appropriate action swiftly, regardless of whom the allegation is about.
- To promote the general welfare and well-being of children and young people within Council facilities and services.
- To develop and implement effective procedures for recording and responding to complaints of alleged or suspected child / young person abuse

Signed: _____ Date: _____
Mayor,
Causeway Coast and Glens Borough Council

Signed: _____ Date: _____
Chief Executive,
Causeway Coast and Glens Borough Council

Signed: _____ Date: _____
Trade Union Representative

Signed: _____ Date: _____
Trade Union Representative

3.0 DEFINITIONS

Throughout this document 'children or child' is used. Unless specifically mentioned this relates to 'children and young people'.

- The term children or young person is used to refer to anyone under the age of 18 years as defined in the Children (NI) Order 1995
- The term parent is used as a generic term to represent parents, carers and guardians.
- The term employees and elected members is used to refer to employees, District Councilors' and anyone working on behalf of and/or representing the Council.
- A volunteer is anyone who without compensation or expectation of compensation (other than reimbursement of agreed expenses, e.g. mileage) performs a task at the direction of and on behalf of Causeway Coast and Glens Borough Council.

4.0 RECOGNISING ABUSE

Recognising child abuse is not easy. It is not our responsibility in Causeway Coast and Glens Borough Council to decide whether or not child abuse has taken place or if a child or young person is at significant risk of harm from someone. We do, however, have both a responsibility and duty, as set out in our children and young people safeguarding policy and procedures, to act in order that the appropriate agencies can investigate and take any necessary action to protect a child or young person.

Everyone who works with children or young people or comes into contact with children or young people through their work, should be able to recognise, and know how to act upon, indicators that a child's or young person's welfare or safety may be at risk.

Abuse can occur from:

- Parents;
- Others with parental responsibility;
- Adults in a position of trust;
- People within the wider family circle or neighbourhood;
- Complete strangers;
- Other children.

Abuse or harm occurs as much from omissions and lack of protection as from commission of actual acts of abuse. Child protection/safeguarding processes should always consider the wider needs of the child and family; broad-based family support services should always be alert to potential indicators of abuse or neglect.

Disabled Children

Disabled children are at increased risk of abuse because they can experience greater and created vulnerability. This is the result of negative societal values, attitudes, and assumptions and unequal access to services and resources. They have problems seeking help because of barriers to communication such as isolation or inaccessible services. If staff or volunteers support people with disabilities have limited knowledge and skills with regard to a disability, this can increase the barriers to the recognition of abuse. The nature of a disability will be unique to each individual child/young person. They are likely to have additional needs relating to physical, sensory, cognitive, and/or communication impairments.

Reasons why disabled children and young people are more vulnerable:

- More risk of social isolation
- Increased dependency for practical assistance which may increase risk of exposure to abusive behaviour
- Impaired capacity to resist/avoid abuse
- Speech and language communication needs can affect ability to report abuse
- Lack of access to someone they trust
- Vulnerable to bullying and intimidation
- Looked after Children who are disabled are vulnerable due to being in care but also vulnerable due to the additional dependency of their disability.

4.1 Types of Abuse

Harm can be suffered by a child or young person by acts of abuse perpetrated upon them by others. Abuse can happen in any family, but children may be more at risk if their parents have problems with drugs or alcohol, or mental health issues, or if they live in a home where domestic abuse happens. Abuse can also occur outside of the family environment. Evidence shows that babies and children with disabilities can be more vulnerable to suffering abuse.

Although the harm from the abuse might take a long time to be recognisable in the child or young person, professionals may be in a position to observe its indicators earlier, for example, in the way that a parent interacts with their child. The key is effective and ongoing information sharing between professionals.

Harm from abuse is not always straightforward to identify and a child or young person may experience more than one type of harm or significant harm.

Harm can be caused by:

- Physical abuse;
- Sexual abuse;
- Emotional abuse;

- Neglect; and/or
- Exploitation.

Physical Abuse is deliberately physically hurting a child or young person. It might take a variety of different forms, including hitting, biting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child or young person.

Sexual Abuse occurs when others use and exploit children sexually for their own gratification or gain or the gratification of others. Sexual abuse may involve physical contact, including assault by penetration (for example, rape, or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via e-technology). Sexual abuse is not solely perpetrated by adult males. Women can commit acts of sexual abuse, as can other children.

Emotional Abuse is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development.

Emotional abuse may involve deliberately telling a child that they are worthless, or unloved and inadequate. It may include not giving an opportunity to express their views, deliberately silencing them, or 'making fun' of what they say or how they communicate. Emotional abuse may involve bullying – including online bullying through social networks, online games, or mobile phones – by a child's peers.

Neglect is the failure to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter that is likely to result in the serious impairment of a child's health or development. Children who are neglected often also suffer from other types of abuse.

Exploitation¹ is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child

¹ Although 'exploitation' is not included in the categories of registration for the Child Protection Register, professionals should recognise that the abuse resulting from or caused by the exploitation of children and young people can be categorised within the existing CPR categories as children who have been exploited will have suffered from physical abuse, neglect, emotional abuse, sexual abuse or a combination of these forms of abuse.

or young person or situation, for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud, or child trafficking. It extends to the recruitment, transportation, transfer, harbouring, or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature.

Although not categorized as abuse, it is important to recognise and respond appropriately to children and young people who may have self-harmed or suspected of self-harming. **Self-harm** is a term used when someone injures or harms himself or herself on purpose (also called self-injury or deliberate self-harm) rather than by accident. Common examples include cutting, hitting, scratching or burning. Attempted suicide is the most serious form of self-harm. **Course of Action:** If a young person discloses that they self-harm to an employee, agency worker or elected member or if an employee, agency worker or elected member suspects a young person could be self-harming the procedure to follow is as per safeguarding concerns.

5.0. ACCOUNTABILITY AND RESPONSIBILITIES

5.1 Chief Executive

The Chief Executive has ultimate responsibility for ensuring compliance of these policy and procedures. Day to day responsibility for implementation is however delegated through the management structure to individual managers and officers who are held accountable for ensuring that the requirements set out in this policy are fully implemented.

5.2 Head of Sport and Wellbeing

The Head of Sport and Wellbeing will ensure that this Safeguarding Children and Young People Policy & Procedures is widely available to all employees, volunteers and elected members.

5.2.1 The Head of Sport and Wellbeing will have responsibility for ensuring that all employees, volunteers and elected members are made aware of the importance of these policy and procedures.

5.2.2 The Head of Sport and Wellbeing has the responsibility to ensure that there are the necessary procedures for the supervision and support of Elected Members, Designated Safeguarding Officers, Managers, and Duty Managers in their discharge of these policy and procedures.

5.3 Head of Organisational Development/Human Resources (OD/HR)

5.3.1 The Head of OD/HR will ensure that where identified through job descriptions and representations from individual managers that employment checks are carried out for those members of employees or volunteers who have a substantial level of contact with children and young people. The Head of Human Resources will also ensure that any records of suspected abuse are stored appropriately.

5.3.2 The Head of OD/HR will ensure that at their Induction training new employees, volunteers and elected members will be made aware of their role and responsibilities in the area of Safeguarding Children and Young People.

5.3.3 The Head of OD/HR will ensure that there are suitable support mechanisms in place for employees, volunteers, and elected members who have had any allegations made against them or who are undergoing any investigation under these policy and procedures.

5.4 Managers and Supervisors

Managers and Supervisors are expected to ensure employees and volunteers are aware of this policy; and to notify the Designated Safeguarding Officer(s) in strict confidence regarding any matters of Safeguarding Children and Young People. Managers and supervisors will also be expected to ensure that their employees, agency workers or volunteers who have substantial contact with children and young people attend the relevant training. (See section 7.0 Training of Employees, Agency Workers, Volunteers and Elected Members)

5.5 Employees, Agency Workers, Volunteers and Elected Members

All employees, agency workers, volunteers and elected members of the Council have a duty to adhere to this policy and procedures and to notify the Designated Safeguarding Officer(s) on any matters of Safeguarding Children and Young People. They will also be responsible for undertaking the relevant training should they be working with or have regular contact with children and young people.

5.6 Designated Safeguarding Roles

The Sport & Wellbeing Development Service Unit Manager is Council's Safeguarding Manager. They will manage and deliver Council's Safeguarding Policy on behalf of the Sport & Wellbeing Unit's Senior Management Team and take a lead role in safeguarding protocols corporately. The post holders' contact details will be contained within the appendices.

The Council also has a Designated Safeguarding Officer Team. These Officers' contact details are also contained within the appendices.

The Designated Safeguarding Officers will be a central point:

- For advice on Safeguarding Children and Young People matters;
- For coordinating any action necessary within the organization; and,
- For liaising with the PSNI, Health and Social Services Trusts and other relevant agencies about suspected or actual cases of child / young person abuse
- The Designated Safeguarding Officers' will liaise with the Sport & Wellbeing Development Service Unit Manager if there are further issues to be addressed.
- The Designated Safeguarding Officers' will undertake safeguarding training and will attend any necessary refresher training to update their knowledge and skills on an ongoing basis.

5.6.1. Responsibilities of the Designated Safeguarding Officers'

- Gathering information on any reports of safeguarding children and young people
- Acting as an information service to other employees, agency workers, volunteers and elected members on Safeguarding Children and Young People issues.
- Keeping only relevant people within the organisation informed about any action taken on safeguarding children and young people issues and any further action required.
- Ensuring all records are forwarded to Council's Safeguarding Manager for the maintenance and safe keeping of individual case records in a confidential manner.
- Establishing a link with a senior member of social services staff responsible for safeguarding children and young people issues within Causeway Coast and Glens Borough Council area.
- Ensuring that appropriate information is available to social services/police at the time of referral.
- Promoting the implementation of Causeway Coast and Glens Borough Council's Safeguarding Children and Young People Policy and Procedures among employees, agency workers, volunteers and elected members.
- Provide information in relation to auditing, monitoring and reviewing the Safeguarding Children and Young People policy and procedures on an annual basis.

6.0 TRAINING OF EMPLOYEES / AGENCY WORKERS / VOLUNTEERS AND ELECTED MEMBERS

Learning and development must not be seen as a one-off event, but a continuous process which requires the investment of time and resources within organisations to create a learning environment and a competent workforce. Each organisation must take responsibility to develop both knowledge and expertise in safeguarding and protecting children and young people and seek to identify the most appropriate and relevant opportunities to develop the confidence, abilities and competence of staff and volunteers.

Co-Operating to Safeguard Children and Young People in Northern Ireland, March 2016

Safeguarding children and young people training will be offered as per SBNI Child Safeguarding Learning and Development Strategy and Framework 2015 – 2018 on a regular basis facilitating employees, agency workers, volunteers, and elected members to update their knowledge and skill as appropriate. The Council will provide refresher training every 3 years. The training will be provided at three levels - according to job description and role.

Level 1

General awareness for all, employees, agency workers, volunteers and elected members. Attendees will gain basic knowledge of signs and indicators of child abuse and contributory factors; agency / staff policy and procedures; reporting procedures / processes and record keeping. Learning outcomes will include the ability to recognise and respond appropriately to child safeguarding issues and understand own role and the role of others within the organisation using the safeguarding policy and procedures. This will form part of the Council's corporate induction programme.

Level 2

Safeguarding children and young people training for relevant managers, employees, agency workers and volunteers who have substantial contact with children and young people. Attendees will gain more in-depth knowledge of values and principles of safeguarding children and young people; code of behaviour; recording skills; relevant legislation and referral process. Learning outcomes will include the ability to contribute to the assessment and management of risk; assist in safeguarding and promoting the welfare of children and young people and understand the importance of own behaviour and boundaries.

Level 3

Comprehensive training for Designated Safeguarding Officers', Relevant Managers and Duty Mangers. Attendees will gain knowledge of key tasks to

safeguard children; national, regional and local policies, standards and guidance: 'the protocol for joint investigation by police officers and social workers of alleged and suspected cases of child abuse – Northern Ireland' (April 2013). Learning outcomes will include the ability to develop working relationships with other professionals; identify learning from case management reviews and contribute to interagency safeguarding plans.

