



Safeguarding Children & Young People Policy & Procedures

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CONTENTS

1. POLICY STATEMENT
2. AIMS OF SAFEGUARDING CHILDREN & YOUNG PEOPLE AND SAFEGUARDING POLICY & PROCEDURES
3. SAFEGUARDING DEFINITIONS
4. LEGAL BACKGROUND INFORMATION
5. DESIGNATED SAFEGUARDING OFFICER
6. CATEGORIES OF ABUSE
7. RECOGNISING SAFEGUARDING CONCERNS
8. SAFEGUARDING PROCEDURES

APPENDICES

- APPENDIX 1 QUICK GLANCE SAFEGUARDING FLOWCHART
- APPENDIX 2 LEGAL BACKGROUND
- APPENDIX 3 SAFE RECRUITMENT
- APPENDIX 4 SAFEGUARDING TRAINING
- APPENDIX 5 HEALTH AND SAFETY
- APPENDIX 6 RECORD KEEPING AND INFORMATION MANAGEMENT
- APPENDIX 7 CODE OF BEHAVIOUR
- APPENDIX 8 SAFEGUARDING INCIDENT FORM

GLOSSARY

DPA	Data Protection Act 1998
DBS	Disclosure and Barring Service
DoH	Department of Health
HS&CNI	Health and Social Care Northern Ireland
NHS	National Health Service
NI	Northern Ireland
NSPCC	National Society for the Prevention of Cruelty to Children
PSNI	Police Service of Northern Ireland
SBNI	Safeguarding Board for Northern Ireland
UK	United Kingdom
UBKA	Ulster Beekeepers Association
UN	United Nations
UNCRC	United Nations Convention on the Rights of the Child
UNOCINI	Understanding the Needs of Children in Northern Ireland (Assessment Framework)

1. POLICY STATEMENT

The following Safeguarding Children & Young People policies and procedures outline the systems and procedures in place within the Ulster Bee Keeping Association (UBKA) in order to achieve this aim. Its successful achievement requires co-operation and partnership between management, members, volunteers, and our many users.

UBKA is committed to the delivery of a quality service that also promotes good practice which protects children and young people from harm. It will also ensure procedures are in place to safeguard its members, volunteers and the service from potential allegations.

These Safeguarding Children & Young People policies and procedures are applicable to anyone associated with UBKA who may have direct or indirect contact with children or young people.

This policy should be read in conjunction with the following:

- [Data Protection Policy](#)

All members and volunteers have a responsibility to ensure that UBKA is a safe environment for all children and young people who attend. Therefore, all staff and volunteers should be vigilant and alert to possible incidents at all times when at work. All incidents must be reported in accordance with the procedures laid out in this document.

Working in Partnership

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and young people and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

Equality

UBKA is committed to ensuring that equality is incorporated across all aspects of its development.

- We respect the rights, dignity and worth of every person and will treat everyone equally regardless of age, ability, gender, race, ethnicity, religious belief, sexuality, or social/ economic status.
- We are committed to creating an environment free from threat of intimidation, harassment, and abuse.
- We oppose discriminatory behaviour and promote equality of opportunity.
- We will deal with any incidence of discriminatory behaviour seriously according to our disciplinary procedures.

2. AIMS OF SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY AND PROCEDURES:

This aim of this document is to:

- demonstrate UBKA's commitment to providing and maintaining an organisation that protects children and young people from harm, and protects volunteers and the organisation itself from potential allegations;
- ensure our volunteers are appropriately selected, vetted, and trained or made aware of our safeguarding children and young people standards;
- provide procedures for appropriate and relevant supervision, including the appointment of Designated Child Safeguarding Officers;
- ensure appropriate action, in-line with best practice, is always taken in the event of a safeguarding incident;
- provide clear procedures and guidance on how volunteers must deal with any safeguarding issues or concerns;
- provide guidelines on appropriate safeguarding training for staff/volunteers;
- provide guidelines for staff/volunteer when dealing with children & young people;
- provide a Safeguarding Code of Behaviour for staff/volunteers; and,
- provide a procedure with guidance on how a concerns can be raised about a safeguarding issue.

We will ensure volunteers are aware of Safeguarding Children & Young people standards within the organisation, their role within the policy, and the consequence of not following our procedures.

UBKA will ensure that appropriate training or awareness is given to members/volunteers/regular contractors to ensure an understanding of their role in recognising child abuse and to familiarise them with UBKA Safeguarding Children and Young People policy and procedures.

