

Youth Link: NI



Safeguarding Policy

2022/23

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1. Youth Link: NI Safeguarding Statement

Staff, volunteers (including Trustees) and casual workers in Youth Link: NI are committed to best practice which promotes the welfare of children, young people and adults at risk of harm (please refer to Adults at Risk of Harm and in Need of Protection Policy) and protects them from harm.

We wish to ensure that all who use Youth Link: NI services engage in an enjoyable and safe environment, in which they feel respected and valued. Staff, volunteers (including Trustees) and casual workers in Youth Link: NI accept and recognise their responsibilities to develop awareness of the issues which cause harm to vulnerable groups and recognise their pastoral responsibility to undertake whatever is necessary to safeguard and promote service users' welfare and safety. In addition, Youth Link: NI is committed to reviewing the policy, procedures and practices at regular intervals.

Youth Link: NI has zero tolerance against all forms of bullying, harassment, sexual exploitation and abuse and is committed to acting ethically and with integrity to safeguard children, young people and adults at risk of harm (please refer to Adults at Risk of Harm and in Need of Protection Policy) by:

- Following carefully the procedures laid down for recruitment and selection of staff, volunteers (including Trustees) and casual workers.
- Adopting safeguarding guidelines including a code of behaviour for staff, volunteers (including Trustees) and casual workers.
- Providing effective management for staff, volunteers (including Trustees) and casual workers through supervision, support and training.
- Reporting concerns, allegations or disclosures to statutory agencies who need to know and involving parents / guardians appropriately.
- Ensuring safety procedures are adhered to.

Definitions of young people and children by age:

- a young person is anyone under 18; and
- a child is anyone who has not yet reached the official minimum school leaving age (MSLA) - pupils will reach the MSLA in the school year in which they turn 16.

The definition of a child in safeguarding guidance – a child is anyone who is under the age of 18.

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 (may include, but are not limited to age, disability, political opinion, religious belief, racial group, marital status or sexual orientation, illness, physical or mental infirmity and impairment of, or disturbance in, the functioning of the mind or brain); and / or
- life circumstances (may include, but are not limited to, isolation, socio-economic factors and

environmental living conditions).

Whilst Youth Link: NI recognises that the primary responsibility for the care of children and young people rests with parents and guardians, the community as a whole has responsibility for their well-being and protecting them.

Youth Link: NI is committed to taking every appropriate step to ensure the safety and wellbeing of those with whom it works, regardless of class, gender, race or creed. This policy applies to all children and young people with whom Youth Link: NI is involved with regardless of age.

All Youth Link: NI staff, volunteers (including Trustees) and casual workers must be aware of this policy and it is their duty to guarantee its implementation in accordance with their roles and responsibilities.

2. Introduction

This policy seeks to lay out the value base, procedures and guidelines required for Youth Link: NI staff, volunteers (including Trustees) and casual workers to ensure effective safeguarding. It can and should be added to where circumstances and programmes require it, such as when on residential.

For the purposes of this document: -

- 'Youth Link: NI Staff' - refers to any staff member who is paid on a part time or full time basis
- 'Casual Worker / Volunteer' - refers to a person (18 years or over) who is involved in a leadership role in the organisation regardless of being paid or unpaid
- 'DO' - refers to the Designated Officer

Legislation

The key legislation upon which this policy is based is as follows:

Northern Ireland

- Children (NI) Order 1995
- Protection of Children and Vulnerable Adults (NI) Order 2003
- Safeguarding Children and Vulnerable Adults 2007

The policy also follows the Guidelines as set out in:

- Choosing to Protect
- Getting It Right
- Our Duty to Care

- Department of Education Child Protection Procedures for Primary and Post Primary Schools
- Cooperating to Safeguard Children and Young People

Core aspects of the Safeguarding Board for Northern Ireland (SBNi) Procedures Manual, 2017, will be used to guide the awareness and understanding of staff. Refer to web link <http://www.proceduresonline.com/sbni/>.

Roles and Responsibilities:

It is not Youth Link: NI's responsibility to identify and investigate possible instances of abuse – this is the role of the statutory agencies: Social Services and the PSNI. However, Youth Link: NI does have a statutory responsibility to report any safeguarding concerns, allegations or disclosures.

The Appropriate Statutory Agencies involved in investigating safeguarding issues are:

1. Gateway Teams - <http://www.nidirect.gov.uk/reporting-child-abuse-and-neglect>
Contact - http://www.nidirect.gov.uk/gateway_teams_contact_details.pdf?rev=1
2. Police Service Northern Ireland – P.P.U. (Public Protection Unit)
3. Adult Safeguarding Teams in Trusts

Contact numbers for these agencies can also be found in **Appendix 1**

Designated Officers 2022/2023 and Areas of Responsibility:

Name	Job Title	Contact Number	Area of Responsibility
Gordon Woolsey	Director	07485 339440	Senior Designated Officer – all areas
Sharon Raine	Academic Studies Manager	07485 339447	Degree Programme
Dermot Kelly	Trustee	028 9032 3217	All areas

Safeguarding Vetting and Advice Panel:

This panel is responsible for advising on the suitability of workers should an Access NI certificate be returned with sensitive information. If this is the case, the panel will complete an agreed risk assessment in order that they make an informed decision about recruitment.

The current panel members are:

- Dermot Kelly - Youth Link: NI Executive Council Representative
- Gordon Woolsey - Youth Link: NI Director and Senior Designated Officer

Youth Link: NI recognises that programme participants attend Youth Link: NI programmes for enjoyment, social contact and personal development. They should not suffer from abuse wherever or however it occurs.

Staff, volunteers (including Trustees) and casual workers who are selected or appointed to work with the organisation should enjoy their involvement, confident in the knowledge of the existence of clear guidelines and if required, access to good support and advice.