7.0 CLUBS AND ORGANISATIONS USING COUNCIL FACILITIES

All clubs and organizations hiring or using Causeway Coast and Glens Borough Council facilities must have in place an acceptable Safeguarding Children and Young People Policy. Those clubs and organizations that do not have a Safeguarding Policy must comply with Causeway Coast and Glens Borough Council's Safeguarding Children and Young People Policy & Procedures and it is the responsibility of the manager to ensure that the club/organisation receives a signed declaration form with terms and conditions agreed.

As a minimum requirement, all clubs and organisation's must complete and sign a Declaration of Safeguarding Children and Young People (and adults) Form (See Appendix 2) and confirm that they will comply with Council's Policy. Where clubs and organizations have booked leisure facilities the Council would encourage these groups to ensure that adequate safeguarding checks have been carried out on those members who will have unavoidable, substantial access to children and young people. The Declaration of Safeguarding Children and Young People (and adults) Form will be made available to hirers of Council facilities with the Terms and Conditions of Hire information. It is the responsibility of the relevant manager to ensure this is completed.

All clubs, organizations or individual tutors who make use of Council facilities or services must also report any concerns if they encounter a case of alleged or suspected abuse, to a Designated Safeguarding Officer within the Council, as per the safeguarding flowchart.

8.0 IMPLEMENTATION ARRANGEMENTS

Responding to Concerns and Allegations

- It is important that all employees, volunteers and elected members are aware that the first person that has concerns or encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. However, employees, volunteers and elected members do have a duty of care to children and young people to report any suspicions they may have.

Remember:

It is not your job to judge or investigate or to decide that abuse has taken place. It is your responsibility to inform the right people so that the necessary action can be taken to protect children and young people

In general, there are 3 possible situations where employees, agency workers, volunteers and elected members may need to respond to a concern or case of alleged or suspected abuse:

1. Responding to a child or young person disclosing abuse, i.e. the child or young person makes an allegation of abuse
2. Responding to allegations or concerns against an employee, agency worker, volunteer or elected member
3. Responding to allegations or concerns against any other person, i.e. parent, carer, other service user.

8.1 Basic Response Procedures / Actions

Quick Glance Safeguarding Flowchart

Causeway Coast and Glens Borough Council - Safeguarding Procedures

If you have a concern about the **welfare of a child / young person (or an adult at risk)** or the behaviour of an adult in relation to a child or an adult at risk **YOU MUST:**

Record your concern in writing using the Safeguarding Incident Form; and,
Report your concern immediately to a Designated Safeguarding Officer,

If the child or adult at risk is in imminent danger of harm you should refer directly to the police or social services without delay



On receiving the report of a concern,

The Designated Safeguarding Officer will:

1. Review the concern, along with any other relevant information and decide, often in liaison with others, what actions should be taken. Advice and support should be sought from any of the people listed below if you are unsure what action you should take;
2. Record in writing all actions taken, the reasons for these and by whom the actions were taken.
3. Refer to the relevant Social Services (Gateway) team or out of hours contact the Regional Emergency Social Work Service / PSNI. It is important to gain consent for any referrals to Adult Services if the person has capacity
4. Inform a Safeguarding Manager and arrange for all appropriate documentation to be forwarded to the appropriate persons

If the child or adult at risk is in imminent danger of harm you should refer to the police or Social Services without delay

Children & Young People Safeguarding Contacts

Gateway team: Gateway team: Western Trust 028 7131 4090, Northern Trust 028 7032 5462. A duty social worker is available to take your call Monday-Friday 9am-5pm (excluding bank holidays)

Regional Emergency Social Work Service (RESWS) Tel: (028) 9504 9999 A duty social worker is available to take your call 5pm to 9am weekdays or 24 hours at weekends and bank holidays.

PSNI: Telephone: 101

Adult Safeguarding Contacts

PSNI: Telephone: 101

HSC Trust Adult Safeguarding Team

Belfast H&SCT 028 950 41744

Emergency (Out of Hours) Social Work:

028 9504 9999 a duty social worker is available to take your call 5pm to 9am weekdays or 24 hours at weekends and bank holidays

8.2 Specific Response Procedures / Actions

The following procedures should be followed in each situation.

Safeguarding Procedures

Stage 1

For all staff, agency workers or volunteers

You must complete a Safeguarding Incident Form and report to your Designated Safeguarding Officer if you:

- a) **Suspect** that a child or young person or adult has been, or is at risk of being abused; or
- b) Have had a **disclosure** made to you; or
- c) Receive a **complaint** from a member of the public relating to a safeguarding issue; or
- d) Have a **direct allegation** made against your or another member of staff/volunteer; or
- e) **Observe** concerning behaviours by a member of the public (adult or young person) relating to safeguarding children, young people, or adults
- f) Become aware that **poor safeguarding practice** is taking place, suspect poor safeguarding practice may be occurring, or you are told about something that may be poor safeguarding practice.



You must contact your Designated Safeguarding Officer (for your Business Unit)

BUT if the child, young person or adult is in need of immediate protection from harm you must contact the PSNI, Ambulance, or the H&SCT Gateway team immediately.

Write careful notes in the Safeguarding Incident Form of what you witnessed, heard, or were told.

Sign, date, & give these to your Designated Safeguarding Officer

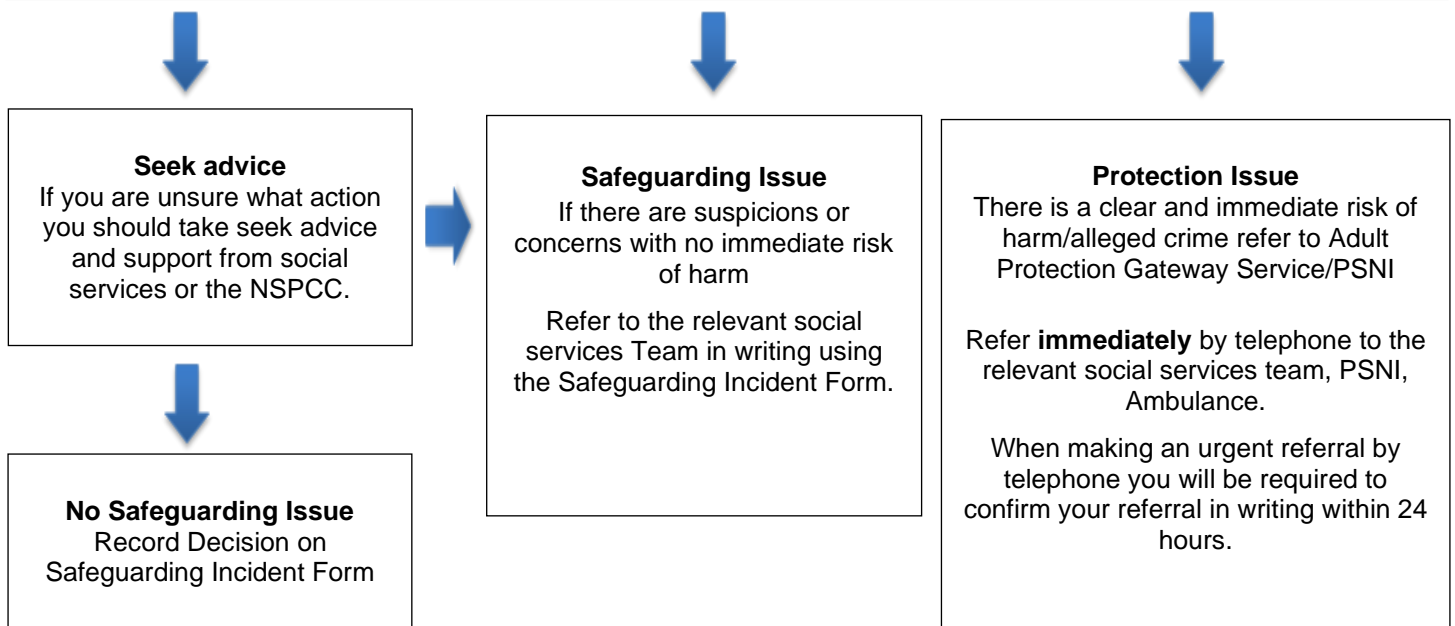
Timescale
Immediately

Stage 2a – Reviewing & Referring Safeguarding Children Concerns Designated Safeguarding Officers

On receiving the report of a concern, the Designated Safeguarding Officer must review the concern, along with any other relevant information, and decide, often in liaison with others, what actions should be taken. You should also inform Council's Safeguarding Managers'.

The relevant Health and Social Care Trust (HSCT) teams should always be informed when there are reasonable grounds for concern that a child, young person, or adult may have been abused, or is being abused, or is at risk of abuse.

If the child or young person is in imminent danger of harm you should refer to the police or Social Services without delay



Whatever your decision, you **MUST**:

1. Record in writing all actions taken, the reasons for these, and by whom the actions were taken.
2. Start a Safeguarding Case File (kept as per GDPR guidelines)
3. Keep a full record of all actions and decisions (Safeguarding Managers')
4. Ensure pastoral care is provided to staff/agency workers/volunteers as appropriate (HR Department)

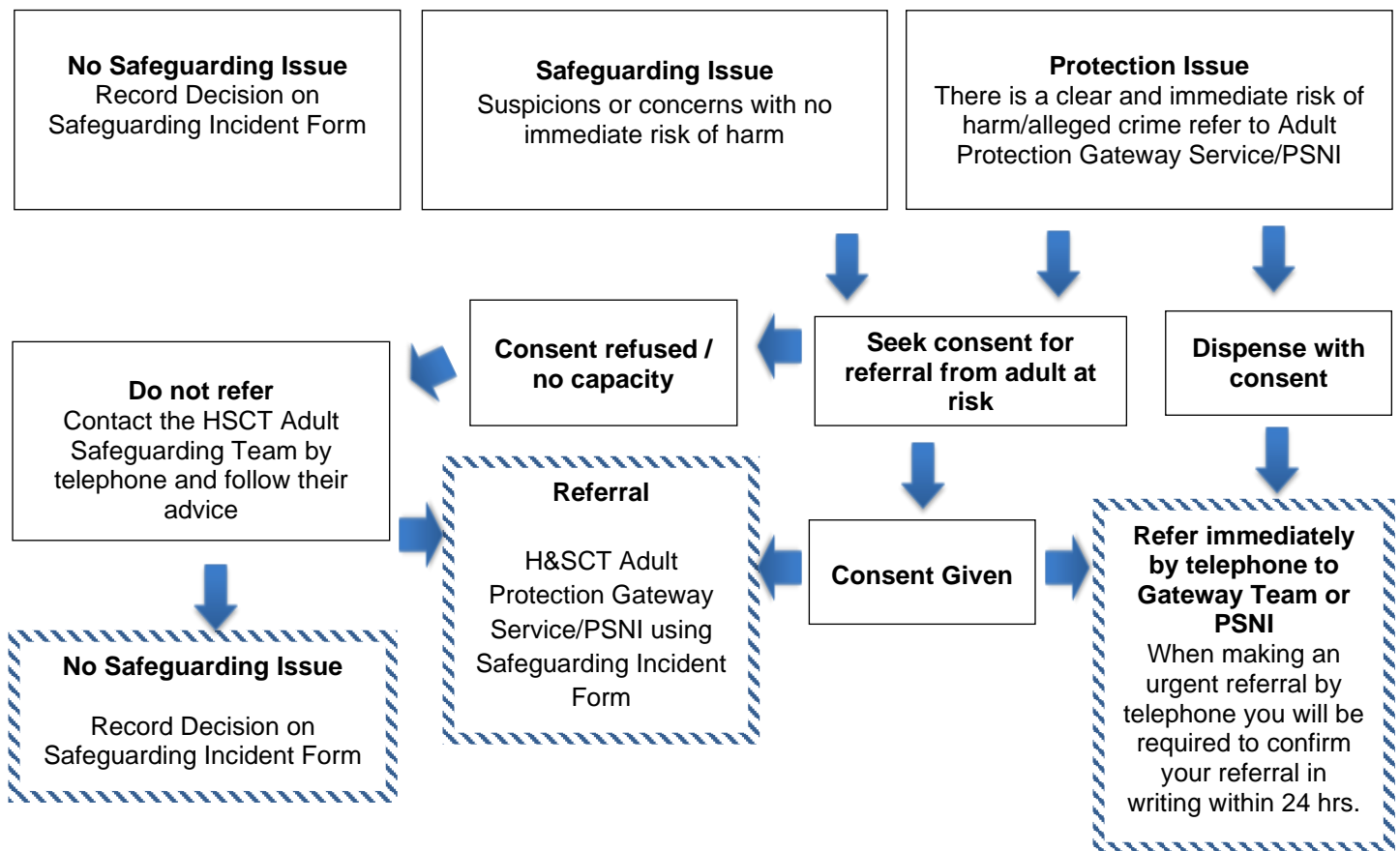
You will need to provide as much detail as possible (child's/adult's name, address, circumstances). Make sure you have this to hand when making a referral.