We are committed to reviewing our policies, procedures, practices and training in line with changes in legislation and best practice or at a minimum every three years.

3. SAFEGUARDING DEFINITIONS OF A CHILD

Definition of a Child

The Children (NI) Order 1995 defines a 'child' as a person under the age of 18. We will endeavour to follow the legislative requirements, which set essential standards by way of good practice.

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)

4. DESIGNATED SAFEGUARDING CHILDREN OFFICERS

UBKA Designated Safeguarding Children Officers (DSCO's) are responsible for acting as a source of advice on safeguarding matters, for co-ordinating action within the organisation and for liaising with Health and Social Services Trusts, the PSNI, and other agencies about suspected or actual cases of abuse. There will be a suitable number DSCOs who will ensure they carry out all relevant designated officer duties

The DSCOs shall be made known to all volunteers and those who use our services as the people to address safeguarding concerns. A list of current DSCOs and contact details can be found in **Appendix 4** of this document.

DSCO

As part of their role, The DSCOs will:

- accept any safeguarding concerns raised within UBKA whether the alleged abuse involves an external person or UBKA personnel;
- support UBKA volunteers or others to record concerns or suspicions of abuse;
- seek advice from the relevant agencies on safeguarding concerns and report/refer these concerns, if appropriate. If a disclosure/concern relates to an UBKA, the DSCO will also advise and liaise with Safeguarding Lead.
- record all further action taken on a safeguarding incident and if a disclosure/concern relates to an UBKA member or volunteer inform the Safeguarding Lead within the relevant boundaries of confidentiality;
- ensure all matters relating to safeguarding are maintained as written records throughout and on completion of the matter. Such records are to be kept securely and confidentially by the DSCO with access limited to nominated personnel;
- establish contact with the relevant Health & Social Services Trusts and PSNI;
- keep up to date with relevant legislation, good practice and policy developments;
- ensure that they are knowledgeable about safeguarding and undertakes any training, considered necessary, to remain updated on new developments;
- liaise with the Trustees to assist the implementation of the safeguarding Training Programme;
- fulfil any other relevant duties that may become apparent as the role of Designated Officer develops.
- liaise with Trustees to ensure the ongoing implementation and review of our Safeguarding Children & Young People Policies and Procedures;

Safeguarding Concerns about a DSCO

If the concern is about a DSCO, volunteers should report to Safeguarding Lead who is also the Secretary.

5. CATEGORIES OF ABUSE

To inform this safeguarding policy and procedure UBKA have adopted the categories and definitions of abuse and neglect set out in [Responding to Abuse and Neglect \(proceduresonline.com\)](https://proceduresonline.com)

It is important to note that abuse or neglect isn't confined to inflicting harm but also includes failing to prevent harm. In addition, the abuse of children can extend beyond personal contact to abuse via the internet, social media and networking sites such as 'chatrooms'. It is important to note that children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. Children who are abused are experiencing significant harm.

Physical Abuse	is deliberately physically hurting a child. It might take a variety of different forms, including hitting, biting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.
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/young person. 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 a child opportunities 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/young person'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/young person's health or development. Children/young people who are neglected often also suffer from other types of abuse. It may also include neglect of, or unresponsiveness to a child's basic emotional, social and educational needs.

<p>Exploitation</p>	<p>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 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.</p> <p><i>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</i></p>
	<p>(Co-operating to Safeguard Children and Young People in Northern Ireland.DOCX (live.com) 2017)</p>

6. RECOGNISING SAFEGUARDING ISSUES

Recognising child abuse is not easy. It is not our responsibility in UBKA 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 report suspicions, concerns or incidents in order that the appropriate agencies can investigate and take any necessary action to protect a child.

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/volunteers/regular contractors who 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.

**Don't hold on to concerns about children no matter how insignificant they may appear.
Share the with the Designated Safeguarding Officer**

6. SAFEGUARDING PROCEDURES

Stage 1 – Reporting or Raising Concerns
All staff or volunteers
If concerns or allegations come to your attention
Do not investigate yourself
Listen
Record what you witnessed, heard, or were told and record your actions
Notify your Designated Safeguarding Officer.



Emergency Action

If the child is in need of immediate protection from harm you must contact the PSNI, Ambulance, or the H&SCT Gateway team immediately. Inform the Designated Safeguarding Officer at the earliest opportunity.

- Write careful notes in the safeguarding incident form of what you witnessed, heard, or were told.

Sign and date the form and give it to the Designated Safeguarding Officer

Timescale
Immediately

Non-Emergency Action

If the child is not at risk of immediate harm, write careful notes of what you witnessed, heard, or were told on the Safeguarding Incident Form.