Review of Policy and Procedures

Youth Link: NI will review this policy on an annual basis with all staff, volunteers (including Trustees) and casual workers. The date of each review and the staff involved will be recorded for Good Practice and Information purposes. The Executive Council will endorse any amendments to the Safeguarding Policy on an annual basis.

Date of Next Policy Review with Executive Council – March 2023

3. Principles of Good Practice

The following is a summary of the principles of good practice for the protection of children and young people.

Any staff, volunteers or casual workers working with children and young people should:

- Promote the general welfare, health and personal development of children and young people and protect them from harm of all kinds.
- Recognise that children and young people have rights as individuals and treat them with dignity and respect.
- Raise awareness about what children and young people are entitled to be protected from.
- Adopt and consistently apply a thorough and clearly defined method of recruiting and selecting staff, volunteers (including Trustees) and casual workers.
- Plan an appropriate response procedure in relation to accidents and complaints and to alleged or suspected incidents of abuse.
- Establish links with parents and other relevant organisations, as appropriate.

Youth Link: NI also supports the Ethical Conduct for Youth Workers as highlighted in the Appendix 2 - Ethical Code in Youthwork.

Youth Link: NI fully accepts children and young people's rights to self protection and:

- To be safe
- To protect their own bodies
- To say NO
- To get help against bullies
- To tell
- To be believed
- Not to keep secrets

4. Youth Link: NI Safeguarding Procedures:

4.1 Recruitment, Selection and Management of Staff, Volunteers (including Trustees) and casual workers

For the wellbeing and protection of programme participants all potential staff, volunteers (including Trustees) and casual workers must be vetted prior to their appointment or involvement in activities, in accordance with Access NI Vetting requirements.

In order to secure the suitability of staff, volunteers (including Trustees) and casual workers the following process will be adhered to:

1. The role required of the person will be clearly defined and what is expected of the person established. Each potential worker (whether paid or unpaid) will be made fully aware of all duties pertaining to the appointment and their responsibilities as outlined in the Youth Link: NI Safeguarding Statement.
2. Full appointment procedures, with regard to staff, will be carried out as recommended in the Youth Link: NI Employee Handbook.
3. Application / Registration – references will be sought with regard to those seeking to work with Youth Link: NI, staff, volunteer or casual worker, from two non-family referees, one of which should normally be a previous employer.
4. Declaration – Staff, volunteers or casual workers who will have substantive access to children or who will act as a line manager / or have a supervisory role to other staff, volunteers and casual staff who have substantive access to children or those in a 'regulated' position must be vetted through the Access NI registers.
5. All appointments should be sanctioned by the Chairperson of Youth Link: NI Executive Council.
6. Notes should be taken and filed appropriately at all meetings with regard to appointments, probation and work review.

Vetting Procedures

In Northern Ireland, for the purposes of recruitment within Youth Link: NI, a person deemed to hold a 'Regulated Position' will be vetted under the Access NI registers and online vetting procedures. Because of the nature of Youth Link: NI's work, staff, volunteers (including Trustees) and casual workers, where applicable, are vetted under enhanced disclosure procedures. Best practice guidelines for vetting as expected by Access NI. In the case of an Access NI Certificate being returned with sensitive information with regard to criminal convictions, then a risk assessment will

be carried out by the Safeguarding Vetting and Advice Panel.

The Executive Council also require that Access NI certificates are re-issued every 3 years or if a person's role significantly changes or if they are absent for more than 2 years.

What positions are considered to be working in regulated activity?

In 2012, the scope of regulated activity was re-defined through the Protection of Freedoms Act 2012 to focus on those working most closely with children and adults. The definitions of regulated activity in respect of children and adults can be found at the links below:

<https://www.health-ni.gov.uk/publications/regulated-activity-relation-children>

<https://www.health-ni.gov.uk/publications/regulated-activity-relation-adults>

An enhanced check, together with a barred list check can only be obtained where the person is engaged in regulated activity.

DISCLOSURE and BARRING SERVICE (NI)

Youth Link: NI will follow any future guidelines issued by Access NI and the Disclosure and Barring Service with regarding to future registration of any staff, volunteers (including Trustees) and casual workers who have access to children and young people.

4.2 Effective Management of Staff, volunteers (including Trustees) and casual workers

Induction

Safeguarding Policy – Each member of staff, volunteer/Trustee and casual worker will receive a copy of the Safeguarding Policy and will be asked to confirm that they have read and understood the document, with safeguarding training being provided as part of the induction process.

Probationary / Trial Period

Probation period – A probation period of no less than 6 months will apply to all new staff members to ensure their suitability for the post, following which the line manager should review their suitability for the post. During the probation period, line managers will observe delivery of sessions (as appropriate) to ensure staff members are abiding by Youth Link's Safeguarding Code of Conduct.

Training

As part of its personnel policies Youth Link: NI is committed to ensuring that each staff member, volunteer/Trustee and casual worker receives adequate training around safeguarding issues.

This shall take place in three ways.

- Firstly, each new member of staff, volunteer and casual worker, as part of their induction, will receive a copy of the Safeguarding Policy, and will be informed as to their own responsibility to this. Within Youth Link: NI this will be carried out by the relevant Designated Officer.
- Secondly, Youth Link: NI will facilitate on an annual basis, recognised Safeguarding Training (including CSE Awareness). Refresher training will be mandatory for all staff, volunteers (including Trustees) and casual workers every three years.
- Thirdly, bespoke training will be provided around specific safeguarding needs as they arise, either as a result of incidents or identified needs.

Support, Supervision and Annual Review

All staff, volunteers (including Trustees) and casual workers will have appropriate support structures in place. This will include regular supervision either as an individual or as part of a team, as well as an annual review of duties known as a work review or job appraisal. (Staff should refer to the Youth Link: NI Staff Handbook). As part of this process an opportunity will be given to voice any concerns about child safeguarding issues.

4.3 Reporting concerns, disclosures and allegations

It is imperative that all staff, volunteers (including Trustees) and casual workers implement the following procedures to report a concern, disclosure or an allegation of child abuse.