Stage 2b – Reviewing & Referring Adult Safeguarding Concerns Designated Safeguarding Officers

On receiving the report of a concern, the Designated Safeguarding Officer must review the concern along with any other relevant information and decide, often in liaison with others including the adult at risk, what actions should be taken. You should also inform Council's Safeguarding Managers'.

If you are unsure what action you should take **seek advice** and support from the Gateway Team or PSNI

If the adult at risk is in imminent danger of harm you should refer directly to the police or social services without delay



Whatever your decision or outcome, you **MUST**:

5. Record in writing all actions taken, the reasons for these, and by whom the actions were taken.
6. Start a Safeguarding Case File (kept as per GDPR guidelines)
7. Keep a full record of all actions and decisions (Safeguarding Managers')
8. Ensure pastoral care is provided to staff/volunteer as appropriate (HR Department)

You will need to provide as much detail as possible (adult's name, address, circumstances). Make sure you have this to hand when making a referral.

Stage 3
For Designated Safeguarding Officers' & Authorities
Assessments and Enquiries

The relevant social services team will commence an assessment and may decide to hold a strategy meeting. This is a meeting of professionals, such as police, education, social services and any other organisations. This may include the Council's Designated Safeguarding Officer. The Designated Safeguarding Officer may attend strategy meetings and ensure that any recommendations made at that meeting are fed back to the relevant people within Council. As a result of the information shared at the strategy meeting the police and/or social services may make further enquiries or assessments of the matter and will keep other agencies updated if necessary.

Stage 4
For Designated Safeguarding Officers' & Authorities
Assessments and enquiries

The Designated Safeguarding Officer should keep in touch with Child/Adult Services until the assessment and enquiries are concluded

OUTCOME - NO FURTHER ACTION

If it is assessed that the concerns are unfounded Social Services may decide to take no further action. In these circumstances, the child/adult at risk may still receive support from Social Care Services or other agencies.
Council may wish to pursue internal procedures.

OUTCOME - FURTHER ASSESSMENTS

Whatever the outcome by Social Services the situation will be discussed at [Council's Senior Ops Com Team](#) and further risk assessments may be recommended.

Council may wish to proceed with our internal procedures.

Outcomes of any assessments and decisions by Social Services must be recorded, along with any internal actions taken by Council.

If any new concerns arise a new referral should be made to the Gateway team

Timescale - Ongoing

8.2.1 Responding to a child or young person making an allegation of abuse

Children and young people who have been or are experiencing abuse rarely talk about this and will only tell people they trust and with whom they feel safe. The following points are a guide to help you respond appropriately.

- Listen carefully to what is said
- Find an appropriate early opportunity to explain that it is very likely that the information will need to be shared with others – **do not promise to keep secrets.**
- Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer i.e. leading questions.
- Reassure the child that they have done the right thing telling you
- Tell them what you will do next and whom the information will be shared
- Record in writing on a Safeguarding Incident Form all the details that you are aware of and what was said using the child's own words, as soon as possible
- Designated Safeguarding Officer informs relevant person i.e. Social Services and / or the Police if appropriate.

8.2.2 Responding to Allegations of or concerns against a member of staff, agency worker, elected member or any other person

- Take all allegations or concerns seriously
- Record in writing on a Safeguarding Incident Form all the details that you are aware of as soon as possible.
- Report to and inform the Council's Designated Safeguarding Officer as soon as possible
- The Designated Safeguarding Officer will inform the relevant persons, i.e. social services and / or the Police if appropriate
- The Designated Safeguarding Officer should inform the Head of OD/HR as soon as possible.
- Depending on the allegation, the individual may be asked to stand aside from duties or be temporarily suspended pending an investigation.

8.2.3 Safeguarding Concerns / Allegations about a Designated Safeguarding Officer

If the concern / allegation is about a Designated Safeguarding Officer, staff / agency workers / volunteers should refer such concerns to Council's Safeguarding Managers' and / or Head of Service (Sport & Wellbeing) who will follow the steps outlined above.

8.2.4 Concerns about failures to adhere to Safeguarding Policy and Procedures

If a Council employee / agency worker / volunteer has concerns about a colleague not fulfilling the requirements of Council's Safeguarding Policy and Procedures, these concerns should be taken to any member of Council's Designated Safeguarding Team. The Designated Safeguarding Officer should refer to Council's Safeguarding Managers'.

8.2.5 Support for External Service Providers

Should an external provider have any concerns regarding Council's staff / agency workers / volunteers, a visitor, or other contractor they should report their concerns immediately to one of Council's Designated Safeguarding Officers. There will always be a Designated Safeguarding Officer on duty in all areas, and they may be accessed via the Duty Manger.

If the concern is about a Designated Safeguarding Officer, External Service Providers should report their concerns to Council's Safeguarding Managers'

8.2.6 Dealing with Disclosures

When dealing with a disclosure you should follow the procedures for reporting safeguarding concerns but there are some extra considerations for you to take:

- **Ensure the immediate safety** of the person. If urgent medical / police help is required, call the emergency services.
- **Stay calm and listen attentively:** Avoid expressing your own views on the matter. A reaction of shock or disbelief could cause the person to 'shut down', retract or stop talking so try to stay calm.
- **Express concern and acknowledge what is being said;** They've told you because they want help and trust you'll be the person to believe them and help them
- **Tell them it's not their fault.** Abuse is never the person's fault and they need to know this.
- **Tell the person that s/he did the right thing in telling you;** Reassurance can make a big impact to the person who may have been keeping the abuse secret.

It can be very hard for children and young people to reveal abuse. Often, they fear there may be consequences. Some delay telling someone about abuse for a long time, while others never tell anyone, even if they want to. Children and young people value being believed and it is vital that you act on what you've been told.

- **Say you believe them.** A child or young person could keep abuse secret in fear they won't be believed. They've told you because they want help and trust you'll be the person to believe them and help them
- **Don't talk to the alleged abuser.** Confronting the alleged abuser about what the child's told you could make the situation a lot worse for the child
- **Explain what you'll do next.** If age appropriate, explain to the child or young person you'll need to report the abuse to someone who will be able to help.
- **Let the person know that the information will be taken seriously** and provide details about what will happen next, including the limits and boundaries of confidentiality
- **Explain to them that it is your duty to share your concern** with your Designated Safeguarding Officer unless to do so could increase their risk – i.e. the Designated Safeguarding Officer is the subject of the allegations. In this case contact Council's Safeguarding Managers'
- **Reassure the person that they will be kept involved at every stage;** explain that the Designated Safeguarding Officer will seek their consent before any referral is made to external agencies.
- **If you think a crime has occurred** be aware that medical and forensic evidence might be needed. Consider the need for a timely referral to the police service and make sure nothing you do will contaminate it;
- **Complete a Safeguarding Incident form** as soon as possible and report to your Designated Safeguarding Officer immediately.

8.3 Record keeping Confidentiality and Sharing Information

Confidentiality

Whilst it is important that a partnership approach is adopted to ensure the safety and welfare of children and young people 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 child or young person to do so. Causeway Coast and Glens Borough Council policy and procedures have been carefully constructed to ensure such confidentiality while protecting the interests of the child or young person.

Causeway Coast and Glens Borough Council has Designated Safeguarding Officers' who have been specially trained in the area of safeguarding children and young people and are committed to the principle of confidentiality.

According to Co-operating to Safeguard Children and Young People in Northern Ireland 2017, record keeping and information management is a key part of effective inter-agency, inter-disciplinary working in relation to safeguarding and child protection. Failure to record information, understand its significance, share it in an appropriate, purposeful and timely manner and then take appropriate action can hamper the work of those tasked with keeping children safe. Information obtained by organisations in the exercise of their safeguarding and child protection duties may be personal information about a particular child, young person or adult, and therefore is governed by the common law duty of confidentiality, the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (the DPA).

The six principles state that

Personal data should be:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary
- Accurate and where necessary kept up to date
- Kept in a form which permits identification of data subjects for no longer that is necessary for the purposes for which those data are processed, and
- Processed in a manner that ensures appropriate security of the personal data

Accountability is central to GDPR. Data Controllers are responsible for compliance with the principles and must be able to demonstrate this to data subjects and the regulator.

8.3.1 How to Record a Disclosure

If someone discloses abuse to you, you must complete a Safeguarding Incident Form (see Appendix 3) and give it to your Designated Safeguarding Officer. If you have a literacy or language difficulty, the Designated Safeguarding Officer may assist you to complete the form but this must be acknowledged on the Safeguarding Incident form.

The Safeguarding Incident Form will be retained securely and confidentially by Council's Safeguarding Managers'. All Safeguarding Incident Forms and related documents will be stored in a secure locked cabinet which can only be accessed by Council's Safeguarding Managers'. All electronic files will be password protected and stored on a separate section of the general drive. A log of these documents will be kept by the Safeguarding Managers' to include details of when documents are accessed and corresponding actions taken.

The Safeguarding Managers' have responsibility for keeping safeguarding records securely and for sharing information in an appropriate, purposeful and timely manner with Health & Social Care Trust Gateway Teams and / or the PSNI.

Causeway Coast and Glens Borough Council is the Data Controller under the General Data Protection Regulation (GDPR) for the personal data it gathers for the purposes of processing grant applications.

The personal data is held and stored by the Council in a safe and secure manner and in compliance with General Data Protection Register legislation and in line with the Council's Records Retention and Disposal Schedule.

When recording the disclosure, you must:

- Make a note, as soon as practical, of what was said, using their own words.
- Describe the circumstances in which the disclosure came about. Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate; and,
- be mindful of the need to be confidential at all times, this information must only be shared with your Designated Safeguarding Officer and others only on a need to know basis.

If the child or young person involved is part of an organised group, Council's Designated Safeguarding Officer will inform the group's leader and will make every effort to agree an appropriate course of action.

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, i.e. Safeguarding Managers', Designated Safeguarding Officers, Line Managers', Social Services, Police, child, parents / carers and employees.

It is extremely important that allegations or concerns are not discussed (unless on a need to know basis), as any breach of confidentiality could be damaging to the child, their family and any child or young person protection investigations that may follow.

You may have concerns when informing the parents of a child or young person and this should be dealt with in a sensitive way and in consultation with Social Services. It is important that the process is done in an open and transparent manner.

If enquiries arise from the public (including parents/carers) or any branch of the media, it is vital that all employees, agency workers, volunteers and elected members are briefed so that they do not make any comments regarding the situation. Employees, agency workers, volunteers and elected members should reply 'no comment' to all questions / enquiries.

A Complaints Procedure is available for children and young people, parents, carers, employees, agency workers, volunteers and elected members at all Council locations and on Council's Website www.causewaycoastandglens.gov.uk Verbal, written or other accessible format complaints can be made to the Chief Executive and then Council's complaints procedure will be activated. A grievance procedure is also available for employees from the Human Resources Department or Council's intranet.

9.0 SAFER RECRUITMENT – Recruitment and Selection Guidance

Council operates transparent and clearly defined recruitment and selection procedures in accordance with legislative requirements and best practice as set out in the Local Government Staff Commission, Code of Procedures for Recruitment and Selection.

As part of Councils commitment to safeguarding children and vulnerable adults we undertake 'Safer Recruitment' when recruiting to all posts for children and vulnerable adults which require an enhanced Access NI check. An enhanced check for a post which includes 'regulated activity' will include a check with the Disclosure and Barring Service (DBS), which keeps lists of people who are unsuitable for work with children and vulnerable adults.

The role of Access NI

Access NI is a criminal history disclosure service in Northern Ireland. It supplies criminal history information to organisations and individuals on three levels of criminal record check (sometimes called disclosures) the level of checks will be determined at recruitment and the related processes will be managed by the Councils Human Resources Department.

An Access NI Enhanced Disclosure with Barred List Check is required for employees and volunteers in posts designated as **regulated activity** i.e. those posts which work with children and young people (as defined under the Safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012).