Sign and date the form and give it to the Designated Safeguarding Officer

Timescale
As soon as possible within 24 Hours

Stage 2 – Review the Concern

For Designated Safeguarding Children 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.

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

Seek advice

If you are unsure what action you should take seek advice and support from social services or the NSPCC.

No Safeguarding Issue

Record Decision on Safeguarding Incident Form

Safeguarding Issue

If there are suspicions or concerns with no immediate risk of harm

Refer to Gateway Team in writing using the Safeguarding Incident Form.

Protection Issue

There is a clear and immediate risk of harm/ alleged crime refer to Adult Protection Gateway Service/PSNI
Refer immediately by telephone to Gateway Team, PSNI, Ambulance.

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 data protection guidelines)
3. Keep a full record of all actions and decisions
4. Ensure pastoral care is provided to any staff/volunteer as appropriate

You will need to provide as much detail as possible (child's name, address,

Stage 3 - Assessments and Enquiries

Designated Safeguarding Officers & Authorities

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 The UBKA.

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 Designated Safeguarding Officer.

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.

Allegations of abuse against a person who works with children/young people

If an accusation is made against volunteersthe DSCO and the UBKA chair will need to liaise as necessary with the Health and Social Care Trust (HSCT) in accordance with disciplinary procedures. The individual concerned will be suspended from working on behalf of UBKA and will not be re-instated until the evidence has been fully investigated and their conduct cleared.

Safeguarding Concerns/Allegations about a Designated Safeguarding Officer

If the concern/allegation is about a Designated Safeguarding Officer, volunteers should report to the Association's Committee and the Safeguarding Lead for the Trustees.

Concerns about failures to adhere to Safeguarding Children & Young People Policies and Procedures

If a member or volunteer has concerns about a colleague not fulfilling the requirements of UBKA Safeguarding Children & Young People Policies and Procedures, these concerns should be taken to the Designated Safeguarding Officer. The Designated Safeguarding Officer should refer to Associations Committee and the Safeguarding Lead for the Trustees.

Dealing with Disclosures

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 value being taken seriously , and it is vital that you act on what you've been told. When dealing with a disclosure you should follow the procedures for reporting safeguarding concerns but there are some extra considerations for you to take:

- **Listen carefully to the child.** Avoid expressing your own views on the matter. A reaction of shock or disbelief could cause the child to 'shut down', retract or stop talking so try to stay calm.
- **Let them know they've done the right thing.** Reassurance can make a big impact to the child who may have been keeping the abuse secret
- **Tell them it's not their fault.** Abuse is never the child's fault and they need to know this
- **Say you are taking them seriously.** A child could keep abuse secret in fear they won't be believed or taken seriously. 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 you'll need to report the abuse to someone who will be able to help
- **Don't delay reporting the abuse.** The sooner the abuse is reported after the child discloses the better. Report as soon as possible to the Designated Safeguarding Officer so action can be taken quickly.

Do Not:

- Criticise the alleged perpetrator
- Probe for more information/investigate
- Promise confidentiality to the child or young person
- Make the child or young person repeat the story unnecessarily
- Make promises about the future
- Use leading questions or put words in the child's or young person mouth

- Disclose the information to other colleagues

How to Record a Disclosure

If a child or young person 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 difficulties, the Designated Safeguarding Officer may assist you to complete the form but this must be acknowledged this on the incident form.

The Safeguarding Incident Form will be retained securely and confidentially by the Designated Safeguarding Officer. Safeguarding records will be retained with protected status under the Data Protection Act until the child's known or perceived 21st birthday.

When recording the disclosure you must:

- make a note of what the child has said using their own words as soon as practicable;
- 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 is involved is part of an organised group, UBKA DSCO will inform the group's leader and will make every effort to agree an appropriate course of action.

APPENDICES

Appendix 1 Quick Glance Safeguarding Flowchart

UBKA 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; (use the safeguarding incident form)
- 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 to the police or social services without delay.



On receiving the report of a concern, The DSCO must:

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. Refer in telephone to Social Services gateway team or out of hours contact the Regional Emergency Social Work Service, and then follow up in writing within 24 hours.
3. Record in writing all actions taken, the reasons for these and by whom the actions were taken.

If the child or adult at risk is in imminent danger of harm you should refer to the police or Social

Children & Young People Safeguarding Contacts

Gateway team

[Insert Local Team]

Regional Emergency Social Work Service

028 9504 9999

5pm to 9am weekdays or 24 hours at weekends and bank holidays.