What is Child Abuse?

The following are considered forms of Child Abuse:

Physical - the deliberate physical injury to a child.

Neglect - the persistent failure to meet a child's physical, emotional and/or psychological needs.

Emotional - persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

Sexual - involves forcing or enticing a child to take part in sexual behaviours.

Within the youth work setting, staff, volunteers (including Trustees) and casual workers also need to be aware of the potential of Child Sexual Exploitation (CSE) as a form of Sexual Abuse. CSE is when a person(s) exploits, coerces and/or manipulates a child or young person into engaging in some type of sexual activity in return for something the child needs. This takes into consideration online grooming, peer exploitation and child sex trafficking. Abuse involving CSE should also be reported using the following guidelines.

What is a concern?

Inappropriate or unacceptable behaviour or communication, favouritism or negligence are all examples of what may constitute a concern.

What is a disclosure?

A disclosure is when a child/young person tells someone that they have been or are being harmed or abused in some way. This may be physical, sexual emotional abuse, neglect or bullying.

What is an allegation?

An allegation occurs when a child, parent or other person reports specific unacceptable behaviour where a child/young person has been harmed or abused in some way. Allegations must be reported to one of Youth Link: NI's Designated Officers.

Reporting Procedures - (see Appendix 3)

Any disclosure, allegation or suspicion of abuse must be taken seriously, recorded, and reported as outlined below.

The Safeguarding Reporting Form that should be used for internal purposes is found in Appendix 4 but when a formal referral is being made by the DO then the appropriate UNOCINI (Understanding the Needs of Children in Northern Ireland) referral form must be used.

Where staff, volunteers (including Trustees) and casual workers in Youth Link: NI have cause for concern regarding possible abuse or neglect, or if a child or young person has made a disclosure to them, the following action should be taken:

- Maintain detailed and dated written records of all available information relating to the cause for concern or the disclosure and any subsequent action – this will be retained by the appropriate organisation(s).
- Where a written agreement has been made with the commissioning organisation to operate within their safeguarding procedures first and foremost, then the Youth Link: NI staff member, volunteer or casual worker will in the first instance inform the Designated Officer in the commissioning organisation and subsequently inform Youth Link: NI's Designated Officer.

This protocol is to be followed during all aspects of the programme delivery e.g. onsite delivery, residentials etc. The commissioning organisation's DO should then decide whether or not to report the incident to the Health and Social Services Gateway teams. In the case of a disclosure a UNOCINI Standard Reporting Form report should always be made to the appropriate Gateway Team. The commissioning organisation's DO should update Youth Link's DO on progress.

- Where a written agreement has not been made with the commissioning organisation, or where course participants are recruited directly by Youth Link: NI, then the Youth Link: NI

staff member, volunteer or casual worker will follow Youth Link: NI recording and reporting procedures and will contact Youth Link: NI's Designated Officer, who will subsequently decide in each instance, what information is appropriate to pass on to the commissioning organisation and will also then decide whether or not to report the incident to the Health and Social Services Gateway teams. In the case of a disclosure a UNOCINI Standard Reporting Form report should always be made to the appropriate Gateway Team.

- Following a safeguarding report submission by a staff member to a Youth Link DO and any subsequent decisions made, the DO should only share what is appropriate with the staff member in terms of update.

Responding to incidents whilst on placement (CYM/Moorlands Degree course students)

Prior to CYM/Moorlands students taking up placement with an organisation, safeguarding protocols and reporting procedures must be agreed using learning agreement proformas. Whilst on placement students should always follow the placement organisation safeguarding reporting procedures (copies of placement organisations safeguarding policies are submitted to Youth Link in advance of commencement of placements and reviewed to ensure suitability). If a placement organisation has a safeguarding concern with regard to a student's practice then this should be reported to the Academic Studies Manager / Designated Officer who will follow University Fitness to Practice Procedures to investigate the matter.

Role of Designated Officers

Key responsibilities of the Designated Officers:

- Be responsible to Youth Link: NI's Executive Council.
- Be responsible for updating information on relevant issues and monitoring the effectiveness of the Safeguarding Policy.
- Maintain a network of contacts with outside authorities such as local Gateway teams / police / fire authorities / health services, ascertaining contact names and phone numbers and seeking appropriate advice when necessary from the appropriate Gateway team.
- Be responsible for ensuring that all new staff members, volunteers (including Trustees) and casual workers receive a copy of and understand Youth Link: NI's Safeguarding Policy.
- Ensure that appropriate training and support is provided.
- Receive and deal with all concerns of a safeguarding nature.
- Make formal reports if necessary.
- Keep appropriate records and store them in a safe and confidential manner.
- Be responsible for carrying out an Annual Audit of procedures.

Legal Obligations

Youth Link: NI has a legal obligation to report to the Disclosure and Barring Service (DBS):

- Any person who has applied for a regulated position when they are disqualified from doing

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- Any person whom they have removed from a regulated position following knowledge of their disqualification.

Under their Duty of Care, Youth Link: NI also has an obligation to report any concerns, disclosures or allegations about any individual, child or young person which have been brought to their attention. This reporting may in the first instance be an informal enquiry to the appropriate Gateway Team asking for advice on a situation, before a decision is made with regard to a formal UNOCINI report being submitted.

The organisation has a legal obligation to report any individual who leaves Youth Link: NI or is asked to leave Youth Link: NI as a result of concerns based on safeguarding issues.

5. Youth Link: NI Safeguarding Guidelines

5.1 Code of Behaviour/Conduct

This Code of Conduct has been drawn up in order to support Youth Link: NI staff, volunteers (including Trustees) and casual workers to inform their youth work and protect them, both inside and outside the workplace, especially when working in isolation and vulnerable situations. This code of behaviour is a general guideline and may vary in accordance with programme / delivery needs.