Therefore, before advertising a post or volunteering role within Council or contacting Councils recruitment and selection agency the Council will determine if the post falls into the category of regulated activity.

What is Regulated Activity with Children?

This is a position which requires working frequently (once a week or more) or intensively (any period of four days in a row or overnight) unsupervised with children. For example a regulated activity involves:

- Teaching, training, instructing, caring for or supervising children
- Providing advice/guidance on well-being to children
- Driving a vehicle only for children

- Working in a school, children's home or childcare premises with the opportunity for contact with children
- Providing personal care, for example washing, dressing or health care to children
- Register childminders and foster-carers are also considered regulated activity

What is Regulated Activity with Adults?

Regulated activity with adults refers to treatment or care for an adult which makes them vulnerable at that time, for example you are considered vulnerable when you are receiving dental treatment.

Work in regulated activity with adults involves:

- Providing healthcare as a GP, pharmacist, nurse, dentist, surgeon or specialist
- Providing personal care such as dressing or washing
- Providing social work
- Help with general household matters such as handling cash, shopping or paying bills.
- Helping manage personal affairs such as legal papers
- Conveying an adult in a vehicle to receive personal care, healthcare or social care.

Safer Practice in Recruitment

Safer practice in recruitment means that every stage of the selection process will be considered carefully, in order to deter unsuitable candidates from applying or being appointed into the organisation. It also requires a consistent and thorough process of obtaining, collating, analyzing and evaluating information from and about applicants.

The Local Government Staff Commission, 'Code of Procedures on Recruitment & Selection' provides further information and guidance in a range of areas including the following:

- The Legislative Framework
- General Principles Underpinning the code
- Terms of Reference
- Recruitment and Selection in Practice
- Drafting Recruitment Documentation
- Establishing the Panel and the Preliminary Meeting
- Starting the Recruitment Process
- Shortlisting
- Assessment Arrangements
- The Interview
- Post Interview

In accordance with the Code of Procedures for Recruitment and Selection the Councils recruitment and selection procedures for staff and volunteers include the following:

- Defining the post through clear job/role descriptions and person specifications. These identify the qualifications, experience competencies, and knowledge required to fill the post.
- The authorization to recruit form will indicate whether the post constitutes regulated activity under the Safeguarding Vulnerable Groups (NI) Order 2007 (as amended by the Protection of Freedoms Act 2012), or if the post meets the definition of regulated activity.
- An open recruitment process
- Completion of an application/registration form, which will cover past work/volunteering experience
- Applicants invited to interview will complete a Declaration of Criminal Convictions and consent form. Applicants must give consent for the relevant Access NI Disclosure Check to be carried out.
- Interview (or meeting in the case of a volunteer) appropriate to the job/role with at least two representatives of Council. Photographic identification and, where required, documentary evidence of qualifications and any accredited training should be produced by the preferred candidate when offered the post.

Following a conditional offer of employment the following procedures apply:

- Request for two written references, one of which should be the applicants' current or most recent employer.
- Appropriate checks will be undertaken where required. An Access NI Enhanced Disclosure with Barred List Check will be requested for the preferred candidate if the job/role is considered regulated activity. If required, a registration check with an appropriate professional body will also be required.

Council will ensure that all information relating to recruitment and selection is securely and confidentially stored. Handling and storage of criminal history information complies fully with Access NI's Code of Practice for the storage, retention and disposal of disclosure information. Copies of the Self Disclosure and Rehabilitation of Offenders Policy, and the Regulated Activity and Excepted Posts Criminal Records Check Policy are available on request.

Referrals

'The **Disclosure and Barring Service (DBS)** is responsible for maintaining the list of individuals barred from engaging in Regulated Activity with children and adults at risk across England, Wales and Northern Ireland. A regulated activity provider must refer anyone to the DBS who has harmed or poses a risk of harm to a child or an adult and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will decide whether the person should be barred from working in regulated activity with

children, or adults, or both. It is an offence to knowingly engage a barred person in regulated activity and it is an offence to engage or offer to engage in regulated activity if you are barred.'

Effective Management, Support and Supervision of Staff and Volunteers

Effective management of staff and volunteers ensures that everyone in the Council is clear about what they are trying to achieve and what their particular job/role is. The Council wants to prevent harm to the children and adults at risk of harm and we support the provision of appropriate training and support and supervision of staff and volunteers helps to achieve this. We also want staff and volunteers to feel valued and listened to.

The Council's management procedures for staff and volunteers include the following:

Local and Corporate Induction which covers:

- The Council's Safeguarding Policy and Procedures
- The job / role and the staff member / volunteer's area of responsibility
- What is expected of staff and volunteers.
- Support available to staff and volunteers
- Written acknowledgement of completion. The staff member / volunteer and their manager / co-ordinator sign off the induction.

Probationary period for staff and trial period for volunteers

All appointments are conditional on a satisfactory period of employment or volunteering, the timeframe for which will be agreed. The probation review form includes reference to Safeguarding.

Learning and Development

Council recognizes the importance of excellent learning and development practice. It is management's responsibility to identify both the individual and common training needs for our staff and volunteers. In addition to induction, all staff and volunteers in Council will receive training on an ongoing basis and this will be appropriate to their need and their job/role. In relation to safeguarding, all staff and Elected members shall receive awareness training in Safeguarding Children and Adults at Risk of Harm. This training will include familiarization with the Council's policy and procedures.

Corporate Safeguarding training will include:

- Awareness of Safeguarding issues and the legal context
- Code of Behaviour
- Reporting Procedures and Forms
- Assessing and Managing Risks
- Managing Information and storing data
- Receiving Comments and Complaints
- Awareness of all relevant procedures and guidance.

Training will include employees, volunteers, agency workers & elected members. Training will be provided at four levels:

LEVEL	TYPE	STAFF	FREQUENCY
1	Induction and awareness training	All staff, volunteers, agency workers & Elected Members	Every 3 years
2	Full Safeguarding training	For staff & agency workers working in a regulated position	Every 3 years
3	Training for Managers and Supervisors	For managers managing staff and agency workers in a regulated position	Every 3 years
4	Full Designated Safeguarding Officer training	Designated Safeguarding officers'	Ongoing as required

Where appropriate Council will work in partnership with other bodies such and Northern Ireland Adult Safeguarding Partnership, Leisure watch to deliver training.

Learning and Development Management

Council will keep records of all training completed by staff and volunteers. Additional training needs identified will be discussed with their line manager/co-ordinator. Support and supervision is provided to staff and volunteers through regular feedback and team meetings.

Work Placement

When a work placement has been agreed the following paperwork is to be followed / completed:

- Work Experience Placement Procedure
- Work Experience Placement Request Form (WEP1)
- Work Experience Placement – Health Declaration (Under18) (WEP2)
- Work Experience Placement Confirmation Form (WEP4)

At the start of the Work Placement the manager will complete

- Induction Checklist (WEP5)
- Young Person Risk Assessment (OHS 021)

As part of the Health Declaration (WEP2) form, the person with 'parental responsibility' must agree to a number of factors including 'I agree to my son/daughter being transported by a member of staff in a Council vehicle or staff member's car'. This was a matter of discussion at our meeting and we agreed that 'Where possible, staff must not travel alone in a vehicle with a student'. Our first objective is to avoid this situation, i.e. where a member of staff is transporting a student on work placement however we appreciate that this is not always the case i.e. work experience within planning, coaching, building control, environmental health etc.

Please refer to Appendix 4 for further Guidance

10.0 PHOTOGRAPHY AND VIDEO GUIDANCE

The purpose of this guidance is to protect the interests of Council and the privacy and protection of visitors, especially in relation to safeguarding children and Human Rights Legislation. It is not feasible to always ban cameras or camera phones so we have to consider how to reduce the risk to children and young people.

Children and young people may be identified, contacted or groomed

Including the child's personal information (full name, address) alongside their image can make them identifiable and therefore vulnerable to individuals looking to locate, contact or 'groom' children or young people for abuse.

Even if personal details are kept confidential, other details identifying the organisation, school or club, or e.g. their favourite sportsperson or team, can also be used to groom the child or young person.

There's increased risk of identification of, and contact with, a child or young person:

- by someone in circumstances where there are legal restrictions – such as if the child is in local-authority care or placed with an adoptive family

- where it's potentially dangerous to reveal the child's whereabouts to an estranged parent due to previous concerns about domestic violence

Someone might make inappropriate or illegal images of children

Photo or video content may itself be inappropriate, or images may be used inappropriately or out of context. Some individuals may deliberately target Council activities and set out to take inappropriate photos in ways that are potentially illegal and harmful, such as:

- images of children changing (e.g. For drama activities)
- photos taken in the toilets
- using a camera at ground level to photograph up girls' skirts
- images that appear ambiguous can be used inappropriately and out of context by others (for example, images from some angles of children playing etc.)
- images can easily be copied and edited, perhaps to create child-abuse images
- images shared privately online can be re-shared, possibly entering the public domain on websites or social media

In relation to all of the above it is important that Council ensure that if a member of staff / agency worker or volunteer suspects that someone is taking inappropriate images, they should report this immediately to the Designated Safeguarding Officer.

Staff / Agency Workers / Volunteers

Staff / Agency Workers / Volunteers should not take photographs or films of children & young people attending Council activities with their own personal mobiles. If photographs of children & young people are needed for promotional reasons consent should be sought from a parent / guardian and photographs should be taken using appropriate equipment.

General Visitors

General visitors may try to take photographs with normal domestic cameras of their friends and family in Council.

Staff / agency workers / volunteers must however be aware of abuse of this whereby adults may be taking photographs of children or young people who are not part of their family. This behaviour is not in keeping with our safeguarding children and young people policy and procedures and should be politely but firmly stopped.

Press Photographs

Professional photographers who are taking publicity shots on behalf of Council must seek written consent from the people they are photographing.

If the person is Under 18 then the adult accompanying them must give permission this can be either a parent or teacher.

It is the duty of the activity leader to ensure that this permission is obtained BEFORE the photograph is taken.

The photographic permission must state the purpose of the photography and how the photograph is being used. The permission form should be retained and filed for future reference.

CCTV

Notices indicating that Council uses CCTV should be in public view on all floors. In addition, the reason for using CCTV should be mentioned in the publicly displayed notice of the policy. CCTV should only be used for security reason such as the protection of visitors and the building.

11.0 MANAGING RISK AND SUPERVISION

Council comes into contact with children and young people across a very diverse range of activities and contexts ranging across leisure and sports development, theatre, arts development, play area maintenance etc. It is unrealistic to determine a prescriptive adult to child ratio for each differing activity and therefore a risk assessment must be carried out to determine the appropriate adult to child ratios in respect of the nature of the activity and the likely risks, safeguarding issues and health and safety requirements.

Levels of supervision must be adequate whether at Council's 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. The risk assessment may well indicate the need for an enhanced level of supervision and employees for a particular activity.

In completing the assessment, Council's Code of Behaviour must be adhered to (See **Appendix 1**)

12.0 GRANT AID RECIPIENTS

Recipients of grant aid from Causeway Coast and Glens Borough Council, particularly organisations with substantial access to children and young people, must demonstrate to Council that they have fully taken on board safeguarding issues. They may do this by either producing a copy of their own Safeguarding Children and Young People Policy or in the absence of a policy the recipients must adopt Councils Safeguarding Children and Young People Policy & Procedures. As part of the grants process these groups must confirm on the Community Services Small Grant Aid Application Form their commitment to safeguarding issues.

Council would also encourage these groups to ensure that they have carried out adequate checks on those who will have unavoidable, substantial access to children and young people.

13.0 ANONYMOUS COMPLAINTS ABOUT SAFEGUARDING ISSUES

Anonymous complaints re: safeguarding issues can be difficult to deal with but should not be ignored. They should be taken seriously and brought to the attention of the Designated Safeguarding Officers' who will treat them in accordance with this policy. The information will be checked out and handled in a confidential and appropriate manner.

14.0 COMMUNICATION

Council will promote awareness of safeguarding children and young people issues through a variety of media where possible. This may include training and information sessions, supervision, leaflets, webpage, posters, signage, etc. For guidance on texting and emailing, please refer to Appendix 9.

15.0 IMPLEMENTATION PLAN & REVIEW

The following plan outlines the mechanisms that Council will use to ensure that these policy and procedures are implemented in an effective, efficient and professional manner.

