



Policy & Procedure for Safeguarding People (Children & Adults)

The Policy and Procedures

CONTENTS:

1. The purpose and scope of this policy
2. Legal Framework
3. Supporting Documents
4. We believe that...
5. We recognise that...
6. We will seek to keep people safe by...
7. Contact details

The Procedure – ‘What to do if you have concerns about a child (under 18 years) – procedure to follow’

8. Introduction
9. Safeguarding and reporting responsibilities
10. Role of Designated Officer (DSO)
11. Types of Abuse
12. Recognition of abuse
13. Key Principles for Reporting Concerns
14. What to do if you have concerns that the child’s life is threatened or is at risk of immediate harm?
15. What to do if a child tells you that they’ve been abused?
16. What to do if a child alleges that a volunteer has or may have harmed them or another child?
17. Record Keeping and information management

The Procedure – ‘What to do if you have concerns about an adult (18 years and over) – procedure to follow’

18. Introduction
19. Key Beliefs and Principles
20. Capacity and Consent
21. Safeguarding and Reporting Responsibilities
22. Recognition of abuse
23. What to do if you have concerns that the adult’s life is threatened or is at risk of immediate harm?
24. What to do if an adult tells you that they’ve been abused?
25. What to do if an adult alleges that a volunteer has or may have harmed them or another adult?

Appendices

Appendix 1 – Glossary

Appendix 2 – Code of Conduct

Appendix 3 – Health and Safety

Appendix 4 – Photography, Video and Filming

Appendix 5 - Bullying

Appendix 6 - What to do if you have concerns about a child

Appendix 7 – Simple Steps: Short version flowchart

Appendix 8 – What to do if you have concerns about an adult

Appendix 9 – Safeguarding incident form

Appendix 10 – Recruitment (Safe recruitment policy) and Training

The Policy

1. The purpose and scope of this policy

This Policy is intended to cover all functions of the UBKA where volunteers may work with children or adults directly or have contact with children or adults indirectly through the course of their duties.

The Policy applies to all volunteers, members and Trustees who deliver the work of the UBKA and its Associations. This work could be educational, social or practical.

Each Association has an identified Designated Safeguarding officer who will manage concerns raised in the association. They will report at each executive meeting to one of UBKA's Designated Safeguarding Leads (DSLs).

External bodies, clubs and organisations will be made aware of the UBKA's Safeguarding People (Child & Adult) Policy and in the absence of specific guidance developed by their own organisation, will be obliged to follow it as a condition of using UBKA facilities.

2. Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children and adults in Northern Ireland, including (and in no particular order):

- [United Nations Convention on the Rights of the Child \(UNCRC\)](#)
- [Children \(Northern Ireland\) Order 1995](#)
- [Co-operating to Safeguard Children and Young People in Northern Ireland \(revised August 2017\)](#)
- [Mental Capacity Act \(Northern Ireland\) 2016](#)
- [Criminal Law Act \(Northern Ireland\) 1967 \(legislation.gov.uk\)](#)
- [Data Protection Act 1998 \(legislation.gov.uk\)](#)
- [Disability Discrimination Act 1995 \(legislation.gov.uk\)](#)
- [The Sexual Offences \(Northern Ireland\) Order 2008 \(legislation.gov.uk\)](#)
- [Sexual Offences Act 2003 \(legislation.gov.uk\)](#)
- [The Criminal Justice \(Northern Ireland\) Order 2008 \(legislation.gov.uk\)](#)
- [The Rehabilitation of Offenders \(Exceptions\) Order \(Northern Ireland\) 1979 \(legislation.gov.uk\)](#)
- [About AccessNI | Department of Justice \(justice-ni.gov.uk\)](#)
- [The Safeguarding Vulnerable Groups \(Northern Ireland\) Order 2007 \(legislation.gov.uk\)](#)
- [Protection of Freedoms Act 2012 \(legislation.gov.uk\)](#)
- [NI Adult Safeguarding Partnership](#)

3. Supporting Documents

This policy statement should be read alongside our other policies, procedures, guidance and other related documents, including:

• Data Protection
• Health & Safety
• Disciplinary Policy

4. We believe that:

- children and adults should never experience abuse of any kind;
- we have a responsibility to promote the welfare of all children, to keep them safe and to practise in a way that protects them;
- We also have a responsibility to safeguard and report concerns about the abuse, neglect and ill-treatment of adults who are at risk of being harmed, alongside our responsibility to safeguard children.
- all incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately

5. We recognise that:

- the welfare of children and adults is paramount in all the work we do and in all the decisions we take;
- all people, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse;
- some people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues;
- working in partnership with children, their parents, carers and other agencies is essential in promoting other's welfare.

6. We will seek to keep people safe by:

- valuing, listening to and respecting them;
- appointing a Designated Safeguarding Officer (DSO) for children and adults, and deputy DSO's;
- adopting safeguarding best practice through our policies, procedures and code of conduct for volunteers and volunteers;
- developing and implementing an effective online safety policy and related procedures;
- providing effective support for volunteers through supervision, training and quality assurance measures so that all volunteers know about and follow our policies, procedures and behaviour codes confidently and competently;
- recruiting and selecting volunteers safely, ensuring all necessary checks are made;
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- sharing information about safeguarding and good practice with children and their families
- making sure that children and their families know where to go for help if they have a concern;
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, parents, families and carers appropriately;

- using our procedures to manage any allegations against volunteers appropriately;
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise;
- ensuring that we have effective complaints and whistleblowing measures in place;
- ensuring that we provide a safe physical environment for our children, their families and volunteers by applying health and safety measures in accordance with the law and regulatory guidance;
- building a safeguarding culture where all volunteers, children and their families, treat each other with respect and are comfortable about sharing concerns.
- ensure to review and evaluate our policy and procedures annually

7. Contact details: Lead designated Lead safeguarding officers

Valentine Hodges, ubkaexecutivechair@gmail.com, 07793023643

Nichola Whan, secretary@ubka.org

The Procedure

‘What to do if you have concerns about a child or young person (under 18 years) – procedure to follow’

8. Introduction

The child’s welfare is paramount and this means that the child’s safety and protection must be the most important consideration and take priority over everything else. This procedure outlines what action should be taken if you have concerns about a child’s safeguarding including child protection.

