

SAFEGUARDING Children & Adults at Risk

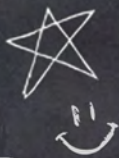
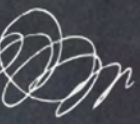
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Child Protection Policy

Supervision HELPs Reporting Guidelines

An 'Adult at risk of harm' is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their: a) **personal characteristics** AND/OR b) **life circumstances**. Personal characteristics may include... but are not limited to, age, disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in, the functioning of the mind or brain. **Life circumstances** may include, but are not limited to, isolation, socio-economic factors and environmental living conditions.



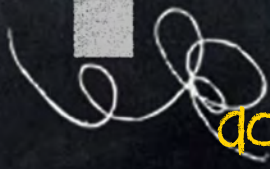


under
18 years

child



18 years
or over



adult at risk

Lisburn & Castlereagh City Council (LCCC) is committed to providing a range of activities and facilities which children and adults at risk can enjoy in a happy and safe environment. LCCC has developed a Child and Adult Safeguarding Policy and procedures which reinforce the Council's zero tolerance to abuse irrespective of gender, colour, age, religion or personal background.

An **'Adult at risk of harm'** is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their:

a) personal characteristics

AND/OR

b) life circumstances

Personal characteristics may include, but are not limited to, age, disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in, the functioning of the mind or brain.

Life circumstances may include, but are not limited to, isolation, socio-economic factors and environmental living conditions.

QUESTION

WHAT DO I DO IF I HAVE CONCERNS ABOUT A CHILD OR AN ADULT AT RISK AT A LCCC ACTIVITY OR IN A COUNCIL FACILITY?

ANSWER

REPORT IT TO A COUNCIL EMPLOYEE, WHO WILL INFORM THE DESIGNATED SAFEGUARDING OFFICER OR DESIGNATED SAFEGUARDING MANAGER/ ADULT SAFEGUARDING CHAMPION.

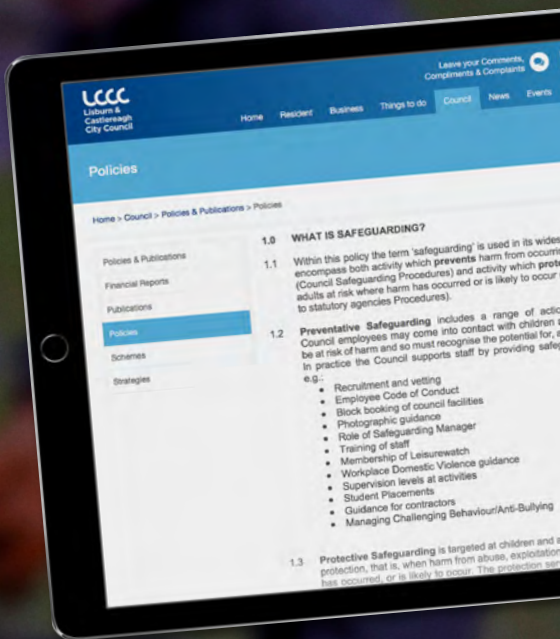
The Safeguarding policy and procedures apply to all employees (including volunteers) and cover all functions of the Council where employees may come into contact with children or adults at risk.

The safeguarding policy includes:

- **Reporting guidelines**
- **Recruitment and vetting of personnel**
- **Employee code of conduct**
- **Types of abuse and their definitions**
- **Control of contractors**

The appointment of a Designated Safeguarding Manager/Adult Safeguarding Champion, Designated Safeguarding Officers and the operation of an interdepartmental Safeguarding Working Group highlights the Council's commitment to Safeguarding.

The Safeguarding Policy is available at
www.lisburncastlereagh.gov.uk



SUPERVISION LEVEL

ADULTS AT RISK

Supervision levels for adults at risk are assessed according to the activity and will vary depending on venues, activity, disability, etc.

CHILDREN

The number of children registered for and able to participate in Council run activities depends on spaces and numbers of staff available. Where there are insufficient staff to meet supervision requirements, activities/trips may be cancelled or numbers restricted.



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MINIMUM SUPERVISION LEVELS

Age		Supervision Level
Under 4 years		Parental supervision required
4-7	Any location	1:10 Min 2
8-17	Trip	1:10 Min 2
8-17	Centre-based	1:15 Min 2



CHILDREN'S ACTIVITIES

Dropping Off and Picking Up

A child remains the responsibility of the parent/guardian until the activity starts.