An annual report will be prepared for the Senior Management Team and Council by the Sport & Wellbeing Development Manager and the Participation Manager; Sport, Recreation & Play (Safeguarding Managers') as to the implementation of these policy and procedures.

These Managers' will ensure:

- That the policy and procedures will be reviewed every three years in conjunction with the Designated Safeguarding Officers' to take account of developments in the area of child protection.
- Recommendations for changes to the policy and procedures in keeping with current best practice
- Compliance of the policy and procedures throughout Council
- That safeguarding training is delivered across Council to employees, agency workers, volunteers and elected members at the appropriate level as outlined in Section 6: Training of Employees / Agency Workers / Volunteers and Elected Members

16.0 SECTION 75 EQUALITY AND GOOD RELATIONS

All children and young people should be valued and treated in an equitable and fair manner regardless of ability or disability, gender, age, religion, social, cultural & ethnic background or political persuasion, and sexual orientation.

Causeway Coast and Glens Borough Council is also fully committed to meeting its obligations in relation to Equality and Good Relations under Section 75 of the Northern Ireland Act. In this regard this policy will be screened using Section 75 guidelines and will be subject to an Equality Impact Assessment if found necessary as a result of the screening process.

Disclaimer note: These safeguarding policy and procedure materials were drawn up specifically for Causeway Coast and Glens Borough Council with the assistance and advice of the NSPCC and conform to current child protection legislation and guidance. The NSPCC cannot accept any responsibility for the implementation and application of the procedures by Causeway Coast and Glens Borough Council.

17.0 CONTACTS

Any issues or queries relating to these policy and procedures please see **Appendix 10** for contact details.

NB: In the event of the Designated Safeguarding Officers' not being available or the issue has taken place outside the hours of 9am to 5pm, the employee / agency worker or volunteer should:

- Refer any concerns they have to their immediate line manager
- Complete the Appendix 3 Safeguarding Incident Form
- Ensure the Safeguarding Incident Form and details are given to the Designated Safeguarding Officer as soon as possible

Should the line manager believe that there could be risk to a child or young person they should contact the Regional Emergency Social Work Service (RESWS) for further advice. Telephone (028) 9504 9999 or contact the PSNI dialing 999

APPENDIX 1

SAFEGUARDING CHILDREN AND YOUNG PEOPLE CODE OF BEHAVIOUR

In light of varied activities across business units within Causeway Coast and Glens Borough Council, it is recognised that it is not practical to provide definitive instructions that would apply to all situations at all times to guarantee the protection of children and young people and also the protection of staff / agency workers / volunteers / regular contractors or external service providers.

However, stated below are the standards of behaviour required of staff / agency workers / volunteers / regular contractors and external service providers in order to fulfil their roles within Causeway Coast and Glens Borough Council. This should assist in the safeguarding of children and young people and provide protection for staff / agency workers / volunteers / regular contractors or external service providers.

Staff / Agency Workers / Volunteers / Regular contractors **MUST**:

- Implement the Safeguarding Policy and Procedures at all times
- Create a climate conducive to a positive experience, engaging with children and young people, building up self-esteem, knowledge and skill
- Use positive and affirming language in communicating and show respect and inclusiveness
- Maintain the well-being, physical and emotional safety of children and young people during their visit
- Be mindful of their language and behaviour while at work with regards to gender, sexuality, race, religion, class or political background.

Staff / Agency Workers / Volunteers / Regular contractors **MUST NEVER**:

- Engage in rough, physical games, including horseplay, with members of the public at Causeway Coast and Glens Borough Council.
- Allow or engage in inappropriate physical contact of any kind
- Make sexually suggestive comments to members of the general public at Causeway Coast and Glens Borough Council

It is strongly recommended that staff / agency workers / volunteers / regular contractors **DO NOT** as part of their role, except in emergency situations:

- Go into the toilet with children or young people, unless in exceptional circumstances to meet the needs of the person and where possible another adult should be present. Staff / Agency Workers / Volunteers are expected to use the designated staff toilets and should not use public toilets during public opening hours. In an emergency, a staff member may use the public toilets if unoccupied by unsupervised children and young people.
- Spend time alone with a child or young person. Staff / Agency Workers / Volunteers should make sure to remain in public areas with the child or return to public areas as soon as possible.

Staff / Agency Workers / Volunteers / Regular contractors must learn to recognise vulnerable safeguarding situations. There may be times when it is impossible to avoid such situations, however, the decision by staff / agency workers / volunteers / regular contractors to place themselves in such a situation should be influenced by what is in the best interests of the child's or young person's welfare.

Physical Contact with Council Visitors who are Children & Young People

As part of their role, staff / agency workers / volunteers / regular contractors should not have gratuitous or unnecessary physical contact with members of the general public who are visiting Causeway Coast and Glens Borough Council.

However, there will be times when it is necessary and appropriate for staff / agency workers / volunteers / regular contractors to have some physical contact with the general public. This may be to:

- develop specific skills or techniques within an activity;
- treat an injury;
- meet the requirements of the activity;
- comfort a distressed child or young person or to celebrate their success.
- Intervene in an emergency

The main principles of appropriate physical contact are:

- Physical contact should always be with the child's or young person's permission – resistance from should be respected (depending on the age and developmental stage of the child, the capacity of the adult, or the level of risk to the child, adult, or others).
- Physical contact should always be in response to the person's needs i.e. physical safety, emotional well-being and educational guidance
- Do not do things of a personal nature for children or young people that they can do for themselves or that their parent/leader/carer can do for them.
- Physical contact should always be appropriate to the age and stage of development of the child or young person.
- Children or young people should be encouraged to voice concerns they have if any physical contact makes them feel uncomfortable or threatened.
- You should explain the nature of and reason for the physical contact to the person.
- Physical contact should always take place in an open or public environment and not take place in secret or out of sight of others.
- Physical contact with breasts, buttocks, or groin area should be avoided. If such parts of the anatomy require physical contact due to intimate care or assistance in physical activities, others should be made aware.

If staff / agency workers / volunteers / regular contractors feel uncomfortable about the way a child or young person has instigated physical contact, this should be discussed with the Designated Safeguarding Officer and recorded on a Safeguarding Incident Form.

Children or Adults who need specific assistance due to disability or injury

In the case of a child or young people with a disability specific support or assistance may be required:

- Parents/carers, essential aids, or delegate care providers should be asked to undertake all intimate or personal care tasks for the visitor. This is not an appropriate role for staff / agency workers / volunteers / regular contractors.
- When children or adults with disabilities are lifted or manually supported, they should be treated with dignity and respect.
- Relevant health and safety guidelines must be followed to ensure the safety of the child or adult.

Physical intervention with a child or young person

On rare occasions, it may be necessary to physically intervene with a child or adult without their permission to:

- Prevent physical injury of the individual or other visitors or staff / agency workers / volunteers or yourself
- Prevent an injury or accident from occurring
- Prevent damage to any property
- Prevent or stop the commission of a criminal offence.

In all circumstances such physical intervention must be appropriate and reasonable otherwise your action can be defined as assault.

Lost or Found Children or Adults at Risk

Staff / agency workers / volunteers should follow their specific business unit procedures in cases of lost or found children or adults at risk. External Service Providers should refer such cases to staff / agency workers / volunteers immediately.

Implications for staff / agency workers / volunteers

Staff / agency workers / volunteers who breach the code of behaviour will be subject to the disciplinary procedure.

If an allegation against a staff member, agency worker or a volunteer has occurred, an investigation will be carried out in line with Causeway Coast and Glens Borough Council's disciplinary procedure. The investigating officer will be required to liaise with the Designated Officer to clarify if she/he has any relevant records of any safeguarding information in relation to the individual. Where an overlap in the roles could jeopardise an investigation and or the principles of natural justice, the business unit manager will make a temporary appointment as is required.

If the investigation finds that the member of staff has acted inappropriately or not acted in the best interests of the child or young person, the disciplinary procedure will be invoked including making contact with the DBS as appropriate.

If the investigation finds that the member of staff has acted inappropriately or not acted in the best interests of the adult, the disciplinary procedure will be invoked.

Implications for External Service Providers

A breach of the Safeguarding Code of Behaviour may, if after investigation inappropriate behaviour is believed to have occurred, lead to the External Service Provider's contract being terminated.

Furthermore Causeway Coast and Glens Borough Council will inform DBS where a contract has been terminated due to posing a risk to children or will inform the ISA where a contract has been terminated due to posing a risk to adults at risk.

If an allegation against an external service provider has occurred the incident will be referred to the External Service Provider's management and an investigation will be carried out in line with Causeway Coast and Glens Borough Council's Safeguarding Policy and Procedures.

Safeguarding Managers' and / or Head of Service (Sport & Wellbeing) from Causeway Coast and Glens Borough Council will liaise with the External Service Provider's Manager to clarify any information. The matter will be referred to social service Gateway team and/or the PSNI as relevant.

Children or young people who need specific assistance due to disability or injury

In the case of a child or young person with a disability specific support or assistance may be required:

- Parents/carers or their essential aids should be asked to undertake all intimate or personal care tasks for their child or young person. This is not an appropriate role for staff / agency workers / volunteers.
- When children or young people with disabilities are lifted or manually supported, they should be treated with dignity and respect.
- Relevant health and safety guidelines must be followed to ensure the safety of the child or young person and those assisting.

APPENDIX 2

DECLARATION OF SAFEGUARDING FORM (CHILDREN, YOUNG PEOPLE AND ADULTS)

Safeguarding Declaration Clubs & Organisations

"Causeway Coast and Glens Borough Council" is committed to creating and maintaining the safest possible environment for children and young people and adults who use its facilities".

Clubs & Organisations Using Council facilities

All clubs or organisations which have substantial child and young people membership and who are seeking to use any council owned facilities must be able to demonstrate that they are committed to the principles of safeguarding. Completion of the following information is therefore required before any such club or organisation will be granted authorisation to use Council facilities.

Name of Club/ Organisation:

Address & Contact Tel Number of Chairperson or Secretary:

ESSENTIAL		
1. The club / organisation has a Safeguarding Children and Young People Policy/Procedures in place (if so please attach a copy)	Yes	No
2. Where a policy is not in place they are willing to adopt the Council Safeguarding Children and Young People Policy and Procedures. A copy of Council's will be provided for them	Yes	No
3. At no time will any adult be left alone with any child or young person during activities	Yes	No
4. All incidents of reported or suspected abuse, no matter how trivial, will be reported to the Designated Safeguarding Officer's immediately or other appropriate authority as appropriate	Yes	No
5. Persons using facilities on behalf of this organisation / club will, at all times, follow all guidelines as laid down in Causeway Coast and Glens Borough Council's Safeguarding Children and Young People Policy & Procedures.	Yes	No
6. All adults involved in supervising children and young people within the club / organisation have been subject to appropriate AccessNI checks	Yes	No

Signed: _____ **Print Name:** _____

Position in Organisation / Club: _____ **Date:** _____

Signed: _____ **Print Name:** _____

Position in Council: _____ **Date:** _____

APPENDIX 3

Safeguarding Incident Form

Please complete this form and pass to your Designated Safeguarding Officer / Safeguarding Manager within 24 Hours of the incident happening/concern arising

If the person at risk is in imminent danger of harm you should refer directly to the police or social services without delay.