Staff, Volunteers (including Trustees) and casual workers are expected to demonstrate a consistent commitment to Equal Opportunities and to young people

- By being honest with, and showing respect for, young people.
- By respecting the confidentiality of the young person and by being clear and open when confidentiality cannot be maintained.
- By offering challenging and exciting experiences undertaken responsibly in a safe environment.
- By recognising unacceptable behaviour and taking action, enabling change to take place.

Staff, Volunteers (including Trustees) and casual workers are expected to demonstrate a consistent commitment to themselves and colleagues

- By being honest with and showing respect for colleagues.
- By respecting and keeping appropriate levels of confidentiality.
- By working and planning to the best of their ability within the constraints of their association, or allocated responsibilities.
- By only working alone when immediate support is available and / or the Health & Safety of the Young People is at Risk.
- By offering support to colleagues and seeking it when necessary.

Staff, Volunteers (including Trustees) and casual workers are expected to demonstrate a consistent commitment to educate programme participants

- By leading by example and setting good, positive role models.
- By not using language which is racist, sectarian, sexist or abusive.
- By dressing appropriately to the occasion, task, and / or company present.
- By not smoking, drinking alcohol, or using other illegal substances whilst on duty and working with young people.
- By creating an environment within which programme participants can feel safe and learn.
- By enthusiastically seizing all learning opportunities either programmed or otherwise.

Abuse of Trust

Staff, volunteers (including Trustees) and casual workers are in a relationship of trust with the children, young people and families with whom they work. A relationship of trust can broadly be described as one in which one party is in a position of power or influence over the other by virtue of their work or the nature of their activity. This might mean that they have influence over decisions affecting the other person and that the relationship could potentially be distorted by fear or favour. It is vital for all those in positions of trust to understand the power this gives them over those for whom they care and the responsibility they must exercise as a consequence.

An abuse of trust can arise when a staff member, volunteer or casual worker starts an inappropriate relationship with a young person, service user or client (whether sexual or non-sexual) by text, messaging app, phone, email or socialising with them. Such a relationship will be intrinsically unequal and is therefore unacceptable. It is also inappropriate since the 'professional' relationship of trust is altered. Such abuses of trust will be considered a breach of professional behaviour.

Recommendations

In recognising the issues highlighted in the Code of Conduct, it is expected that all staff, volunteers (including Trustees) and casual workers, both inside and outside the work place will:

- Respect everyone as an individual
- Provide a good example of acceptable behaviour
- Respect young people's rights to privacy
- Be available to listen and if necessary, refer to more appropriate help
- Try to ensure that their actions cannot be misunderstood or cause offence and are acceptable within a relationship of trust
- Show understanding when dealing with sensitive issues
- Plan not to put themselves in a situation where they are alone with a child or young person
- Adhere to Youth Link: NI policies
- Be aware that they are accountable for their actions to the young people, their parents/guardians and Youth Link: NI

Staff, volunteers (including Trustees) and casual workers should **never**:

- Spend excessive time alone with children and/or young people away from others
- Take children and/or young people alone on car journeys no matter how short (unless in an emergency situation and agreed by line manager)
- Take children and/or young people to their home (unless in an emergency situation and agreed by line manager)
- Engage in inappropriate physical contact
- Engage in rough physical games including horseplay – apart from structured sports activities
- Engage in sexually provocative games
- Allow or engage in inappropriate touching of any form

- Allow children and/or young people to use inappropriate language unchallenged
- Make sexually suggestive comments about or to a child and/or young person even in fun
- Let allegations a child and/or young person makes go unchallenged or unrecorded
- Do things of a personal nature for children and/or young people that they can do themselves
- On residential, sleep in a room with children and/or young people, enter young persons' bedrooms (unless for valid reasons i.e. first aid/emergency), or allow young people to enter staff bedrooms
- Establish relationships with participants that may have sexual overtones
- Deliberately place yourself or others in a compromising situation

Sanctions:

Should a staff member, volunteer or casual worker be in breach of this Code of Conduct, Youth Link: NI procedures will be activated and followed.

CYM/Moorlands Students – The Code of Conduct for CYM/Moorlands students is located in the relevant placement learning agreement.

5.2 Communication with young people, parents and others.

Additional Support Needs

Youth Link: NI welcome all young people to participate in programmes and aim to support all young people who present with additional support needs.

Youth Link: NI aim is to support young people to achieve their full potential; we recognise that some young people may need additional support to assist them to do so.

Youth Link: NI has well developed procedures to identify, assess and respond to the additional support needs of young people. We encourage a person-centred approach and work in close partnership with a range of other agencies to support young people with additional needs.

Facilitating Training Sessions and Residential with young people

Prior to the delivery of a session or programme that involves participants who are young people or adults at risk of harm (please refer to Adults at Risk of Harm and in Need of Protection Policy), Youth Link: NI staff will agree safeguarding protocols with the commissioning organisation, this should be confirmed in writing.

The commissioning organisation will take responsibility for safeguarding matters during the session / programme including:

- They ensure that parental / guardian consent has been secured for the participants' engagement in the session / programme.

- They ensure that there is a nominated person(s) present who will take responsibility for the supervision of the young people at all times.

In the event of neither of these conditions being agreed, Youth Link: NI staff, volunteers (including Trustees) and casual workers should consult a member of the Youth Link: NI Management Team to agree an alternative strategy, which is to be documented.

Use of Mobile Phones/Email/Social Media

Anything which compromises a staff member or volunteer's ability to maintain a safe environment and give their full attention to programme participants, such as using a mobile phone, should be actively discouraged. A blanket ban is not necessary as mobiles may obviously be useful in emergency situations or specific programme delivery.

It is not appropriate for staff, volunteers (including Trustees) and casual workers to hold the personal mobile phone numbers of young people, unless they have been provided through parental/guardian consent forms. Staff, volunteers or casual workers may need to contact young people for specific programmes, however consent must be sought from a parent/guardian before contact is made via text message, apps, phone or email.