This procedure applies to all volunteers irrespective of whether their work at UBKA brings them into direct contact with children and adults, or not.

Steps to take if you have concerns about a child or have safeguarding concerns about a colleague shown in summary form in **Appendix 6 – Simple steps: What to do if you have concerns about a child** For everyone, this is the place to start.

Throughout this procedure the terms ‘*safeguarding*’ and ‘*child protection*’ are used. For clarity of definition in application of this procedure:

- *Safeguarding* means preventing and protecting children at risk from abuse or neglect and educating those around them to recognise the signs and dangers.
- *Child protection* is part of the safeguarding continuum. It focuses on the activity that is undertaken to protect individual children identified as suffering or likely to suffer significant harm.

Appendix 1 is a glossary where you can find definitions of the many terms used through this policy and procedure, as well as other safeguarding related terms you may encounter but not be familiar with. This glossary is in no way an exhaustive list of key safeguarding terms.

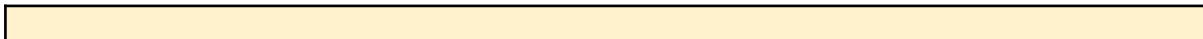
9. Safeguarding and Reporting Responsibilities

[Responding to Abuse and Neglect \(proceduresonline.com\)](https://proceduresonline.com) states that safeguarding is everyone’s responsibility and all volunteers within UBKA have a duty to report any reasonable cause to suspect a child is already experiencing, or at risk of experiencing abuse, neglect or other kinds of harm. volunteers need to report such concerns to their Association Designated Safeguarding Officer immediately. Should the association not have a current safeguarding officer then the volunteer will go directly to the UBKA Designated Safeguarding officer.

All incidents and concerns will be recorded and as per the policy and reported to the UBKA Designated officer with all actions.

As evidence of a child being abused or neglected may not always be present, suspicion of abuse or neglect may take the form of ‘concerns’ rather than ‘known facts’. Therefore, you may only suspect abuse or neglect of a child and this still needs to be reported to the Designated Safeguarding Officer.

Alternatively, ‘concerns’ may be based on information derived from a variety of sources and accumulated over time. Volunteers should also remember that their concerns may, in isolation, not be significant. However, alongside those from other volunteers and sources they may build up a picture which suggests that a child may be suffering harm, abuse or neglect.



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

10. Designated Officer Role

The **Designated Safeguarding Officer (DSO)** is the identified person within each association UBKA who:

- 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 DSO will also advise and liaise with UKBA 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 DSO 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;

Where abuse is alleged it is **NOT** the role of the DSO or any other person at the UBKA to decide or investigate whether or not an individual has been abused nor to challenge the alleged abuser, but to make the appropriate report to the police and/or Social Services.

There is also a **Deputy DSO** who is to be contacted in the absence of the DSO. The Deputy DSO assumes the above responsibilities when deputising for the DSO.

11. Types 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	<p>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</p> <p>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.</p>
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.
Exploitation	<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</i></p>

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

Where there are concerns about a child, but uncertainty as to whether there is a risk of abuse or actual abuse, advice and guidance from the DSO should always be sought. It is always better to err on the side of caution rather than take no action at all. If in doubt always first contact the DSO or their deputy; if unavailable advice can be sought from the Social Services, the Police and the NSPCC Helpline.

A concern about a child's safety and welfare might arise as a result of:

- A child saying that s/he is being abused or telling you about an experience or event that has happened to them that you think would be harmful;
- You identifying signs or indicators of abuse or neglect;
- The child's behaviour gives cause for concern;
- You directly witness a child being harmed by an adult or another child;
- Somebody tells you, either face to face or by any other means of communication, that a child is being harmed or is at risk of harm, for example a service user, another child, a member of the public;
- The behaviour of an adult gives you cause for concern;

12. Recognition of Abuse

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.

Some of these indicators can be:

Physical Signs	Behavioural signs
Physical Abuse	
<ul style="list-style-type: none"> • Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries. • Bruises that reflect hand marks or fingertips (from slapping or pinching). • Cigarette burns. • Bite marks. • Broken bones. • An injury for which the explanation seems inconsistent. 	<ul style="list-style-type: none"> • Fear of parents/carers being approached for an explanation. • Aggressive behaviour or severe temper outbursts. • Flinching when approached or touched. • Reluctance to get changed, or covering up (e.g. wearing long sleeves in hot weather).
Sexual Abuse	
<ul style="list-style-type: none"> • Pain or itching in the genital/anal areas. • Bruising or bleeding in genital/anal areas. • Sexually transmitted disease. • Vaginal discharge or infection. • Stomach pains. • Discomfort when walking or sitting down. • Pregnancy. • Self-harm or mutilation, sometimes leading to suicide attempts. • Bedwetting 	<ul style="list-style-type: none"> • Sudden or unexplained changes in behaviour, e.g. becoming aggressive or withdrawn. • Fear of being left with a specific person or group of people. • Having nightmares. • Running away from home. • Sexual knowledge that is beyond their age or development age. • Sexual drawings or language. • Bedwetting. • Saying they have secrets they cannot tell anyone about. • Self-harm or mutilation, sometimes leading to suicide attempts. • Eating problems such as overeating or anorexia. • Depression. • Withdrawn behaviour. • Running away from home. • Distrust of adults, particularly those with whom a close relationship would normally be expected •
Emotional Abuse	
<ul style="list-style-type: none"> • A failure to thrive. • Sudden speech disorders. • Developmental delay, either in terms of physical or emotional progress. 	<ul style="list-style-type: none"> • Neurotic behaviour, e.g. hair twisting, rocking. • Is prevented from socialising with other children. • Fear of making mistakes. • Self harm.