PSNI: Telephone: 101

NSPCC helpline: 0808 800 5000 or email:

help@nspcc.org.uk

Adult Safeguarding Contacts

Adult Safeguarding Team

Insert Local Team

Regional Emergency Social Work Service

028 9504 9999

5pm to 9am weekdays or 24 hours at weekends and bank holidays.

PSNI Telephone: 101

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Gateway team: 0300 1234 333 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

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

Adult S

PSNI: Telephone: 101

HSC Trust Adult Safe
Belfast H&SCT 028

Emergency (Out of H
duty social worker is av
weekdays or 24 hours

Children & Young People Safeguarding Contacts

Gateway team: 0300 1234 333 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

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

Adult Safeguarding Contacts

PSNI: Telephone: 101

HSC Trust Adult Safeguarding Team

Belfast H&SCT 028 950 41744

Emergency (Out of Hours) Social Work

A duty social worker is available to take your call weekdays or 24 hours at weekends and bank holidays.

- [Data Protection Act 1998 \(legislation.gov.uk\)](http://legislation.gov.uk)
- [Disability Discrimination Act 1995 \(legislation.gov.uk\)](http://legislation.gov.uk)
- [The Sexual Offences \(Northern Ireland\) Order 2008 \(legislation.gov.uk\)](http://legislation.gov.uk)
- [Sexual Offences Act 2003 \(legislation.gov.uk\)](http://legislation.gov.uk)
- [The Criminal Justice \(Northern Ireland\) Order 2008 \(legislation.gov.uk\)](http://legislation.gov.uk)
- [The Rehabilitation of Offenders \(Exceptions\) Order \(Northern Ireland\) 1979 \(legislation.gov.uk\)](http://legislation.gov.uk)
- [About AccessNI | Department of Justice \(justice-ni.gov.uk\)](http://justice-ni.gov.uk)
- [The Safeguarding Vulnerable Groups \(Northern Ireland\) Order 2007 \(legislation.gov.uk\)](http://legislation.gov.uk)
- [Protection of Freedoms Act 2012 \(legislation.gov.uk\)](http://legislation.gov.uk)
- [NI Adult Safeguarding Partnership](http://www.nspcc.org.uk)

Safeguarding in Context

The term safeguarding is intended to be used in its widest sense, encompassing the full range of promotion, prevention and protection activity in UBKA.

Effective safeguarding activity will:

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

Those who work with children, young people or families, in whatever capacity, have a particular responsibility to promote their welfare and ensure they are safe. All organisations and agencies working with children and young people must discharge their functions with regard to the need to safeguard children and young people, must have procedures in place for safeguarding, and ensure these are adhered to. When there are concerns about the welfare of a child or young person, early intervention and appropriate parental support can prevent problems escalating to a point where harm occurs and can improve the long term outcomes for the child.

There is no absolute definition of 'significant harm', as this will be assessed on a case by case basis. Article 50(3) of the Children Order states that "where the question of whether harm suffered by a child is significant turns on the child's health or development, his health or development shall be compared with that which could reasonably be expected of a similar child".

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, alcohol and mental health, or if they live in a home where domestic abuse happens. Abuse can also occur outside of the family environment.

Appendix 3 SAFE RECRUITMENT POLICY

Safe recruitment and selection procedures help to ensure a safe workplace by deterring and screening out unsuitable individuals.

Anyone undertaking a role that involves contact with, or responsibility for, children or young people should be taken through a safer recruitment process. But whether the role is paid or not, it's important that the individual has the right skills, knowledge, and attitude for the role. Some individuals may not be suitable to work with children due to gaps in these areas or due to previous concerns about conduct. It is therefore essential that UBKA has effective recruitment and selection procedures for volunteers. These will help to screen out and discourage those who are not suitable from joining our organisation.

Trustees/Members? will ensure that all workers will be appointed, trained, and supervised in accordance with government guidance on safe recruitment.

Staff involved with recruiting will operate under the guidance of UBKA Recruitment and Selection Policy and Procedures, which is available from [Relevant Management].

Abuse of Trust

All volunteers are advised that 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. UBKA discipline procedures will be applied plus the involvement of the relevant external agencies.

If an adult volunteer feels they are the recipient of sexual advances from a young person with whom they have a supervisory role, the adult volunteer should immediately report this to the DSCO and complete a Safeguarding Incident Form.