Staff, volunteers or casual workers should only contact young people for whom they have parental consent, and this should always be in a group context and be relating to dissemination of information and/or the organising or planning of work-related activities.

If staff, volunteers or casual workers have reason to contact a young person on an individual basis i.e. one to one support, organising a special event etc. then this should only be done with the knowledge and approval of their line manager.

Staff, volunteers or casual workers should not contact young people through social media platforms or networks with the following exceptions where deemed appropriate:

- Through an established work authorised social media page, profile, account or group.
- From an organisation owned phone which has been authorised for such use.

In all instances where communication takes place with young people either directly or in a group context, to allow for transparency all devices and/or accounts used must be accessible by the line manager or DO upon request. If a work-related social media site were to be set up, approval must be sought first by a Line Manager and it must be used professionally and follow Youth Link's policies and procedures, such communications would only occur during staff working hours.

Sharing photos and/or videos

Parental permission must be sought before sharing photos or videos of young people on websites, social media networking sites or PR Materials.

Staff, volunteers (including Trustees) and casual workers are advised to pay particular attention to the use of cameras and picture mobile phones and in some cases their use will not be permitted. Under no circumstances must photographs be taken without the consent of the group or on personal media/mobile devices (unless approved by line manager with a valid reason). Youth Link: NI devices should be used for taking photographs, such as iPad, work phones or Camera. Photographs should be uploaded onto intranet at earliest time possible then deleted from device. Youth Link: NI staff, volunteers (including Trustees) and casual workers will take responsibility for securing consent for photographing or videoing participants by using the form in Appendix 5.

Sharing Information:

- Where safeguarding concerns arise, information must be shared on a 'need to know' basis in the best interest of the child / young person.
- Sharing information re a safeguarding concern is not a breach of confidentiality.
- Parents / guardians, children and young people have a right to know if personal information is being shared and or a report is being made unless doing so could put the child / young person at further risk.

Written Information sought from parents

Youth Link: NI gains information relating to young people in relation to consent for activities, day trips, residentials, emergency situations, photographs and if contact can be made directly with young person. Any 'consent' that is provided must be from someone with parental responsibility and all Youth Link: NI staff, volunteers (including Trustees) and casual workers if working with under 18's must inform those giving consent that it must be obtained from those with parental responsibility, prior to programme delivery.

Parent/Guardian should always be informed of the limits of confidentiality around their contact details and any information they provide to Youth Link: NI. A copy of Youth Link: NI Safeguarding Policy is available on its website.

Confidentiality

On the premise that the welfare of the child / young person is paramount, considerations of confidentiality must not be allowed to override the right of children and young people to be protected from harm. Staff, volunteers, casual workers and participants must be aware that there are circumstances in which confidentiality must be broken, specifically if it is suspected that abuse has occurred and an offence committed.

On receipt of both a verbal and a written report on suspected abuse the Designated Officer will refer to the appropriate authorities.

All staff, volunteers (including Trustees) and casual workers must be familiar with the referral procedure.

Record Keeping

All staff, volunteers (including Trustees) and casual workers need to be aware of and follow the written procedures for keeping records such as:

- Attendance register – to be retained by Staff member responsible for session
- Accident Book – held in Reception
- Incident Book – held by Senior Designated Officer
- Consent forms – held by Programme Staff and/or Line Manager
- Safeguarding Report Forms – blank forms will be held in Reception and completed forms will be held by the Senior Designated Officer. (Blank forms should also be brought to any sessions/residential/trips etc outside of Youth Link for use by staff if required, this will be the responsibility of the staff member in charge to ensure these are available at all times).

All records will be kept in compliance with Youth Link: NI's Data Protection Policy – a copy of which is available on Youth Link: NI website.

Complaints and grievances

All staff, volunteers, casual workers and participants must be aware of Youth Link: NI's complaints procedures. Everyone has a right to complain or report a grievance, regardless of whether they are children, parents or staff / volunteers. A copy of the complaints procedure is available to view on Youth Link: NI website.

5.3 Health & Safety

This Safeguarding Policy should be read in conjunction with Youth Link: NI Health and Safety Policy, copy available on Youth Link: NI website, which will outline in greater detail the processes and responsibilities with regard to Health and Safety matters in the organisation.

General Safety

When an accident occurs, the danger must be removed immediately, the injured person treated, and the accident recorded on the agreed form.

- A telephone should be accessible wherever a group meets.
- Emergency telephone numbers should be displayed prominently.
- It is desirable that a trained First Aider be available within the staff team.
- Professional help should be sought if and when the trained First Aider cannot help or if further assistance is required when the First Aider can do no more. If a staff member is required to take the young person to a hospital (in an emergency situation i.e. parent/guardian is not contactable or distance is an issue), permission should be sought from a Manager and a decision made regarding the supervision of the remainder of the group.
- A first aid box should be available on and offsite (during programme delivery).
- The staff member, volunteer or casual worker in charge of the group must inform the appropriate Manager of any accidents at the earliest possible opportunity.
- The staff member, volunteer or casual worker in charge of the group must ensure that the young person's parent / guardian is immediately informed of the accident.
- The staff member, volunteer or casual worker in charge of the group must record all details of accidents in the Accident Book and obtain witness statements within 24 hours.
- Identify cause of the incident and prevent re-occurrence.
- If an accident is serious, the staff member, volunteer or casual worker should inform the Deputy Director – Corporate Affairs who will inform Youth Link: NI's insurance broker.

Facilitating Training Sessions, Trips and Residentials with young people

Prior to the delivery of a session or programme that involves participants who are young people or adults at risk of harm (please refer to Adults at Risk of Harm and in Need of Protection Policy), Youth Link: NI staff, volunteer or casual worker will undertake a risk assessment to agree safeguarding protocols with the commissioning organisation.