	<ul style="list-style-type: none"> • Fear of parent/carer being approached regarding their behaviour.
Neglect	
<ul style="list-style-type: none"> • Constant hunger, sometimes stealing food from others. • Constantly dirty or 'smelly'. • Loss of weight, or being constantly underweight. • Inappropriate dress for the conditions. 	<ul style="list-style-type: none"> • Complaining of being tired all the time. • Not requesting medical assistance and/or failing to attend appointments. • Having few friends. • Mentioning their being left alone or unsupervised.
Exploitation	
<ul style="list-style-type: none"> • Persistently going missing for periods of time or returning home late regularly • Frequently staying out late or overnight with no explanation as to where they have been • Using more than one phone • Spending more time online or on their devices 	<ul style="list-style-type: none"> • Unhealthy or inappropriate sexual behaviour • Being secretive about who they are talking to and where they are going

13. Key Principles for Reporting Concerns

4 R's

- **Recognise** concerns that a child is being harmed or might be at risk of harm;
- **Respond** appropriately to a child who is telling you what is happening to him or her;
- **Report** (Refer) the concerns to the Designated Safeguarding Person, or in their absence and if required due to do so due to the urgency, report directly to police or local children's social care;
- **Record** the concerns appropriately and any subsequent action taken using **Appendix 9 – Safeguarding Incident Report Form**; do not delay in passing on concerns. Timescales are in place to ensure that matters are resolved in a timely way but these are the maximum allowed and nothing should prevent a speedier response if this is required.

14. What to do if you have concerns that the child's life is threatened or is at risk of immediate harm?

If it appears that a child is in need of urgent medical attention or in need of police protection due to imminent harm, then contact the emergency services on 999. In such life threatening or immediate risk of harm cases the DSO will need to be informed after you've made immediate contact with the emergency services. Do not delay in such circumstances by trying to contact the DSO first.

15. What to do if a child tells you that they've been abused?

If you're in a situation where a child discloses abuse to you, there are a number of steps you can 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;
- **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 will take them seriously.** A child 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 who will listen to and support 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 DSO so details are fresh in your mind and action can be taken quickly.
- DSO will refer to Social Services as soon as possible but no later than 24 hrs after receiving the safeguarding form

16. What to do if a child alleges that a volunteer has or may have harmed them or another child?

All allegations against volunteers will be taken seriously by the UBKA.

You must report the allegation to the DSO. However, if the allegation relates to the DSO then the deputy DSO and the Trustee Safeguarding Lead must be informed. In the event that the allegation relates to all of these individuals then you should contact the Trustee Safeguarding Lead.

- Allegations should not be discussed with anyone other than those named under the first bullet point.
- If following initial consideration, the DSO considers the matter constitutes a safeguarding allegation then the DSO must make a report to Social Services within 24 hours. In such an event the UBKA will not investigate the matter any further and allow Social Services, and in some cases the Police to investigate first.
- The volunteer member against whom the allegation has been made will be suspended pending outcome of the internal and external investigations.
- If following initial consideration, the DSO does not consider the matter constitutes a safeguarding allegation then internal investigation is required to determine if the behaviour/incident was related to poor practice or misconduct. The Disciplinary Policy will then be followed.
- Any decision not to refer concerns to the Social Services following an allegation against a volunteer member needs to be clearly documented and kept securely in line with the Data Protection Policy.

UBKA safeguards and promotes the welfare of children, this includes protection from harm by volunteers. Such instances may only have suspicion of abuse and possibly no evidence at the time of

reporting. Nevertheless, Social Services or the Police must be informed. **This is not a matter of personal choice.**

17. Record keeping and information management

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 and the [Data Protection Act 1998](#) (the DPA).

Please refer to our Data Protection policy for further information.

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 the Trustee Safeguarding Lead.

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 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.

The Procedure

‘What to do if you have concerns about an adult (18 years and over) – procedure to follow’

18. Introduction

UBKA has a responsibility to prevent and report concerns about the abuse, neglect and ill-treatment of adults who are at risk of being harmed, alongside its responsibility to protect children.

The [Adult-Safeguarding-Operational-Procedures](#) provides guidance for safeguarding ‘Adults at Risk’ in Northern Ireland.

This procedure applies to all the UBKA members and volunteers. All volunteers regardless of the type or amount of contact they have with adults, have a role to play in safeguarding and protecting them. They must:

- Know the difference between an ‘adult at risk of harm’ and an ‘adult in need of protection.’
- Know how to recognise potential abuse of adults;
- Know what to do when safeguarding concerns arise;
- Understand what the UBKA expects of them in terms of their own behaviour and actions.

Adult Safeguarding is the term used for activities which prevent harm from taking place and which protect adults at risk (where harm has occurred or is likely to occur without intervention).

[NI Adult Safeguarding Partnership](#)

Throughout this procedure the terms ‘*adults at risk of harm*’ and ‘*adults in need of protection*’ are used. For clarity of definition in application of this procedure:

Adult at risk of harm

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 personal characteristics and/or 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.

Adult in need of protection

An ‘adult in need of protection’ 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

AND C) who is unable to protect their own well-being, property, assets, rights or other interests;

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

In order to meet the definition of an 'adult in need of protection' either (A) or (B) must be present, in addition to both elements (C), and (D).

19. Key Beliefs

UBKA's approach to safeguarding adults at risk is based on the following principles:

- All adults have a right to equal protection from all types of harm or abuse, regardless of age, ability, gender, racial heritage, religious beliefs, sexual orientation or personal characteristics which may indicate additional vulnerabilities;
- The best interests of the adult are paramount in all considerations about the safeguarding and protection of adults at risk of harm/in need of protection;
- Where a concern is identified, we must communicate very clearly what we have done and will be doing to safeguard the adult at risk/ in need of protection, unless to do so would in any way increase risk to them or a child. Mental capacity will be assumed unless there is reason to believe that the person cannot understand;
- Where we are working together with adults at risk of harm/in need of protection, their carers', family members and other agencies, it is essential to recognise that, in some limited circumstances, it will not be appropriate to engage with carers or family members in order to protect the adult in question;
- Concerns or allegations that UBKA volunteers have abused or neglected adults will be taken very seriously and managed sensitively and fairly in accordance with these policies, relevant legislation and local procedures.

In addition all Adult Safeguarding should be underpinned by the following **principles**:

A Rights-Based Approach: To promote and respect an adult's right to be safe and secure; to freedom from harm and coercion; to equality of treatment; to the protection of the law; to privacy; to confidentiality; and freedom from discrimination.