A child should not be dropped off outside a facility – he/she should be accompanied to the activity.

A child must not be left unsupervised in communal/reception areas of council facilities.

A child who is too young to go home by him/herself should be collected promptly at the end of an activity.

Where a young child does not want to remain on the premises for the duration of the activity, staff will try to contact a parent/guardian to collect the child.

A child is the responsibility of his/her parent/guardian immediately he/she leaves the activity.





Who's the
stranger?

PHOTOGRAPHY



GOOD PRACTICE GUIDELINES ARE IN OPERATION IN ALL COUNCIL FACILITIES.

- Individuals wishing to photograph children or adults at risk must complete an authorisation form giving their details and the reason for the photo
- The Photography Pass provided must be worn
- Individuals must provide consent from the children's parents for the photos to be taken
- Staff will challenge unauthorised photography or videoing of children
- ANY photography is prohibited in ALL changing rooms and toilet areas.

YOUNG PEOPLE AND ADULTS MUST BE AWARE THAT IT IS A CRIMINAL OFFENCE TO TAKE, DISTRIBUTE, SHOW OR POSSESS AN INDECENT OR SEXUALLY EXPLICIT IMAGE OF A CHILD.



Safe Place

Domestic Violence Abuse is **UNACCEPTABLE** and everyone has the right to live free from fear and abuse



SAFE PLACE IS AN INITIATIVE ACTIVELY PROMOTING INFORMATION ABOUT SERVICES AVAILABLE TO ANYONE WHO FINDS THEMSELVES THE VICTIM OF DOMESTIC VIOLENCE OR ABUSE. INFORMATION ON ACCESSING SUPPORT SERVICES IS AVAILABLE AT ALL COUNCIL FACILITY RECEPTIONS.

24hour Domestic Violence Helpline: 0808 802 1414

Open to all women and men affected by domestic and sexual violence.