Section 1a: Your Details	
Name	
Role	
Designated Safeguarding Officer	

Section 1b: Person at Risk's Details (Complete to the best of your Knowledge)		
Child / Young Person <input type="checkbox"/>	Adult <input type="checkbox"/>	
Surname:	Known As:	
Forename:		
Address:	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other: _____	
Postcode:	Mobile No:	
Telephone No:	Language Spoken:	
Date of Birth:		
Does the person have a Disability?	If Yes, What Disability: (& source of diagnosis)	Other Special Needs:

Section 1c: Parent/Guardian/Carer's Details	
Parent/Guardian/ Carer's Name	
Contact Information	
Have parents /guardian/carers been notified of this incident/concern? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If YES please provide details of what was said/action agreed:	
If NO, please provide details of why:	



Section 2: Details of Incident/Concern	
CONCERN <input type="checkbox"/>	INCIDENT <input type="checkbox"/>
Does the Concern/Incident Involve: Staff/Volunteers <input type="checkbox"/> General Public <input type="checkbox"/> Teacher/Group Leader <input type="checkbox"/>	
DETAILS OF THE INCIDENT OR CONCERNS: What are you worried about? Who are you worried about? Where did the incident happen/concern arise? When (date and time of incident)? Any witnesses? (Continue on a separate sheet if necessary)	
Individual's Account Of The Incident: If recording a verbal disclosure by an Individual use their words.	
Please provide details of any person involved in this incident or alleged to have caused the incident / injury:	
Have You Reported The Incident To An External Agency? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES please provide details what agency and what was said/action agreed:	
Print Name	
Date	Signature

Section 3: To be Completed by the Designated Safeguarding Officer

I confirm that I received this form on: _____

I confirm that I have reviewed the information on this form with 24 hours of receipt and have decided to take the following action:

- Refer immediately by telephone to Gateway Team / Regional Emergency Social Work Service / PSNI / Ambulance.
- Contact External Agencies for advice/information
- Refer to Gateway Team in writing. **REMEMBER** it is important to gain consent for any referrals to Adult Services if the person has capacity.
- Contact external agency to follow up referral made by staff / agency worker / volunteer
- Take no Further Action
- Contact Safeguarding Manager

Please give explanation of your decision, and if you have contacted an external agency for any reason, please provide details what agency and what was said/action agreed:

(continue you on a separate sheet as necessary)

Signature of DSO:

Date:

Whatever your decision, you MUST:

- 1. Record in writing all actions taken, the reasons for these, and by whom the actions were taken.**
- 2. Forward records (securely) to Safeguarding Manager re: Safeguarding Case File (in line with GDPR guidelines)**
- 3. Keep a full record of all actions and decisions**
- 4. Ensure pastoral care is provided to staff/volunteer as appropriate**

Further Outcomes/Actions (*attach extra sheets as necessary*)

APPENDIX 4

GUIDANCE ON WORKING WITH WORK PLACEMENT STUDENTS

Due to the fact that we offer a facility whereby students from schools and colleges are able to learn about certain business areas of Causeway Coast and Glens Borough Council and its facilities for short and long-term periods, some staff will be required to work on a one-to-one basis with a young person from 15 - 18 years of age.

It is recognised that schools and colleges expect those undertaking work experience placements to develop independence, responsibility, and the ability to make their own decisions and to apply learning. It is also recognised that it is not always practical to have two or more staff working with one young person during work experience placements for a variety of reasons. However, it is also appreciated that in the light of the entire content of this policy, the welfare of the child or young person must be paramount.

Therefore, to enable both staff/volunteers and work experience students to have a positive experience, the actions below must be followed:

1. Causeway Coast and Glens Borough Council will provide all work experience students with an Induction Checklist (WEP 5) on the first day of their placement. The Line Manager will review the Induction Checklist with the student, this includes details the work experience student should be aware of including Causeway Coast and Glens Borough Council expectations of him/her, aspects of relevant policies and procedures, and general operational information. The line manager will supplement this with information specific to their operational area.
2. The line manager will also complete a Young Person's Risk Assessment (OHS 021).
3. If it identified that the student has literacy or learning difficulties, alternative methods will be applied to ensure that the student receives the full induction information e.g. verbal explanation etc.
4. A work programme will be developed detailing:
 - A nominated mentor
 - Proposed activities for the duration of the student's placement
 - Who will have overall supervisory responsibility for the student
 - Details of individuals who the student may be assigned to work with at different times during the placement.
5. If staff are expected to spend time alone with a student, the staff member must:
 - always ensure that the student's supervisor or another staff member knows your location and the proposed activity;

- ensure that a door is left ajar or that there is a clear view into the room/exhibit through a window;
6. Where possible, staff must not travel alone in a vehicle with the student. In these circumstances Parental responsibility will be sought.
 7. All staff that will come into contact with the student during the work experience placement must adhere to all aspects of this policy. All staff/volunteers are considered to have a supervisory role with regards to Work Experience students, even if they are not working directly with the young person. It is illegal for an adult to have a sexual relationship with a person under the age of 18 if the adult works with the young person in a supervisory capacity, even if the relationship is consensual. This is considered an “abuse of trust” and is therefore a criminal offence. Causeway Coast and Glens Borough Council discipline procedures will be applied plus the involvement of the relevant external agencies.

If an adult staff member or volunteer feels they are the recipient of sexual advances from a work experience student, the staff member/volunteer should immediately report this to the Designated Safeguarding Officer and complete a Safeguarding Incident Form.

APPENDIX 5

CONSENT FORM FOR THE USE OF CAMERAS AND OTHER IMAGE RECORDERS / SOCIAL MEDIA EQUIPMENT

Location: _____

Date of Event: _____

PERMISSION TO TAKE PHOTOGRAPHS OR RECORD IMAGES

There is evidence that some people have used children and young people activities and events, as an opportunity to take inappropriate photographs or video footage. In order to protect children and young people from such abuses Council's policy is that:

“Photography and the recording of images of any kind are allowed only with the written permission of the management of the premises”.

The procedure for obtaining permission is to complete the form below and forward to the Duty Manager prior to taking photographs or recording any images.

Details of Person Requesting Permission

Name: _____

Address: _____

Telephone No: _____

Name of the Subject: _____

Relationship of Photographer and Subject: _____

Reason for Photography: _____

How do you intend to use the image? _____

Declaration

I _____ hereby declare that the information provided is valid and that the images will only be used for the reasons given.

I also understand and agree that if anyone has any complaints or expresses concern about my use of photographic or recording equipment I will respect the rights of other people and stop when requested. I also agree that I will not take any photographs or record any images in swimming pools, health suites, toilets, changing areas or any other area designated by management.

Signed: _____ Date: _____

Signature of person authorising Photography / Visual Images: _____

Date: _____ Print Name _____

APPENDIX 6

SOCIAL MEDIA GUIDANCE

Introduction

This guidance has been developed to support staff throughout Causeway Coast and Glens Borough Council. Further guidance can be obtained from your Line Manager, Human Resources or the designated individual within your business area tasked with managing social media.

All of us are very passionate about what we do on a daily basis. We believe in open communication and you are encouraged to tell the world about your work and share your passion. Whether you do so by participating in a blog, wiki, online social network or any other form of online publishing or discussion is completely up to you, so long as, you do so with regard to the guidance contained therein.

These new ways of communicating are changing the way we talk to each other and even how we talk to our customers, visitors, supporters, target audiences and stakeholders.

In order to avoid any problems or misunderstandings this guidance aims to:

- Set out clear standards on the use of social media by all staff, agency workers and volunteers;
- Ensure expectations, with regard to the use of social media, are clearly set out;
- And the consequence for misuse.

Definition

For the purposes of this guidance, Social Media means any online publication and commentary **including but not limited to**; internet postings; blogs; wikis; Facebook; LinkedIn; Twitter; Flickr; YouTube and Instagram. It covers all forms of social media including those yet to come into being.

Application of this Guidance.

This guidance applies to the use of social media for work / business and personal use; regardless of whether access is during working time and regardless of whether postings are made using the organisation's equipment or facilities, or if equipment belonging to members of staff.

Breach of this guidance may result in disciplinary action up to and including dismissal. Disciplinary action may be taken regardless of whether the breach is committed during working hours, and regardless of who owns the equipment or facilities used in committing the breach.

Official Use of Social Media

Throughout Causeway Coast and Glens Borough Council, specific posts have been assigned responsibility for managing social media interactions for business purposes; keeping customers / supporters up to date and promoting various aspects of the business. They are responsible for directly commenting on behalf of a business division within the group. Those responsible for making comment must ensure all comments are in keeping with the core values of the group and individual business units. Only those staff who have been authorised to communicate on behalf of a business division can make such representation.

Inappropriate use of social media such as cyber bullying or sexting must be reported immediately to the Designated Safeguarding Officer. In the event that a Designated Safeguarding Officer is targeted by such an incident they must notify Council's Safeguarding Managers' immediately.

Personal use of Social Media

Whilst the business recognises that employees and workers have a right to a personal life outside of work, staff, agency workers and volunteers must also be mindful of the consequences of making comments on social media sites which could be deemed as inappropriate behaviour. This can range from; opinions / images which could be misconstrued; information of a confidential nature; complaints or information of a politically sensitive nature; essentially information which could reflect negatively on our corporate reputation. You are **personally responsible** for the content you publish on blogs, wikis or any other form of user-generated media. Please remember that the internet never forgets. This means that everything you publish will be visible to the world for a very, very long time. **Common sense** is a huge factor here. If you are about to publish something that makes you even the slightest bit uncomfortable, review. If you are still unsure, and it is related to the business, talk to your manager, Marketing Manager, HR or a member of your Senior Management Team.

Any unauthorised staff member, agency worker or volunteer, who makes a comment expressing a view *on behalf* of the business will face disciplinary action. Staff, agency workers or volunteers making a comment on a social media site should always make it clear that they are speaking on their own behalf and they should apply the principles as set out below. Only a few people are official spokespeople, so if you are not one of them you must make it clear that you are speaking for yourself and not for the business. You can use a disclaimer like *'the postings on this site are my own and do not necessarily represent the position, strategy or opinions of Causeway Coast and Glens Borough Council.* Please always write in the first person and don't use your company email address for private communications; and please consider that even anonymous postings on Wikipedia can be traced back to the company.

Examples of inappropriate behaviour can include:

- Comments which could damage the reputation of any of our business divisions including criticism of a division, its staff, customers, competitors, suppliers or other stakeholders.
- The disclosure of confidential information, including comments regarding operational matters, or comments in relation to a crisis management situation.
- Posting comments about sensitive business-related topics, such as our performance. Even if you make it clear that your views on topics do not represent those of the organisation, your comments could still damage our reputation.
- Posting comments which jeopardise intellectual property, trade secrets, artist announcements and other associated confidential information which could be damaging to the business.
- Disclosing details of customers visiting Causeway Coast and Glens Borough Council, in particular those of interest in the media, unless with prior approval.
- Photographs or videos of employees / agency workers / volunteers behaving inappropriately even where it is not overtly obvious that the images relate to the business. Furthermore we would ask staff to be mindful of colleagues' right to privacy and should seek expressed permission when posting images or information about others.
- Staff should not photograph / video members of the public who are using Council's services and post on social media without their knowledge or permission
- Expressing opinions regarding or showing images of illegal behaviour
- Falsely registering on another person's site
- Posting threatening, bullying or harassing comments
- Derogatory, disparaging, defamatory, discriminatory, offensive or illegal comments.
- Adding business contacts made during the course of your employment to personal social networking accounts, such as Facebook accounts or LinkedIn accounts, should only be done with the expressed permission of your manager.

It is important to be aware that once a comment or image is posted on a social media site it ceases to be private. Where we believe comments or images fall into the above categories the incident will be referred to the Disciplinary Procedure. Any person suspected of committing a breach of this policy will be required to co-

operate with an investigation, which may involve handing over relevant passwords and login details. Staff, agency workers or volunteers may be required to remove internet postings which are deemed to constitute a breach of this guidance.

Compliance

The business reserves the right to monitor, intercept and review, without further notice, staff activities using its IT resources and communication systems. This includes, but is not limited to, social media postings. We also reserve the right to carry out monitor/intercept resources/systems to ensure that our rules are being complied with for legitimate business purpose and you are consenting to such monitoring by your acknowledgement of this guidance. There is a reasonable expectation that internet or social media may be accessed during authorised breaks however this must be kept reasonable levels where work is not interfered with. Do not use our IT resources and communications systems for any matter that you wish to be kept private or confidential from the organisation.

Social media should never be used in a way that breaches any of our other policies. If an internet post would breach any of our policies in another forum, it will also breach them in an online forum.

Where inappropriate social media usage is brought to our attention, we reserve the right to investigate concerns or complaints and can request that information is taken down from a site if it is causing concern. Failure to comply could result in disciplinary action.

If you have any concerns or require further guidance in relation to this guidance please contact the HR Department.

Monitoring and Review

The application and effectiveness of the approach to social media will be kept under review by the appropriate department. Those within your business unit with responsibility for social media will report on social media interaction and address areas of concern with the Unit Manager.

Business Representation on Social Media

Introduction

The following aims to set out clear guidelines for those posts tasked with managing social media interactions on behalf of the business unit.

Who it applies to:

Those positions who have been authorised to use social media for business purposes and have been expressly directed by the Unit Manager to interact on social media sites on behalf of the business unit.