An Empowering Approach: To empower adults to make informed choices about their lives, to maximise their opportunities to participate in wider society, to keep themselves safe and free from harm and enabled to manage their own decisions in respect of exposure to risk

A Person-Centred Approach: To promote and facilitate full participation of adults in all decisions affecting their lives taking full account of their views, wishes and feelings and, where appropriate, the views of others who have an interest in his or her safety and well-being

A Consent-Driven Approach: To make a presumption that the adult has the ability to give or withhold consent; to make informed choices; to help inform choice through the provision of information, and the identification of options and alternatives; to have particular regard to the needs of individuals who require support with communication, advocacy or who lack the capacity to consent; and intervening in the life of an adult against his or her wishes only in particular circumstances, for very specific purposes and always in accordance with the law

A Collaborative Approach: To acknowledge that adult safeguarding will be most effective when it has the full support of the wider public and of safeguarding partners across the statutory, voluntary, community, independent and faith sectors working together and is delivered in a way where roles, responsibilities and lines of accountability are clearly defined and understood. Working in partnership and a person-centred approach will work hand-in-hand.

([NIASP-adult-safeguarding-policy](#))

20. Capacity and Consent

Capacity:

There should be no assumptions made regarding an individual's [capacity](#) or incapacity and in the first instance unless there is contrary information, every individual should be viewed as having the capacity to make decisions about their own situation

The following criteria should be considered when assessing whether a person has sufficient understanding at any time to consent, or to refuse consent, to sharing of information about them or participating in specific activities:

- Can the person understand the question being asked of them?
- Are they taking an active part in the discussion?
- Can they rephrase the question in their own words?
- How would they explain it to someone else?
- Do they have a reasonable understanding of the risks or benefits of giving their consent or saying no?
- What do they say they think would happen if they agree with the action being suggested?
- Can they appreciate and consider the alternatives, weighing up one aspect against another and express a clear and consistent personal view? Encourage them to say out loud, or write down, their view of the pros and cons. You could recheck these views later or at a later contact with them.

Formal capacity assessments should be carried out by an appropriately trained professional.

Consent:

The wishes of the adult in need of protection are of paramount importance in all cases of alleged or suspected abuse. Where a crime is suspected the issue of possible PSNI involvement should be discussed with the adult in need of protection.

The consent of the adult in need of protection for contact with the PSNI should be sought as a first step.

Once contact has been made with the Adult Safeguarding team where concerns remain but consent has not been given the Trust's Designated Adult Protection Officer may need to consider overriding the wishes of an adult in need of protection if they do not consent to a [joint agency consultation](#) with the PSNI.

These include situations where:

1. There is reasonable evidence or information to indicate that a possible relevant offence has been committed and the Trust have a legal obligation to report to the PSNI.
2. There is a significant query regarding the individual's capacity to make an informed decision and therefore their ability to give or withhold consent is in question. Actions taken must be proportionate to the level of concern and the views of substitute decision makers.
3. Information available clearly demonstrates that the individual is subject to substantial undue influence or coercion.
4. There is a significant risk to other adults at risk and/or children.

5. The likelihood of further harm is high and there is a substantial opportunity to prevent further crime. The PSNI also have the authority to investigate alleged or suspected criminal abuse where this is agreed to be in the best interests of the adult in need of protection and or others.

21. Safeguarding and Reporting Responsibilities

Safeguarding is everyone's responsibility and all volunteers at UBKA have a duty to report any reasonable cause to suspect an adult is already experiencing, or at risk of experiencing abuse, neglect or other kinds of harm. Volunteers need to report such concerns to the DSO immediately using **Appendix 9** – Safeguarding Incident Report Form; do not delay in passing on concerns to record these concerns.

As evidence of an adult being abused or neglected may not always be present, suspicion of abuse or neglect may take the form of 'concerns' rather than 'known facts'. Therefore, you may only suspect abuse or neglect of an adult and this still needs to be reported to the Designated Safeguarding Officer. *Example: A colleague presents with a bruised eye and suggests that their partner did it to them.*

Alternatively, 'concerns' may be based on information derived from a variety of sources and accumulated over time. Volunteers should also remember that their concerns may, in isolation, not be significant. However, alongside those from other volunteers and sources they may build up a picture which suggests that an adult may be suffering harm, abuse or neglect.

DON'T HOLD ON TO CONCERNS ABOUT ADULTS, NO MATTER HOW INSIGNIFICANT THEY MAY APPEAR, SHARE THEM WITH THE DESIGNATED SAFEGUARDING OFFICER

The **Designated Safeguarding Officer (DSO)** is the identified person within UBKA who:

- is available to discuss safeguarding concerns about a child or adult at risk;
- receive, record and assess information where there are safeguarding concerns, and to clarify information where appropriate;
- should be consulted, when possible, as to whether to raise a safeguarding concern with Adult Safeguarding Team or the PSNI;
- be familiar with and able to enact the procedures for reporting concerns out to Adult Safeguarding Team or the Police promptly when appropriate;
- will manage any immediate actions required to ensure the child or adult at risk is safe from abuse;
- ensure that the safeguarding policy and procedure is monitored, evaluated and updated as required;
- ensure that any lessons learnt from incidents, wider concerns or best practice are used to improve safeguarding policy, procedure and practice;
- ensure that everyone within the organisation is aware of and complies with the safeguarding policy and procedure;
- ensure that volunteers are appropriately trained in safeguarding;

- make a clear and factual record of all actions taken following any allegation or concern, including details of reports to statutory agencies. Records may be used in evidence in court or other proceedings;
- where the allegations against volunteers, the DSO's primary duty is to refer those concerns to the police and/or social care;
- having sought advice from the relevant agencies the DSO should liaise with the personnel department and/or managers who are responsible for disciplinary proceedings relating to the individual. A decision should be made on the appropriate course of action to be implemented in order to protect the welfare of the concerned people. Such action could include suspending the individual from duties pending investigation (in accordance with the organisation's disciplinary procedures) or looking at whether any other preventative measures should be taken;
- discuss these issues with the authorities in advance to avoid prejudicing any criminal investigation or 'tipping off' the alleged abuser.