Insurance

All Youth Link: NI programmes and services have professionally advised and adequate insurance cover to include key areas of:

- Personal Accident
- Public Liability
- Property and Contents Insurance

It is the responsibility of Youth Link: NI Director to ensure that all relevant insurance policies are valid.

Premises

Staff, volunteers (including Trustees) and casual workers can help ensure that activities and the environment that is being used for activities and programmes are safe, by identifying potential hazards and concerns through completion of a risk assessment.

The premises used for all Youth Link: NI activities should be suitable and safe. This includes:

- Adequate provision of toileting facilities.
- Appropriate and adequate lighting.
- Appropriate and adequate heating systems.
- Adequate provision of security and safety appliances.
- All fire exits and entrance and exit routes should be kept clear and marked for any situation.
- All keys to entrance / exit doorways should be easily accessed for emergency situations.
- All fire alarms and appliances should be installed following professional advice and maintained as advised. Workers should be trained in their use.
- All work / meeting areas should be marked with an 'Assembly Point' in the case of an emergency.
- No heating / cooking items, electrical appliances, or naked flames other than those tested and fitted to the venue by a professional should be used.

It is the responsibility of Youth Link: NI Executive Council to maintain the upkeep of the premises to a safe and suitable standard. However, the staff member, volunteer or casual worker in charge has a responsibility to ensure that the procedures outlined in the Youth Link: NI Health and Safety policy are fulfilled.

Competency of Staff, Volunteers & Casual Workers

It is vital that all staff, volunteers (including Trustees) and casual workers involved in activities and programmes have adequate training. All staff, volunteers (including Trustees) and casual workers will be expected to provide written documentation as proof of their required or necessary qualifications.

Supervision ratios

Guidance on appropriate levels of supervision for children and young people

When working with groups of children or young people it's important that there are enough adults to provide the appropriate level of supervision. Staffing and supervision ratios can sometimes be difficult to judge. It's important that as an organisation Youth Link: NI make sure there are sufficient staff and volunteers to ensure children are safe – and that these adults are suitable to undertake various tasks as needed. It may not always be possible to stick to recommended ratios. However, every effort should be made to achieve the best level of supervision of children and young people at all times.

Supervision

Supervision levels will vary depending on the children and young people's age, gender, behaviour and the abilities within the group.

They will also vary depending on:

- Nature and duration of activities
- Competence and experience of staff involved
- Requirements of location, accommodation or organisation
- Any special medical needs
- Specialist equipment needed
- Taking these into consideration you can then make decisions about the competence and experience of staff and how many adults you need

Adult to children/young people ratios

Youth Link: NI recommend having at least two adults present when working with or supervising children and young people. Youth Link: NI recommend the following adult to children/young people ratios as the minimum numbers to help keep children and young people safe:

- 9 - 12 years - 1 adult to 8 children/young people
- 13 - 17 years - 1 adult to 10 children/young people

Youth Link: NI recommend having at least two adults present, even with smaller groups.

When young people are helping to supervise younger children, then generally, only people aged 18 or over should be included as adults when calculating adult to children/young people ratios.

Based on NSPCC Guidelines – Research and Resources – NSPCC Website (Accessed, October 2018)

5.4 Mentoring & Guidance

1. Introduction

1.1 Youth Link: NI will ensure that all young people are offered the guidance and support

necessary to maintain and extend their personal development and academic progress.

2. What is Mentoring

2.1 Mentoring in Youth Link: NI is defined as a one-to-one relationship between a young person and an adult that occurs over a prolonged period of time. The mentor provides support, guidance, and concrete help to a young person to provide them with a positive role model. The goal of 1-1 mentoring is to help all young people involved in mentoring sessions to gain the skills and confidence to be responsible for their own futures and develop to their full academic and personal potential.

3. Mentoring Process

3.1 The Mentoring Process will support learners in their transition to further/higher education, work or training. We will aim to provide all young people with practical information, advice and guidance to ensure they have an individual progression pathway tailored to their skills, attributes and aspirations. The process will be offered to young people on specific programmes.

4. Partnership with Parents/Guardians

4.1 It is essential that parents/guardians understand how we support and mentor their young people and are able to contribute to progress.

5. Safeguarding within Mentoring

5.1 A buddy system should take place when mentoring 1-1, this reduces risk for both the worker and the young person. A 'buddy system' can be defined as a system where a lone worker has regular contact with another worker, where they would be able to look out for each other's safety. A buddy system during 1-1 mentoring would involve the staff member being in contact with another member of staff or their line manager, to inform them of when 1-1 session will begin and once it has ended. This also will mirror that of their outlook calendar which will show date/time/location of 1-1 mentoring sessions. This would help in establishing when the staff worker has returned safely to their base or home on completion of mentoring session.

5.2 When meeting with young people on a 1-1 basis:

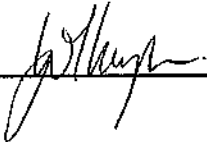
- Always arrange to meet young people in a public or community venue rather than visiting them on their own.
- Make sure that you use the buddy system that is in operation.
- Take a mobile phone with you if you have one – make sure your 'buddy' knows your mobile phone number.
- If you have any serious concerns about your safety on any particular spell of lone

working, then discuss these with your line manager.

- In the event that a staff member suspects they are in danger, they should if possible, use a phone to summon assistance (e.g. 999/112 for the police).

Review

This policy will be reviewed annually by the Executive Council. Trustees will use an Annual Review Checklist of Safeguarding as well as an action plan for the year ahead.

Signed:  _____

Chairperson: Dr Graeme Thompson

Date: 8 March 2022

Appendix 1: Useful Contacts

Gateway Services / Child Protection

Gateway teams deal with safeguarding referrals throughout Northern Ireland. They replace the previous arrangements for making referrals to Social Services in relation to Family and Child Care matters.