Only staff appropriately authorised have express permission to comment or interact with social media on behalf of the business. As outlined in this guidance, unauthorised comments on behalf of the business will be in breach of the policy and staff could face disciplinary action. Staff / agency workers / volunteers making personal interactions on social media should do so within the constraints of this guidance.

General Principles for those acting on behalf of their business unit

- Social Media interactions should be in line with their Unit's ethos and core values.
- Updates on social media should be factual, accurate and transparent. Always use your own name.
- Posts must be respectful and meaningful, avoid criticism, keeping opinions polite and respectful.
- Interact as if you were talking to someone; avoid being condescending or pedantic.
- Never publish confidential information; never endorse illegal or controversial statements
- Stick to your area of expertise.
- Be aware of copyright

Golden Rules

- Always stop and think before you post.
- Check you have added value
- If you make a mistake, correct it with honesty and ensure your line manager is aware.
- Consider if this something which needs to be referred to our PR representatives. Then contact your Unit Manager.

APPENDIX 7

SAFEGUARDING AGREEMENT FOR EXTERNAL SERVICE PROVIDERS

Business / Organisation Name:	
--	--

Business / Organisation address:	
---	--

I, hereby, confirm that Causeway Coast and Glens Borough Council has provided me with their Safeguarding Code of Behaviour. I agree to disseminate the information to the relevant employees within my company and that I, and my employees, understand and agree to abide by these Safeguarding Codes of Behaviours during the tenure of my contract with Causeway Coast and Glens Borough Council.

I understand that if I, or my employees, do not abide by The Safeguarding Code of Behaviour then Causeway Coast and Glens Borough Council may discontinue either mine or my company's services or assistance and Causeway Coast and Glens Borough Council will not be bound by an existing contracts or agreements.

Name: _____

Position: _____

Signature: _____ **Date:** _____

Liaison Staff member's signature: _____ **Date** _____

Form to be given to your liaison staff member in Causeway Coast and Glens Borough Council.

Staff to forward a copy to Council's Safeguarding Managers' for safekeeping.

APPENDIX 8

PROCEDURES FOR REPORTING SAFEGUARDING CONCERNS

Safeguarding Procedures Flowchart for all staff, agency workers or volunteers

You must complete a Safeguarding Incident Form & report to your Designated Safeguarding Officer if you:

- suspect that a child, young person or adult at risk has been, or is at risk of being abused; or
- have had a disclosure made to you; or
- receive a complaint from a member of the public relating to a child's, young person's or adult's at risk safeguarding issues; or
- have a direct allegation made against your or another member of staff, agency worker, volunteer; or
- observe concerning behaviours by a member of the public (adult or young person) relating to Safeguarding
- become aware that poor safeguarding practice is taking place, suspect poor safeguarding practice may be occurring, or you are told about something that may be poor safeguarding practice.

If you have a concern about the **welfare of a child, young person or an adult at risk** or the behaviour of an adult in relation to a child or an adult at risk **YOU MUST:**

- Record your concern in writing using the Safeguarding Incident form; and,
- Report your concern immediately to a Designated Safeguarding Officer,

If the child or adult at risk is in imminent danger of harm you should refer directly to the police or social services without delay.

On receiving the report of a concern, the Designated Safeguarding Officer will:

- Review the concern, along with any other relevant information and decide, often in liaison with others, what actions should be taken. Advice and support should be sought from any of the people listed below if you are unsure what action you should take;
- Inform Council's Safeguarding Manager
- Record in writing all actions taken, the reasons for these and by whom the actions were taken.
- Refer to Social Services Gateway team or out of hours contact the Regional Emergency Social Work Service when appropriate.

If the child or adult at risk is in imminent danger of harm you should refer to the police or Social Services without delay.

Safeguarding Contacts

Gateway team: Western Trust 028 7131 4090, Northern Trust 028 7032 5462 A duty social worker is available to take your call Monday - Friday 9am - 5pm (excluding bank holidays)

Regional Emergency Social Work Service (RESWS) Tel: (028) 9504 9999 A duty social worker is available to take your call 5pm - 9am weekdays or 24 hours at weekends and bank holidays.

PSNI: Telephone: 101

NSPCC helpline: 0808 800 5000 or email: help@nspcc.org.uk

APPENDIX 9 Text and Email Messaging

Text messaging: benefits and risks

Many NGBs, CSPs and other sports organisations are keen to utilise text messaging systems to help to improve the success of the Sport Unlimited and other programmes. This may be by helping to remind young people about the sport and activity sessions that they have signed up to, and by promoting additional activities. The significant benefit of text messaging is that it is not only cheap, but it is one of the most direct forms of communication as most young people have mobile phones with them at all times.

It is therefore hoped that text messages will help to:

- attract more young people to the sessions, activities and clubs
- improve retention rates
- effectively signpost young people to other high quality, accredited activities and sports clubs at the end of particular programmes.

For children and young people the safeguarding risks associated with texting include:

- inappropriate access to, use or sharing of personal details (e.g. names, mobile phone numbers)
- unwanted contact with children/young people by adults with poor intent; text bullying by peers
- being sent offensive or otherwise inappropriate materials
- grooming for sexual abuse
- direct contact and actual abuse

For adults involved risks include:

- misinterpretation of their communication with young people
- potential investigation (internal or by statutory agencies)
- potential disciplinary action

Due to these risks, the CPSU has produced this guidance, which NGBs, CSPs, other relevant Community Sport Network partners, clubs, and Sport Unlimited activity deliverers should follow when using text messages to communicate with young people. These guidelines will help to ensure that effective safeguarding measures are put in place to protect children and young people and to minimise risk.

Bulk or Bundled Text Messages

These guidelines primarily relate to the use of bulk (or bundled) texts i.e. the same text message being sent to several young people involved with a particular activity or programme. Bulk (or bundled) texting presents fewer opportunities for misuse and abuse than personal, one-to-one texting arrangements between coaches/volunteers and children which should be strongly discouraged. Although clubs and other sports organisations may develop and operate their own texting

systems, there are also commercial organisations that offer bulk/bundle texting services, so practical arrangements will vary.

Guidelines for using Bulk (or Bundled) Text Messaging

1. Only staff that have been through relevant safeguarding checks (e.g. enhanced level DBS checks (formally the Criminal Records Bureau) and references) should use and have access to the text messaging system. Ideally these staff should also have undertaken a recognised safeguarding training (e.g. sports coach UK 'Safeguarding & Protecting Children' workshop or an equivalent).
2. The numbers of staff with access to the system, particularly data relating to young people, should be kept to a practical minimum, and their details recorded and maintained by the organisation's lead child protection officer. A record should be made of the mobile phone number/s which will be used to send the texts – ideally this should be a single number used consistently. Some systems involve a commercial bulk/bundle texts provider actually issuing the text messages, but in other cases this may be undertaken by a member of staff.
3. Consent must be obtained prior to sending the young people text messages. For young people aged 15 or under, specific consent must be obtained from their parents, for example via an amended Sport Unlimited registration form or similar. Parents of younger children should be offered the option to be copied into any texts their child will be sent. Although parental consent is not required for young people aged 16 and over, written consent must be obtained from these individuals themselves. Please note that for the over 16's (who are children as defined by the Children Act 1989) it is still recommended that their parents are also informed of the intention to send their children text messages, the reason for this, and that the organisation has taken steps to ensure their child's safety in this respect.
4. The young people's mobile phone numbers should be stored in either a locked secure cabinet, or on an electronic system which is password protected, with access only available to the staff identified in point 1 above. The mobile phone numbers should not be shared with anyone else, and should only be used for the purposes of the text messaging system as part of the Sport Unlimited programme.
5. All text messages must be sent via a bundle to a group of young people i.e. the same standard text message being sent to every member of the group. The text messaging system should never be used to send text messages on an individual basis (i.e. to just one person), or to less than 5 people.
6. All text messages sent must make it clear to the young people receiving it which organisation has sent the message, rather than simply giving the mobile phone number that the system uses to send the message.
7. Young people should not be given the opportunity to text back to the system. It should only be used as a one-way communication channel.

8. The text messages which are sent must never contain any offensive, abusive or inappropriate language.

9. When this guidance is being provided in relation to the Sport Unlimited programme, all of the text messages sent must be direct related to the Sport Unlimited programmes/sessions. The text messaging system may be used to signpost young people already on the Sport Unlimited programme to alternative sport and physical activity opportunities. However, the text messaging system and mobile phone numbers must never be used for any other reason or in any other way.

10. All of the text messages sent should include a sentence at the bottom which provides the young people with the opportunity to unsubscribe from receiving any further text messages.

11. All text messages sent to young people should also be sent to an external moderator – preferably someone with designated safeguarding responsibility in the organisation. Hence, it is essential that the moderator's mobile phone number is included in every 'communication group' that is set up, and in every text messaging bundle that is sent out. The moderator's role will be to ensure that the text system is being used appropriately, and to respond to any concerns arising.

12. Consideration will be given to initiating the organisation's child protection and disciplinary procedures should any breaches of this protocol arise, including consultation with or referral to statutory agencies if indications of illegal activity (e.g. grooming for abuse) come to light.

13. County Sports Partnerships should insist on in the application of the guidance above by any individuals or organisations using the text messaging system as part of the Sport Unlimited or any other funded programme. This should include a signed commitment on behalf of the organisation and those individuals who will operate the texting system to abide by the guidance. If additional partners also want to use the system, a similar guidance document should also be drawn up and agreed between the CSP and the organisation concerned.

Guidelines for Texting Individual Young People

The use of text messaging to communicate with individual young participants increases the vulnerability of both the young person and (typically) the coach - see 'benefits and risks' above. However, there may be exceptional circumstances in which it is justified, subject to appropriate safeguarding considerations. For example the coach of an elite athlete who is not part of a group of participants may need to pass on information about practical training arrangements or feedback on competition results.

In these circumstances the following guidelines will apply:

1. The coach should have been through relevant safeguarding checks (e.g. enhanced level DBS checks and references), and have undertaken a

recognised safeguarding training (e.g. sports coach UK ‘Safeguarding & Protecting Children’ workshop or an equivalent).

2. The decision to use text messaging should not be made by a coach in isolation, and should be discussed and agreed with the organisation’s designated safeguarding officer. This will ensure that the organisation’s safeguarding expectations and requirements can be clarified, and an undertaking given by the coach to comply with them.

3. In circumstances where this guidance is being developed and applied retrospectively, clubs/organisations should take steps to identify where texting is already being used by staff to communicate with young athletes, and to ensure that these guidelines are both effectively communicated to and agreed with all parties.

4. The details of coaches using text messaging should be recorded and maintained by the organisation’s lead child protection officer. A record should be made of the mobile phone number/s which will be used to send the texts – ideally this should be a single number used consistently.

5. Consent must be obtained prior to sending the young people text messages. For young people aged 15 or under, specific consent must be obtained from their parents. Parents should be offered the option to be copied into any texts their child will be sent.

6. Although parental consent is not required for young people aged 16 and over, written consent must be obtained from these individuals themselves. Please note that for the over 16’s (who are children as defined by the Children Act 1989) it is still recommended that their parents are also informed of the intention to send their children text messages, the reason for this, and that the organisation has taken steps to ensure their child’s safety in this respect.

7. Information to young athletes and parents should include details of how any concerns arising from the use of text messaging can be reported in line with the organisation’s safeguarding policies and procedures.

8. The young people’s mobile phone numbers should be stored in either a locked secure cabinet, or on an electronic system which is password protected, with access only available to the staff identified in point 1 above. The mobile phone numbers should not be shared with anyone else, and should only be used for the purposes of the specific sports programme.

9. The content should relate solely to sports activity. Messages should reflect the professional relationship between coach and athlete, and the coach’s position of trust. Text messages and mobile phones must never be used for any other reason or in any other way.

10. The text messages which are sent must never contain any offensive, abusive or inappropriate language, and care must be taken to avoid over-familiarity or language that could be misinterpreted or misconstrued.

11. All text messages sent to young people should also be sent either to a parent or to an external moderator – preferably someone with designated safeguarding responsibility in the organisation. The moderator’s role will be

to ensure that text messaging is being used appropriately in line with the organisation's procedures, and to respond to any concerns arising.

12. Consideration will be given to initiating the organisation's child protection and disciplinary procedures should any breaches of this protocol arise, including consultation with or referral to statutory agencies if indications of illegal activity (e.g. grooming for abuse) come to light.