Where abuse is alleged it is **NOT** the role of the DSO or any other person at the UBKA to decide or investigate whether or not an individual has been abused nor to challenge the alleged abuser but to make the appropriate reports to the police and/or Social Services.

There is also a **Deputy DSO** who is to be contacted in the absence of the DSO. The Deputy DSO assumes the above responsibilities when deputising for the DSO.

22. Recognition of abuse

To inform this safeguarding policy and procedure UBKA have adopted the categories and definitions of abuse and neglect set out in the [Adult Safeguarding Operational Procedures 2017](#)

These categories are Physical Abuse, Sexual Violence and Abuse, Psychological/Emotional Abuse, Financial Abuse, Institutional Abuse, Neglect, Exploitation, Domestic violence and abuse, Human Trafficking/Modern Slavery and Hate crime (see below).

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 adults can extend beyond personal contact to abuse via the internet, social media and networking sites such as 'chatrooms'. It is important to note that adults may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger.

Physical abuse	the use of physical force or mistreatment of one person by another which may or may not result in actual physical injury.
Sexual violence and abuse	'any behaviour (physical, psychological, verbal, virtual/online) perceived to be of a sexual nature which is controlling, coercive, exploitative, harmful, or unwanted that is inflicted on anyone (irrespective of age, ethnicity, religion, gender, gender identity, sexual orientation or any form of disability)
Psychological / Emotional Abuse	behaviour that is psychologically harmful or inflicts mental distress by threat, humiliation or other verbal/non-verbal conduct.
Financial Abuse	actual or attempted theft, fraud or burglary. It is the misappropriation or misuse of money, property, benefits, material goods or other asset transactions which the person did not or could not consent to, or which were invalidated by intimidation, coercion or deception.
Institutional Abuse	the mistreatment or neglect of an adult by a regime or individuals in settings which adults who may be at risk reside in or use.

Neglect	occurs when a person deliberately withholds, or fails to provide, appropriate and adequate care and support which is required by another adult. It may be through a lack of knowledge or awareness, or through a failure to take reasonable action given the information and facts available to them at the time.
Exploitation	the deliberate maltreatment, manipulation or abuse of power and control over another person; to take advantage of another person or situation usually, but not always, for personal gain from using them as a commodity.
Domestic violence or abuse	is 'threatening, controlling, coercive behaviour, violence or abuse (psychological, virtual, physical, verbal, sexual, financial or emotional) inflicted on anyone (irrespective of age, ethnicity, religion, gender, gender identity, sexual orientation or any form of disability) by a current or former intimate partner or family member'.
Human trafficking/modern slavery	involves the acquisition and movement of people by improper means, such as force, threat or deception, for the purposes of exploiting them. It can take many forms, such as domestic servitude, forced criminality, forced labour, sexual exploitation and organ harvesting.
Hate crime	any incident which constitutes a criminal offence perceived by the victim or any other person as being motivated by prejudice, discrimination or hate towards a person's actual or perceived race, religious belief, sexual orientation, disability, political opinion or gender identity.

23. What to do if you have concerns that the adult's life is threatened or is at risk of immediate harm?

If it appears that an adult is in need of urgent medical attention or in need of police protection due to imminent harm, then contact the emergency services on 999. In such life threatening or immediate risk of harm cases the DSO will need to be informed after you've made immediate contact with the emergency services. Do not delay in such circumstances by trying to contact the DSO first.

24. What to do if an adult tells you that they've been abused?

If you're in a situation where an adult discloses abuse to you, there are a number of steps you can take:

- Listen carefully to the adult. Avoid expressing your own views on the matter. A reaction of shock or disbelief could cause the adult to 'shut down', retract or stop talking;
- Let them know they've done the right thing. Reassurance can make a big impact to the adult who may have been keeping the abuse secret;
- Tell them it's not their fault. Abuse is never the persons fault and they need to know this;
- Say you will take them seriously. An adult 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 who will listen to and support them;
- Don't talk to the alleged abuser. Confronting the alleged abuser about what the adult's told you could make the situation a lot worse for them;
- Encourage the adult to tell the Police or Social Services about the abuse;
- Explain what you'll do next. Explain to the adult you'll need to report the abuse to the DSO;
- Don't delay reporting the abuse. The sooner the abuse is reported after the adult discloses the better. Report as soon as possible to the DSO so details are fresh in your mind and action can be taken quickly.

25. What to do if an adult alleges that a volunteer has or may have harmed them or another adult?

All allegations against volunteers will be taken seriously by UBKA. You must report the allegation to the DSO. However, if the allegation relates to the DSO then the deputy DSO must be informed and passed on the UKBA DSL. In the event that the allegation relates to all of these individuals then you should contact Social Services directly.

- Allegations should not be discussed with anyone other than those named above.
- If following initial consideration the DSO considers the matter constitutes a safeguarding allegation then the DSO must make a report to Adult Safeguarding Team within 24 hours. In such an event UBKA will not investigate the matter any further and allow Social Services, and in some cases the Police to investigate first.
- If following initial consideration the DSO does not consider the matter constitutes a safeguarding allegation then internal investigation is required to determine if the behaviour/incident was related to poor practice or misconduct. The Disciplinary Policy will then be followed.
- Any decision not to refer concerns to the Social Services following an allegation against a volunteers member needs to be clearly documented and kept securely in line with the Data Protection Policy.