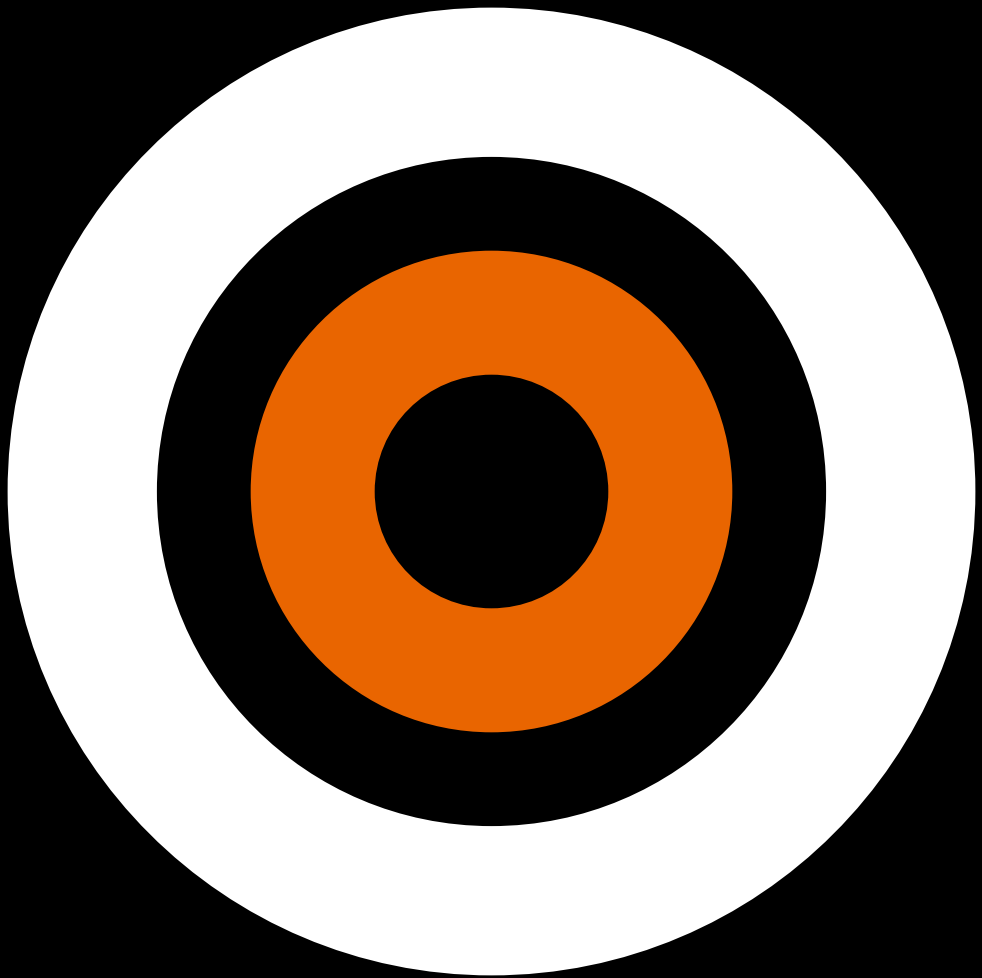


Lisburn & Castlereagh City Council is a member of Leisurewatch.

Leisurewatch is a UK wide membership scheme designed to protect children and adults at risk by preventing sexual offending in public areas. The nationally recognised standard promotes good practice in the protection children and adults at risk by ensuring they are kept as safe as possible in public leisure facilities. This scheme complements the robust Child and Adult Safeguarding Policy that the Council has in place. As an accredited member of Leisurewatch, staff in all our facilities are trained to spot potentially dangerous behaviour and understand how sexual offenders operate. Training allows staff to understand how sexual offenders operate and to identify behaviour that may give cause for concern, including the procedure to follow should their concerns appear legitimate.

ACTIVITIES ORGANISED BY OUTSIDE BODIES

External clubs and groups frequently hire council facilities. Those wishing to **BLOCK BOOK** facilities are required to submit their own Safeguarding Policy as a condition of their booking.





LISBURN & CASTLEREAGH CITY COUNCIL'S DESIGNATED SAFEGUARDING MANAGER/ ADULT SAFEGUARDING CHAMPION

**Safeguarding Manager/
Adult Safeguarding Champion
Environmental Services
Lisburn & Castlereagh City Council
Civic Headquarters
Lagan Valley Island
Lisburn BT27 4RL**

Tel: 028 9250 9250 E-mail: safeguarding@lisburncastlereagh.gov.uk

Family and Child Gateway Team:

Monday-Friday during office hours 9am-5pm,
excluding public and bank holidays.

- South Eastern HSCT: 0800 7837745**
- Belfast HSCT: 028 9050 7000**

For all other times contact for both children and adults should be made with the **Emergency Duty Service: 028 9504 9999.**

PSNI:

**999 for emergencies
101 for non-emergency calls**

Adult Safeguarding Gateway Team:

Monday-Friday during office hours 9am-5pm,
excluding public and bank holidays.

- South Eastern Trust: 028 9250 1227**
- Belfast HSCT: 028 9504 1744**

Domestic Violence 24 hour Helpline:

0808 802 1414

CHILDREN'S CORNER



ChildLine

0800 1111



**KIDS, YOU HAVE THE RIGHT TO BE
SAFE FROM ABUSE WHEN IN OUR
FACILITIES. SHOULD YOU HAVE ANY
CONCERNS OR WORRIES PLEASE
SPEAK TO YOUR PARENT OR A
MEMBER OF COUNCIL STAFF.**



Praises & Grumbles

in association with Lisburn & Castlereagh City Council's Customer Care System

We want to know what children think of our services so if you are under 18 years of age we would like to hear from you.

Leave a comment/compliment or make a complaint on the Council website: www.lisburncastlereagh.gov.uk

DATA PROTECTION ACT 1998 - Lisburn & Castlereagh City Council collects the data on the form opposite for the purposes of monitoring incidents to ensure that efficient services are being delivered. The data is not used for any other marketing purpose and is not disclosed to any other organisation.

I have a:

Grumble



Praise



Where did the grumble/praise happen?

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Name:

.....

Address:

.....

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.....

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Freepost RTST-LJKZ-JRXY

**Safeguarding Manager/
Adult Safeguarding Champion
Environmental Services
Lisburn & Castlereagh City Council
Civic Headquarters
Lagan Valley Island
Lisburn BT27 4RL**

No Stamp Required