Appendix 4 SAFEGUARDING CHILDREN & YOUNG PEOPLE TRAINING

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, (August, 2017)

UBKA is committed to providing all volunteers with appropriate Safeguarding awareness sessions or the relevant level of training in accordance with the SBNI Child Safeguarding Learning and Development Strategy and Framework 2020-2023.

All volunteers will be made aware of and implement UBKA's Safeguarding Children & Young People policy and procedures as appropriate to their roles.

Tutors working with children and young people must complete, at a minimum the Level 2 Safeguarding Children and Young People Training.

Level 2: Safeguarding Children & Young People Training

All volunteers who have relevant contact with children and young people, or with adult carers/parents and those who have regular contact with children, or adults known or suspected of posing a risk to children and young people.

This 3 hour face-to-face training session will enable managers, staff and volunteers to understand their roles and responsibilities in relation to Safeguarding children and young people within the context of the organisation's child protection policy and procedures.

This level of training will build on Level 1 training and should contain more in-depth knowledge of values and principles of safeguarding children and young people, signs and indicators of abuse, Adverse Childhood Experiences (ACEs), reporting procedures, referral processes, relevant legislation and recording skills.

Level 3: Managerial or supervisory roles

All Designated Safeguarding Officers.

This full-day, face-to-face training session will enable DSCOs to become familiar with the role and responsibilities of their role and to develop competence. This course will build on the previous levels and focus on key tasks in safeguarding children, understanding significant harm, models of assessment and relevant research.

Additional training requirements

UBKA aims to appoint individuals with the experience and skills to provide a safe and positive experience for the children and adults at risk attending courses and seminars. Specific requirements are as follows:

- Trainers delivering courses will be required to have obtained an AccessNI Enhanced Check.
- Trainers will hold, or be working towards, an appropriate UBKA/OCN NI or Federation of Irish Beekeeping Associations (FIBKA) qualification or its equivalent.

Appendix 5 HEALTH AND SAFETY

UBKA will take the following actions/precautions in response to health and safety considerations:

- The full postal address and Grid references of the association site should be clearly displayed for emergencies.
- Risk assessments for training sessions/seminars where live bees are present will be completed in advance by the relevant Apiary Manager.
- Trainers and participants will be made aware of any specific risks identified and of the following general measures and procedures to be followed before sessions commence.
- Protective bee suits, veils and gloves will be required to be worn by trainers and participants at sessions where bees are being handled.
- Before handling bees, participants will be informed about the dangers of bee stings and the steps that should be taken to avoid/ counteract allergic reactions. As soon as the symptoms of an allergic reaction are evident, the emergency services will be contacted. Session leaders will have received guidance in the recognition of allergic symptoms.
- Children must be accompanied by an adult who has the responsibility for his/her care e.g. parent/guardian or those officially acting 'in loco parentis' such as a teacher or designated carer.
- Adults at Risk must be accompanied by an adult carer. The carer will be responsible for the welfare and behaviour of the adult(s) at risk and will be made aware of that responsibility prior to the commencement of any session.

Appendix 6 RECORD KEEPING AND INFORMATION MANAGEMENT

According to Co-operating to Safeguard Children and Young People in Northern Ireland 2016 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 and the Data Protection Act 1998 (the DPA).

The eight principles of the DPA state that personal information must be:

- processed fairly and lawfully and only for purposes compatible with the reason(s) for which the information was originally obtained;
- adequate, relevant and not excessive for the purposes for which it is processed;
- accurate and kept up to date;
- not kept for longer than is necessary;
- processed in line with the rights of the data subject;
- held securely;
- not transferred to other countries outside the EEA without adequate protection.

The Designated Safeguarding Officers 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, PSNI, and Safeguarding Lead

Data Protection

UBKA recognises the need to comply with the various laws regulating the processing of personal data relating to individuals and in particular the Data Protection Act 1998 (as amended). UBKA recognises the importance of the correct and lawful treatment of personal data. All personal data, whether it is held on paper, on computer or other media, will be subject to the appropriate legal safeguards as specified in the Data Protection Act 1998. For further details of our commitment in this area please consult our Data Protection Policy.

- Any basic data gathered e.g. through registration forms etc will be kept securely within folders or filing systems.
- Any personal or confidential data gathered must be kept within a secure environment and only authorised personnel should be allowed to access it.

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. UBKA's policy and procedures have been carefully constructed to ensure such confidentiality while protecting the interests of the child or young person.

UBKA Safeguarding Children & Young People Policy and Procedures (2022)

UBKA has DSCOs who have been specially trained in safeguarding children and young people and are committed to the principle of confidentiality.