UBKA duty to safeguard and promote the welfare of adults (including volunteers) includes protection from harm by a member of volunteers. Such instances may only have suspicion of abuse and possibly no evidence at the time of reporting. Nevertheless, Social Services or the Police must be informed. **This is not a matter of personal choice.**

Appendix 1 – Glossary

Abuse	This describes physical, sexual, psychological, emotional or financial abuse (and includes abuse taking place in any setting, whether in a private dwelling, an institution or any other place).
Adult at Risk of harm	a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their personal characteristics and/or 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.
Adult in Need of Protection	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 AND C) who is unable to protect their own well-being, property, assets, rights or other interests; AND D) where the action or inaction of another person or persons is causing, or is likely to cause, him/her to be harmed. In order to meet the definition of an ‘adult in need of protection’ either (A) or (B) must be present, in addition to both elements (C), and (D).
Child	An individual under the age of 18 years.
Child Protection	is part of the safeguarding continuum. It focuses on the activity that is undertaken to protect individual children identified as suffering or likely to suffer significant harm.
Concerns	Suspicion of abuse or neglect may take the form of ‘concerns’ rather than ‘known facts’ because evidence of harm may not always be present. Rather, volunteers may suspect abuse or neglect of a child or adult at risk. Alternatively, concerns may be based on information derived from a variety of sources and accumulated over time. volunteers should also remember that their concerns may, in isolation, not be significant. However, alongside those from other agencies and sources they may build up a picture which suggests that a child or adult at risk may be suffering harm, abuse or neglect.
Criminal offence	Abuse or neglect may constitute a criminal offence. These include offences against the person (violent offences), sexual offences and property offences such as theft. If abuse or neglect is motivated by someone’s personal characteristic – disability, race and ethnicity, religion and belief, sexual orientation and transgender / gender identity– then this may be a hate crime.
Designated Safeguarding Officer (DSO)	The nominated person at the UBKA and who: <ul style="list-style-type: none"> • is available to discuss safeguarding concerns; • should be consulted, when possible, as to whether to raise a safeguarding concern with social care or the Police; • will manage any immediate actions required to ensure the individual at risk is safe from abuse.
Emergency duty team also known as	This describes the arrangements made by the local authority to allow other agencies and members of the public to report concerns about a child or adult at risk of abuse that may require a response outside office hours.

out of hours team	
Gateway Team	Gateway teams have been established within the five Health and Social Care Trusts in Northern Ireland, to deal with all referrals both from professionals and members of the public who are concerned about a child's well being.
Mental Capacity Act (NI) 2016	The Mental Capacity Act is designed to protect and empower individuals such as adults at risk who may lack the mental capacity to make their own decisions about their care and protection. The Act recognises that an individual may lack capacity to make some decisions but still have the capacity to make other. Moreover, a person may lack capacity to make specific decisions at one point in time but may be able to make the same decision at a later time. The Act assume a person has the capacity to make a decision themselves, unless it's proved otherwise.
Referral	For the purposes of this policy and procedure a report to social care will be taken to also mean a referral.
Safeguarding	Safeguarding means preventing and protecting children and adults at risk from abuse or neglect and educating those around them to recognise the signs and dangers.
Significant harm	Where the question of whether harm is significant turns on the child's health or development, the child's health or development is to be compared with that which could reasonably be expected of a similar child.
Social Services	Social services are a department of the local authority responsible for the provision of social care for adults at risk and children. They act on behalf of the local authority to discharge the local authority's statutory duties and powers to make enquiries and intervene when necessary when there is reason to believe a child or adult is at risk.
Volunteers	For the purpose of this policy and procedures, the term volunteers covers all volunteers, student ambassadors, volunteers and those on work experience or similar arrangements with the UBKA
PSNI	Police Service of Northern Ireland

Appendix 2 – Code of Conduct

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 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 volunteers.

Volunteers must:

- Implement the Safeguarding People (Children & Adults) 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

UBKA Safeguarding People Policy and Procedures 2024

- Be mindful of their language and behaviour while at work with regards to gender, sexuality, race, religion, class or political background.

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/volunteers are expected to use the designated toilets and should not use public toilets during public opening hours. In an emergency a volunteer member may use the family toilet if unoccupied.
- Spend time alone with a child or young person. Volunteers/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/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; **(See Appendix 3)**
- 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.
- 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 volunteers/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/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.

Implications for volunteers

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

If an allegation against 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 a member of volunteers has acted inappropriately or not acted in the best interests of the child or young person, the Disciplinary Procedure will be invoked.

Appendix 3 – 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 4 – Photography, Video and Filming

There is evidence that some people have used sporting venues and activities as an opportunity to take inappropriate photographs or film footage of children and adults. The following procedures have been developed to protect children and adults.

The following is required for UBKA activities or events where children or adults are participating:

- Where appropriate all materials promoting UBKA events or activities shall state that accredited photographers will be present.
- Where possible consent from the parent/guardian for photographing, videoing and/or filming of a child or adult must be obtained prior to the event or activity.
- Where possible anyone wishing to use photographic/film/video equipment at a venue must obtain the approval of UBKA.
- An activity or event specific identification badge/sticker must be provided to and clearly displayed at all times by accredited photographers, film and video operators on the day of the activity or event.
- No unsupervised access or one-to-one sessions are to be permitted unless this has been approved in advance by the child or adult, parent/guardian and the organisation, and appropriate vetting has occurred.
- UBKA reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated.
- The requirements above are publicly promoted to ensure all people present at the event or activity understand the procedure and are aware of whom to contact if concerned.

Concerns about Photographers, Video or Film Operators

Any concerns with photographers or video or film operators are to be reported to UBKA's DSO and where relevant, the Police.

Children or Adults in Publications and on the Internet

Websites and publications provide excellent opportunities to broadcast achievements of individuals to the world and to provide a showcase for the activities of young people or adults. In some cases, however, displaying certain information about children and adults could place them at risk. The following procedure must be followed to ensure UBKA publications and UBKA information on the Internet do not place children and adults at risk.

UBKA publications and UBKA information on the Internet must adhere to the following:

- Publications or information on an Internet site must never include personal information that could identify a child or adult e.g. home address, e-mail address, telephone number of a child or adult. Any contact information must be directed to either UBKA or another relevant organisation's address, for example funding body or Government Body

Before publishing any information about a child or adult, written consent must be obtained from the child or adult's parent/guardian. If the material is changed from the time of consent, the parents/guardians must be informed, and consent provided for the changes.

The content of photographs or videos must not depict a child or adult in a provocative pose or in a state of partial undress other than when depicting a sporting activity. Where relevant, a tracksuit

may be more appropriate attire. Children and adults must never be portrayed in a demeaning or tasteless manner.

For photographs or videos of groups or teams of children or adults ensure that only the group or team is referred to, not individual members. Credit for achievements by a child or adult are to be restricted to first names e.g. *Tracey was Player of the Year 2002*.

All published events involving children or adults must be reviewed to ensure the information will not put children or adults at risk. Any publications of specific meetings or child/adult events e.g. team coaching sessions, must not be distributed to any individuals other than to those directly concerned.