Belfast Trust

Anyone can contact this service directly in one of the following ways:

By phone: During office hours (9.00am – 5:00pm) - you should contact Gateway on **028 9050 7000**. At all other times (all through the night, at weekends and over Bank Holidays) - you should contact the out-of-hours Emergency Service: **028 9504 9999**

In person: Speak to a Duty Social Worker at Gateway Services, 110 Saintfield Road, Belfast BT8 6HD

South Eastern Health & Social Care Trust

The Gateway Service can be directly contacted for help in the Lisburn, Dunmurry, Moira, Hillsborough, Ballynahinch Downpatrick, Newcastle, Bangor, Newtownards and Comber areas in one of the following ways:

Telephone: 0300 100 0300 during office hours (9.00am – 5:00pm) Monday to Friday excluding public and bank holidays. For all other times contact should be made with the Emergency Duty Service. **Telephone:** (028) 9056 5444.

Or in person by calling into any of the three Gateway Teams based at:

Greater Lisburn Gateway Team, Stewartstown Road Health Centre, 212 Stewartstown Road, Dunmurry, Belfast BT17 0FB

North Down Gateway Team, Family Resource Centre, James Street, Newtownards BT23 4EP

Down Gateway Team, Children's Services, 81 Market Street, Downpatrick BT30 6LZ

Southern Health & Social Care Trust

The Gateway Service for Children's Social Work is the first point of contact for people who wish to share a concern about a young person who is not already known to social services. The central telephone number for all new referrals or information about the service is **028 3741 5285**. In addition, there is also a freephone number **0800 783 7745** (free from landlines only).

The service ensures a quick response to the needs of children and families who are referred for a Social Work Service. A Duty Social Worker is available to take calls from Monday to Friday from 9am-5pm (excluding Public Holidays).

Contact details for the Gateway Teams

Armagh and Dungannon Team, 'E' Floor, South Tyrone Hospital, Carland Road, Dungannon BT71 4AU - Tel: 028 8771 3506

Craigavon and Banbridge Team, Brownlow H&SS Centre, Legahory, Craigavon BT65 5BE - Tel: 028 3834 3011

Newry and Mourne Team, Dromalane House, Dromalane Road, Newry BT35 8AP - Tel: 028 3082 5000, Option 1.

Northern Health & Social Care Trust

You can contact us at: 0300 1234 333

A duty Social Worker is available to take your call Monday - Friday, 9.00am - 5.00pm (Excluding public holidays)

Referral Gateway Team (Single Point of Entry to Children's Services) Oriel House 2-8 Castle Street, Antrim Tel: 028 9442 4459 email: POE.Referrals@northerntrust.hscni.net

Further contact details:

- Central Gateway Team Unit 5A Toome Business Park Hillhead Road Toomebridge BT41 3SF
email: central.gateway@northerntrust.hscni.net Tel: 028 7965 1020
- South Eastern Gateway Team The Beeches 76 Avondale Drive Ballyclare BT39 9DB email:
southeastern.gateway@northerntrust.hscni.net Tel: 028 9334 0165
- Northern Gateway Team Coleraine Child Care Team 7A Castlerock Road Coleraine BT51 3HP
email: northern.gateway@northerntrust.hscni.net Tel: 028 7032 5462
- Regional Emergency Social Work Service After 5.00pm each evening and all day weekends and bank holidays Tel: 028 9504 9999

Adult Protection Gateway Teams:

Contact the local PSNI on their 101 number or their 999 number if there is immediate danger. If you prefer, you can also speak to your GP or any other health care professional, and they will contact the service on your behalf.

Belfast Trust

The Team operates an open referral system so anyone can contact us directly:

During normal working hours (9am – 5pm) - **Tel. 028 9504 1744**

Regional Emergency Social Work Service (5pm – 9am) – **Tel. 028 9504 9999**

South Eastern Health & Social Care Trust

Contact South Eastern Health and Social Care Trust on **028 92 501227**

Contact the **Out of Hours Regional Emergency Social Work Service** (5pm-9am Mon-Fri & 24 hrs at weekends and Bank holidays)

Contact the **Regulation and Quality Improvement Authority** on **028 90 517500** if the concern is about a residential or nursing home, a day-care facility or a hospital.

If you have a concern about a vulnerable adult who you think is being abused and they are unable to protect themselves contact: Linda Johnston, Trust Lead in Adult Safeguarding Level 5, Lisburn Health Centre, Linenhall Street, Lisburn BT28 1LU **Telephone:** (028) 9250 1227 / (028) 9504 9999 (Out of Hours, 5pm-9am) **Email:** linda.johnston@setrust.hscni.net

Southern Health & Social Care Trust

During office hours 9-5pm Monday to Friday; Adult Protection Gateway Service **028 3756 4423**

Out of hours (5pm-9am, weekends and bank holidays) - Regional Emergency Social Work service – **028 9504 9999.**

Northern Health & Social Care Trust

Contact the Northern Trust Adult Protection Safeguarding Team on **028 9441 3659** or email adultsafeguarding@northerntrust.hscni.net.

If it is out of normal working hours, contact the Emergency Social Work Service on **028 9504 9999.**

Appendix 2 - Ethical Conduct in Youth Work

Ethical Conduct in Youth Work – National Youth Agency Statement of Principles

1. The nature and purpose of youth work

1.1 The purpose of youth work is to facilitate and support young people's growth through dependence to interdependence, by encouraging their personal and social development and enabling them to have a voice, influence and place in their communities and society.

1.2 Youth work is informed by a set of beliefs which include a commitment to equal opportunity, to young people as partners in learning and decision-making and to helping young people to develop their own sets of values. We recognise youth work by these qualities (based on Davies 1963):

- it offers its services in places where young people can choose to participate;
- it encourages young people to be critical in their responses to their own experience and to the world around them;
- it works with young people to help them make informed choices about their personal responsibilities within their communities;
- it works alongside school and college-based education to encourage young people to achieve and fulfil their potential; and
- it works with other agencies to encourage society to be responsive to young people's needs.