13. Young people should not be encouraged to text back; ideally it should only be used as a one-way communication channel. Young people should be made aware that if or when they choose or need to text the coach (for example to confirm attendance or advise on a travel delay), they should ensure that the content of messages relates only to matters relevant to the sports activity, and that they are (like the coach) required to copy in either a parent or the identified moderator (e.g. club welfare officer) to all communications.

14. All young people and parents should be given the opportunity to withdraw from receiving any further text messages.

Email – Safeguarding Guidelines

Many CSPs and other sports organisations are keen to utilise emails to help to improve the success of the Sport Unlimited or other programmes, by helping to remind young people about the sport and activity sessions that they have signed up to, and to promote additional activities. The significant benefit of emails is that it is not only cheap, but it is one of the most direct forms of communication with young people.

It is hoped that using the system will help to: attract more young people to the sessions; improve the session retention rates; and it will also be useful in effectively signposting the young people to other high quality, accredited activities and sports clubs afterwards.

For children and young people the safeguarding risks associated with email include:

- inappropriate access to, use or sharing of personal details (e.g. names, email addresses);
- unwanted contact with children/young people by adults with bad intent;
- being sent offensive or otherwise inappropriate material
- online bullying by peers;
- grooming for sexual abuse;
- direct contact and abuse.

For adults involved risks include:

- misinterpretation of their communication with young people
- potential investigation (internal or by statutory agencies)
- potential disciplinary action

Due to these risks, the CPSU have produced guidelines below, which CSPs, other relevant Community Sport Network partners, and Sport Unlimited activity deliverers should follow when using emails to communicate with young people. These guidelines will help to ensure that effective safeguarding measures are put in place to protect children and young people and to minimise risk.

These guidelines are based on the principle that the same email is sent to several young people involved with a particular activity or programme – as this presents fewer opportunities for misuse and abuse than personal, one-to-one email arrangements between coaches/volunteers and children. There are commercial organisations that offer bulk emailing facilities, although the exact practical arrangements may vary.

Email Guidelines

1. Only staff that have been through relevant safeguarding checks (e.g. enhanced DBS checks and references) should use and have access to the email messaging system. Ideally these staff should also have undertaken a recognised safeguarding training (e.g. sports coach UK Safeguarding and Protecting Children workshop or an equivalent).
2. The numbers of staff with access to the system, particularly data relating to young people, should be kept to a practical minimum, and their details recorded and maintained by the organisation's lead child protection officer. A record should be made of the staff member responsible for sending out the emails, and of the computer which will be used – ideally this should be a single, secure, organisational (rather than a private) computer used consistently. Some systems may involve the emails being issued by a commercial provider, but in other cases this may be undertaken by a member of staff.
3. The young people's details should be stored in either a locked secure cabinet, or on an electronic system which is password protected, with access only available to the staff identified in point 1 above. The names and email addresses should not be shared with anyone else, and should only be used for the purposes of the communication system as part of the Sport Unlimited or other specified programme.
4. Consent must be obtained prior to sending the young people email messages. For young people aged 15 or under, specific consent must be obtained from their parents, for example via an amended Sport Unlimited registration form or similar. Parents of all children should be offered the option to be copied into any messages their child will be sent. Although parental consent is not required for young people aged 16 and over, written consent must be obtained from these individual young people themselves. Please note that for the over 16's it is still recommended that their parents are also informed of the intention to send their children emails, the reason for this, and what steps the organisation has taken to ensure their child's safety in this respect.



5. All emails must be sent to a group of young people i.e. the same standard email message being sent to every member of the group. The email messaging system should never be used to send messages on an individual basis (i.e. to just one person), or to less than 5 people.
6. All emails sent must make it clear to the young people receiving it which organisation has sent the message, rather than simply giving the issuing email address or name of an individual.
7. Young people should not be encouraged or given the opportunity to email back to the system. It should only be used as a one-way communication channel.
8. The emails must never contain any offensive, abusive or inappropriate language.
9. When this guidance is being provided in relation to the Sport Unlimited programme, all of the emails sent must be direct related to the Sport Unlimited programmes/sessions. The messaging system may be used to signpost young people on the Sport Unlimited programme to alternative sport and physical activity opportunities. However, the email system must never be used for any other reason or in any other way.
10. All of the emails should include a sentence at the bottom which provides the young people with the opportunity to unsubscribe from receiving any further messages, and signpost to how any concerns arising can be reported.
11. All emails sent to young people must also be sent to an external moderator – preferably someone with designated safeguarding responsibility in the organisation. Hence, it is essential that the moderator’s email address is included in every ‘communication group’ that is set up, and in every message that is sent out. The moderator’s role will be to ensure that the email system is being used appropriately, and to respond to any concerns arising.
12. Consideration will be given to initiating the organisation’s child protection and disciplinary procedures should any breaches of this protocol arise, including consultation with or referral to statutory agencies if indications of illegal activity (e.g. grooming for abuse) come to light.
13. County Sports Partnerships should insist on in the application of the guidance above by any individuals or organisations using the email messaging system as part of the Sport Unlimited or any other funded programme. This should include a signed commitment on behalf of the organisation and those individuals who will operate the email system to abide by the guidance. If additional partners also want to use the system, a similar guidance document should also be drawn up and agreed between the CSP and the organisation concerned.

Child Protection in Sport Unit, CPSU Briefings; November 2102

APPENDIX 10

Contacts

Department of Health, Social Services & Public Safety	Tel: 02890 520 500
PSNI C.A.I.U. (Child Abuse Investigation Unit)	Tel: 02890 259 299 or 101 ext. 30299
NSPCC NI Regional Office Child Protection	Tel: 028 90351135 Helpline: 08088005000
ChildLine (N.I.)	Freephone: 0800 1111
Health & Social Care Board HQ	Tel: 0300 555 0115
Education Authority (Omagh)	Tel: 028 8241 1411
The Chief Constable	Tel: 101
Sport NI	Tel: 028 9038 1222
Gateway Team (Children related) ADD ADULT NUMBER	Tel: 028 7032 5462 / 028 9334 0165
Out of Hours Emergency Service (after 5pm each evening at weekends, and public/bank holidays)	Tel: 028 7035 2221
Physical Disability Team (Young Physical Disabled under 65s)	Tel: 028 7135 4031
Children's Law Centre	Tel: 028 9024 5704 www.childrenslawcentre.org
Anti-Bullying Websites Bullying UK	www.bullying.co.uk
ACE (Advisory Centre for Education) Advice on bullying	www.ace-ed.org.uk Helpline 0808 800 5793
Anti-bullying Alliance	www.antibullyingalliance.org.uk

Behaviour Management	www.parenting-ed.org
Bullying Good advice for children on bullying is outlined here - how to recognise it, and what to do if you are the victim or know of someone who is. For those unwilling to tell anybody, help is available on the site via email.	www.bullying.co.uk
Child Exploitation Online Protection	www.ceop.gov.uk
Child Protection in Sport Unit (CPSU) Newsletter email "subscribe" to cpsu@nspcc.org.uk	paul.stephenson@nspcc.org.uk www.thecpsu.org.uk 028 90351135
ChildLine Northern Ireland Got a problem? ChildLine has helped hundreds of thousands of children in trouble or danger. If you feel you can't face ringing them, check out their website. There are fact sheets on many subjects including bullying.	www.childline.org.uk Helpline 0800 11 11
Children's Law Centre	www.childrenslawacentre.org Philips House, York St, Belfast, BT15 1AB CHALKY Helpline 0808 808 5678
Counselling for young people	www.contactyouth.org
Department Of Culture Arts and Leisure	www.dcalni.gov.uk
Domestic Violence	www.womensaid.org.uk
Drugs and alcohol	www.contactyouth.org
Health	www.kidsallergies.co.uk
Health and Social Care Trust Gateway Teams Belfast HSC Trust Gateway Team Northern HSC Trust Gateway Team South-Eastern HSC Trust Gateway Team Southern HSC Trust Gateway Team Western HSC Trust Gateway Team	028 9050 7000 028 7032 5462 028 9334 0165 0800 7837 745 028 7134 5171

<p>Out of Hours Contact There will be a recorded message at each of the above numbers which will provide Emergency Out of Hours numbers.</p>	0300 1234 333
<p>Internet Safety</p>	www.iwf.org.uk
<p>Kidscape Open Monday to Friday between 10am and 4pm. Nearly everyone is bullied at some time in their lives according to this charity. It offers information and support to young people and their parents.</p>	www.kidscape.org.uk 020 7730 3300
<p>National Children's Bureau</p>	www.ncb.org.uk
<p>NEXUS</p>	www.nexusni.org
<p>NI Commissioner for Children & Young People</p>	www.niccy.org
<p>NSPCC Child Protection Helpline</p>	www.nspcc.org.uk Helpline 0808 800 5000
<p>Parent line Plus Advice for parents on supporting a child who is being bullied.</p>	www.parentlineplus.org.uk Freephone 0808 800 2222
<p>Parents Advice Centre Parenting Education Project, Parenting Forum NI and The Men's Project –</p>	www.parentsadvicecentre.org Freephone 0808 8010 722
<p>Parents Centre</p>	www.parentscentre.gov.uk
<p>Special Education Needs</p>	www.throughtheroof.org
<p>Sport Northern Ireland</p>	www.sportni.net Tel: 028 90381222
<p>Suicide and self-harm</p>	www.lifelinehelpline.info Tel: 0808 808 8000 www.samaritans.org
<p>Volunteer Now 028 90232020</p>	For further information on developing a Safeguarding policy, see Our Duty to Care / Getting it Right http://www.volunteernow.co.uk/

Council's Designated Safeguarding Team Contacts

Safeguarding Managers' details:

Roger Downey
Sport & Wellbeing Development Service Unit Manager
CC&GBC

Mobile: 07738 115858

Email: roger.downey@causewaycoastandglens.gov.uk

Designated Safeguarding Officers' details:

- Name: **Alexis Gamble**
- Job Title: Environmental Health Manager
- Location: Riada House, Ballymoney
- Contact Number(s): 02827660257
- Email: alexis.gamble@causewaycoastandglens.gov.uk

- Name: **Ricky Dennison**
- Job Title: Leisure operations Manager
- Location: Roe Valley Leisure Centre
- Contact Number(s): M: 07523 942129 W:02877764009
- Email: Ricky.Dennison@causewaycoastandglens.gov.uk

- Name: **John Fall**
- Job Title: East Sports Development Manager
- Location: Ballysally Community Centre
- Contact Number(s): work 07592103572 / 07719745936
- Email: john.fall@causewaycoastandglens.gov.uk

- Name: **Stephen McCartney**
- Job Title: Sports Development Manager
- Location: Ballysally Community Centre
- Contact Number(s): 07738340817
- Email: stephen.mccartney@causewaycoastandglens.gov.uk

- Name: **Glen Rankin**
- Job Title: Leisure Operations Manager
- Location: Coleraine Leisure Centre
- Contact Number(s): 028 7034 7203
- Email: glen.rankin@causewaycoastandglens.gov.uk



Causeway Coast & Glens Borough Council

- Name: **Michael O'Brien**
 - Job Title: Sport & Community Facilities Manager
 - Location: Scroggy Road, Limavady
 - Contact Number(s): 028 7035 5048 / 07525212820
 - Email: Michael.O'Brien@causewaycoastandglens.gov.uk
-
- Name: **Adele McCloskey**
 - Job Title: Sport & Community Facilities Manager
 - Location: Joey Dunlop Leisure Centre
 - Contact Number(s): 07807 268035
 - Email: adele.mccloskey@causewaycoastandglens.gov.uk
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- Name: **Jonathan McFadden**
 - Job Title: Sports Development Manager
 - Location: Ballysally Community Centre, Coleraine
 - Contact Number(s): 07517 995578 (work) 07754724124 (personal)
 - Email: Jonathan.mcfadden@causewaycoastandglens.gov.uk
-
- Name: **Karen Mailey**
 - Job Title: Head of ODHR
 - Location: Cloonavin
 - Contact Number(s): 07562307523
 - Email: karen.mailey@causewaycoastandglens.gov.uk
-
- Name: **Roger Downey**
 - Job Title: Sport & Wellbeing Development Unit Manager
 - Location: Cloonavin / Ballysally Community Centre
 - Contact Number(s): 07738115858
 - Email: roger.downey@causewaycoastandglens.gov.uk