Particular care must be taken in publishing photographs, film or videos of children or adults who are considered particularly vulnerable e.g. the subject of a child or adult protection issue or a custody dispute.

Particular care is to be taken in publishing photographs, films or videos of children or adults with physical, learning and/or communication or language disabilities, as they could be particularly vulnerable to abuse.

Important Note:

Any concerns or enquiries about publications or Internet information should be reported to UBKA's DSO.

Appendix 5: Bullying

The lives of many people are made miserable by bullying. Victims of bullying can feel lonely, isolated and deeply unhappy. It can have a devastating effect on a child or adult's self-esteem and destroy their self-confidence and concentration. They may become withdrawn and insecure, more cautious and less willing to take any sort of risk. They may feel it is somehow their fault or that there is something wrong with them and at worst cause depression and/or feelings of worthlessness that lead to suicide.

To ensure UBKA creates an atmosphere where bullying of children and adults is unacceptable and to help members manage bullying issues, guidelines for identifying and managing bullying have been developed.

Any suspicions or allegations of bullying of a child or adult against a member will be dealt with through the UBKA Disciplinary Procedures and/or Responding to a Suspicion or Allegation of Abuse against a member of UBKA

What is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional: being unfriendly, excluding, tormenting (e.g. hiding possessions, threatening gestures)
- Physical: pushing, kicking, hitting, punching or any use of violence
- Racist: racial taunts, graffiti, gestures
- Sexual: unwanted physical contact or sexually abusive comments
- Homophobic: because of, or focussing on the issue of sexuality
- Verbal: name-calling, sarcasm, spreading rumours, teasing
- Cyberbullying: All areas of internet, such as email and internet chat room misuse; mobile phone threats by text messaging and calls; misuse of associated technology, i.e. camera and video facilities.

Identifying Bullying

Bullying can be difficult to pick up because it often happens away from others and victims do not tend to tell. However you can watch for signs that may indicate the presence of bullying. The following lists identify common bully victim behaviour.

If a child or adult:

- Hesitates to come to sessions
- Is often the last one picked for a team or group activity for no apparent reason, or gets picked on when the others think your back is turned.
- Is reluctant to go to certain places or work with a certain individual.
- Has clothing or personal possessions go missing or become damaged.
- Has bruising or some other injury.
- Keeps 'losing' their pocket money.
- Is afraid to use the internet or mobile phone.
- Is nervous and jumpy when a cyber message is received.

- Is quite nervous, withdraws from everybody else and becomes quiet and shy, especially in the case of those who are normally noisy and loud.
- Becomes suddenly prone to lashing out at people, either physically or verbally when they are usually quiet.

Action to Help the Victim(s) and Prevent Bullying:

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns. Help the victim(s) to speak out and tell the person in charge or the DSO.
- Create an open environment.
- Take all allegations seriously and take action to ensure the victim is safe. Speak with the victim and the bully (bullies) separately.
- Reassure the victim(s) that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said i.e. what happened, by whom and when.
- Report any concerns to DSO.

Action taken to deal with the bully:

- Talk with the bully (bullies), explain the situation and try to get the bully (bullies) to understand the consequences of their behaviour.
- Seek an apology from the bully to the victim(s).
- Inform the bully's parents/guardians.
- If appropriate, insist on the return of 'borrowed' items and that the bully (bullies) compensates the victim.
- Impose sanctions as necessary.
- Encourage and support the bully (bullies) to change behaviour
- **Keep a written record of action taken.**

Appendix 6 –What to do if you have concerns about a child

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 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 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.

Stage 4 – Outcomes

Designated Safeguarding Officers & Authorities

The Senior Designated Safeguarding Officer should keep in touch with Social 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 or family may still receive support from Social Care Services or other agencies.

However UBKA may wish to proceed with their internal procedures.

OUTCOME - FURTHER ASSESSMENTS

Whatever the outcome by Social Services the situation will be discussed with the Trustee Safeguarding Lead and further risk assessments may be recommended.

UBKA may wish to proceed with their internal procedures.

Outcomes of any assessments and decisions by social services must be recorded along with any internal actions taken by UBKA.

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

Appendix 7 – Simple Steps: Short version Safeguarding Action Flow Chart

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 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. Advice and support should be sought from any of the people listed below if you are unsure what action you should take;
- 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.
- Record in writing all actions taken, the reasons for these and by whom the actions were taken.

Children & Young People

Safeguarding Contacts

Gateway team

[0289050700]

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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Adult Safeguarding Contacts

Adult Safeguarding Team

102895041744

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:

Appendix 8 – Adult Safeguarding Flowchart

Stage 1 – Reporting or Raising Concerns

All 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.