APPENDIX 7 SAFEGUARDING CHILDREN & YOUNG PEOPLE CODE OF BEHAVIOUR

It is recognised that it is not practical to provide definitive instructions that would apply to all situations at all times with UBKA to guarantee the protection of children, young people, and staff/volunteers. However, stated below are the standards of behaviour required of volunteers in order to fulfil their roles within UBKA. This should assist in the protection of children, young people, and staff/volunteers.

- Activities should be planned in consultation with the school, college or host organisation.
- When supervising an activity, trainers must ensure that the activity, equipment and working environment is safe and appropriate for the group.
- Ensure that the relevant support workers, teachers or supervisors are present throughout training session.
- Do not share personal contact details with a young person or adult at risk.

Volunteers **must**:

- Implement the Children and Young people 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 children and young people's well-being, physical and emotional safety during their time at UBKA.
- Be mindful of their language and behaviour while at work with regards to gender, sexuality, race, religion, class or political background.
- While reference to male and female bees and queen mating may be necessary, take care not to make sexually suggestive comments.
- If you accidentally hurt, distress or offend a young person or Adult at risk, notify the relevant person in authority or the school, college or host organisation, complete an incident form and notify the Chair of UBKA.
- Provide a positive role model with regards to friendliness, care, courtesy and valuing others.

While at work, volunteers **must never**:

- Engage in rough, physical games (including horseplay) with children or young people.
- Allow or engage in inappropriate physical contact of any kind
- Make sexually suggestive comments to children or young people

It is strongly recommended that volunteers **do not** as part of their role, except in emergency situations:

- Have children or young people on their own in a vehicle.
- Go into the toilet with children or young people, unless in exceptional circumstances to meet the needs of the child or young person and where possible another adult is present. 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 family toilet if unoccupied.
- Spend time alone with a child or young person. Volunteers should make sure to remain in public areas with the child or return to public areas as soon as possible.

Volunteers must learn to recognise vulnerable safeguarding situations. There may be times when it is impossible to avoid such situations, however, the decision by volunteers 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 Children & Young People

As part of their role, volunteers should not have gratuitous or unnecessary physical contact with children and young people at UBKA.

However, there will be times when it is necessary and appropriate for volunteers to have some physical contact with children or young people to meet the child's needs. 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 to celebrate their success.

The main principles of appropriate physical contact are:

- Physical contact should always be with the child's or young person permission – resistance from a child or young person should be respected (depending on the age and developmental stage of the child or young person and level of risk to the child or young person).
- Physical contact should always be in response to the child's or young person 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.
- Adults should explain the nature of and reason for the physical contact to the child e.g. taking care that bees are brushed from bee suits by individuals themselves, carers, teachers or guardians
- 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 volunteers 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 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/volunteers/regular contractors.
- 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.

Physical intervention with a child or young person:

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

- Prevent physical injury of the individual or other visitors or volunteers or yourself
- Prevent an injury or accident from occurring e.g in the case of bees getting inside a bee suit.
- 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.

Implications for staff/volunteers

Volunteers who breach the code of behaviour will be subject to the disciplinary procedure.

If an allegation against a staff member or a volunteer has occurred, an investigation will be carried out in line with UBKA 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 other safeguarding children and young people information in relation to the individual.

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.

Declaration

I, hereby, confirm that I have read, understand, and agree to abide by this Safeguarding Codes of Behaviours during the tenure of my contract at UBKA.

I understand that if I do not abide by The Safeguarding Code of Behaviours then The Odyssey Group may instigate disciplinary procedures and ultimately may discontinue my employment.

Name _____

Position _____

Signature _____ **Date** _____

Line manager's signature _____ **Date** _____

APPENDIX 8: SAFEGUARDING FORMS

**Ulster Beekeepers' Association
Safeguarding Incident Report**

*(Please complete this form and pass to your Designated Safeguarding Officer
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	
Postcode:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other: _____	
Telephone No:	Mobile No:	
Date of Birth:	Language Spoken:	
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: 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? <i>(Continue on a separate sheet if necessary)</i>	
Individual's Account Of The Incident: <i>If recording a verbal disclosure by someone use their words.</i>	
<i>Please provide details of any person involved in this incident or alleged to have caused the incident / injury:</i>	

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:			
If NO, please provide details of decision made:			
Print Name		Signature	
Date			

Section 3: To be Completed by 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/volunteer
- Take no Further Action

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. Start a Safeguarding Case File (kept as per data protection 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*)