If the adult 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



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

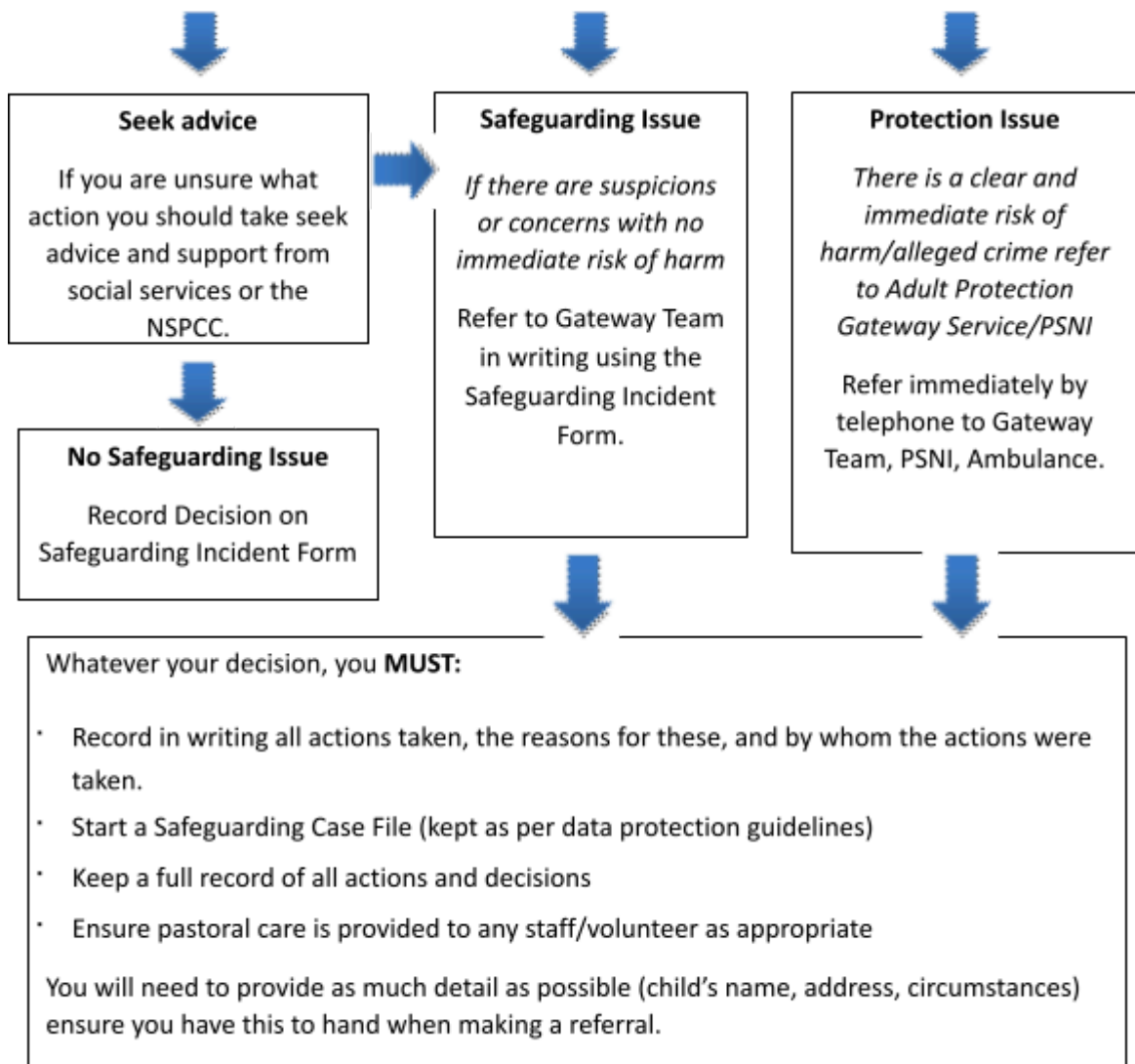
Sign and date the form and give it to the Designated Safeguarding Officer

Stage 2 – Review the Concern

For 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.

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



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 Ulster Beekeepers Association.

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



Appendix 9 - Safeguarding Incident Report Form

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
	<input type="checkbox"/> Male
	<input type="checkbox"/> Female
	<input type="checkbox"/> Other: _____
Postcode:	
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: 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? <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:	
Print Name	Signature

Date		
Section 3: To be Completed by Designated Safeguarding Officer		
	<p>I confirm that I received this form on: _____</p> <p>I confirm that I have reviewed the information on this form with 24 hours of receipt and have decided to take the following action:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Refer immediately by telephone to Gateway Team/Regional Emergency Social Work Service/PSNI/Ambulance. <input type="checkbox"/> Contact External Agencies for advice/information <input type="checkbox"/> Refer to Gateway Team in writing. REMEMBER it is important to gain consent for any referrals to Adult Services if the person has capacity. <input type="checkbox"/> Contact external agency to follow up referral made by staff/volunteer <input type="checkbox"/> Take no Further Action <p>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)</p>	
	<p>Signature of DSO: _____ Date: _____</p>	
	<p>Further Outcomes/Actions (attach extra sheets as necessary)</p>	

Return the completed form to DSO within one working day of the incident/safeguarding concern.

Appendix 10 – Recruitment and Training

SAFE RECRUITMENT POLICY

Safe recruitment and selection procedures help to ensure a safe work place 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 UKBA has effective recruitment and selection procedures for both paid staff and volunteers. These will help to screen out and discourage those who are not suitable from joining our UKBA.

The Board will oversee that all workers will be appointed in accordance with government guidance on safe recruitment.

Staff involved with recruiting will operate under the guidance of UKBA Recruitment and Selection Policy and Procedures, which is available from the trustees and executive..

Access NI/Disclosure and Barring Service (DBS)

UKBA will utilise AccessNI and DBS to provide a disclosure service for staff/volunteers/regular contractors whose roles fall under the definition of 'regulated activity.'

Information forwarded by the statutory agencies after an AccessNI or DBS check will be discussed between the Safeguarding team / Chairperson as deemed appropriate in determining suitability for confirmation of appointment. Barred individuals will not be considered for employment in posts which are defined as Regulated posts. Confidentiality of such information by all involved is assured.

Employment of Under 18s & Abuse of Trust

When employing any young person under the age of eighteen (full/part-time/casual) or providing work experience opportunities for any young person under the age of eighteen, UKBA acknowledges the amended requirements of the Sexual Offences Bill 2001. All staff/volunteers/external facilitators 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. UKBA 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 young person with whom they have a supervisory role, the adult staff member/volunteer/external facilitators should immediately report this to a Designated Safeguarding Officer and complete a Safeguarding Incident Form.

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)

UKBA is committed to providing all staff/volunteers/external facilitators 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 managers will be responsible for ensuring that staff/volunteers/external facilitators in their team are made aware of and implement UKBA's Safeguarding Children & Young People policy and procedures as appropriate to the job roles using existing UKBA system and guidelines.

At each level, the training or awareness raising will identify:

- Required safeguarding knowledge and skills
- Key learning outcomes
- Target audience

Safeguarding Children & Young People Training Schedule:

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 safeguarding issues and understand own role and the role of others within the organisation using the safeguarding policy and procedures outcomes will include the ability to recognise and respond appropriately to child 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 Managers.	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 2021) 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.
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Completion of Level 2: Safeguarding Awareness and attendance at all subsequent relevant training is a mandatory requirement and individual training records will be maintained by the Designated Safeguarding Leads

Stage 2 – Review the Concern

For Designated Safeguarding Officers