2. The importance of ethics in youth work

2.1 Ethics is generally regarded as being about the norms of behaviour people follow regarding what is good or bad, right or wrong. Usually ethical issues are about matters of human (and animal) wellbeing or welfare.

2.2 Ethics in the context of professional practice is about:

- developing the ability of practitioners to see the ethical dimensions of problems, to reflect on issues, to take difficult decisions and to be able to justify these decisions;
- acting with integrity according to one's responsibilities and duties (this may entail behaving in accordance with professional principles, guidelines or agency rules).

2.3 The behaviour of everyone involved in youth work and youth services – political and managerial leaders, managers, trustees, employees, volunteers and participants – must be of a standard that makes it the basis of:

- the effective delivery of services;
- modelling appropriate behaviour to young people;
- trust between workers and young people;
- trust between organisations and services and parents and young people;

- a willingness of various parties to commit resources; and
- a belief in the capacity of youth work to help young people themselves learn to make moral decisions and take effective action.

2.4 This requires all involved to be capable of appropriate thinking about ethics in practical situations.

3. Purpose of the statement of principles

3.1 The statement in section 5 outlines the basic principles underpinning the work with the aim of guiding the conduct of youth workers and managers and to serve as a focus for debate and discussion about ethical issues in practice. It is not a rulebook prescribing exactly what youth workers should do in every situation. This would be impossible to achieve, due to the variety of practice settings, age groups and types of work. Rather the statement is intended to be used as a starting point for outlining the broad principles of ethical conduct; raising awareness of the multiple responsibilities of youth workers (paid and voluntary) and their managers and the potential for conflict or at least tension between these responsibilities; and for encouraging and stimulating ethical reflection and debate.

3.2 The first part of the statement covers 'ethical principles' which include the way that youth workers should treat the young people they work with (for example, with respect for their rights to make choices, without discrimination) and the kinds of values that youth workers are working towards (such as a just society). The second part of the statement covers 'professional principles' which relate more particularly to how the youth worker should act in the role of a practitioner with certain types of responsibility and accountability. The practice principles listed under each general principle are more specific, suggesting how youth workers would apply the broader ethical and professional principles. They are not exhaustive.

1. Note: the term 'youth worker' in this statement is intended to include those who work in youth work directly with young people and people who manage those working directly with young people. The phrase 'professional' is to denote acceptance of a particular role within the 'profession' of youth work, not necessarily the employment status of the individual who may well, for example, be a volunteer.

4. Summary of the statement of principles of ethical conduct for youth work

Ethical principles

Youth workers have a commitment to:

- 1. Treat young people with respect**, valuing each individual and avoiding **negative discrimination**.
- 2. Respect and promote young people's rights to make their own decisions and choices**, unless the welfare or legitimate interests of themselves or others are seriously threatened.
- 3. Promote and ensure the welfare and safety of young people**, while permitting them to learn through undertaking challenging educational activities.
- Contribute towards **the promotion of social justice for young people** and in society general~ through encouraging respect for difference and diversity and challenging discrimination.

Professional principles

Youth workers have a commitment to:

- 5. Recognise the boundaries between personal and professional life** and be aware of the need to balance a caring and supportive relationship with young people with appropriate professional distance.
 - 6. Recognise the need to be accountable** to young people, their parents or guardians, colleagues, funders, wider society and others with a relevant interest in the work, and that these accountabilities may be in conflict.
 - 7. Develop and maintain the required skills and competence** to do the job.
 - Work for conditions in employing agencies where these principles are discussed, evaluated and upheld.
- 5. Statement of principles of ethical conduct for youth work**

5.1 Ethical principles. *Youth workers have a commitment to:*

5.1.1 Treat young people with respect

Practice principles would include:

- valuing each young person and acting in a way that does not exploit or negatively discriminate against certain young people on irrelevant grounds such as 'race', religion, gender, ability or sexual orientation; and
- explaining the nature and limits of confidentiality and recognising that confidential information clearly entrusted for one purpose should not be used

for another purpose without the agreement of the young person – except where there is clear evidence of danger to the young person, worker, other persons or the community.

5.1.2 Respect and promote young people's rights to make their own decisions and choices

Practice principles would include:

- raising young people's awareness of the range of decisions and choices open to them and offering opportunities for discussion and debate on the implications of particular choices; offering learning opportunities for young people to develop their capacities and confidence in making decisions and choices through participation in decision-making bodies and working in partnership with youth workers in planning activities; and
- respecting young people's own choices and views, unless the welfare or legitimate interests of themselves or other people are seriously threatened.

5.1.3 Promote and ensure the welfare and safety of young people

Practice principles would include:

- taking responsibility for assessing risk and managing the safety of work and activities involving young people;
- ensuring their own competence, and that of employees and volunteers for whom they are responsible, to undertake areas of work and activities;
- warning the appropriate authority, and taking action, if there are thought to be risks or dangers attached to the work;
- drawing to the attention of their employer and, if this proves ineffective, bringing to the attention of those in power or, finally, the general public, ways in which activities or policies of employers may be seriously harmful to the interests and safety of young people; and
- being aware of the need to strike a balance between avoiding unnecessary risk and permitting and encouraging young people to partake in challenging educational activities.

5.1.4 Contribute towards the promotion of social justice for young people and in society generally

Practice principles would include:

- promoting just and fair behaviour, and challenging discriminatory actions and attitudes on the part of young people, colleagues and others;

- encouraging young people to respect and value difference and diversity; particularly in the context of a multi-cultural society;
- drawing attention to unjust policies and practices and actively seeking to change them;
- promoting the participation of all young people, and particularly those who have traditionally been discriminated against, in youth work, in public structures and in society generally; and
- encouraging young people and others to work together collectively on issues of common concern.

5.2 Professional principles. *Youth workers have a commitment to:*

5.2.1 Recognise the boundaries between personal and professional life

Practice principles would include:

- recognising the tensions between developing supportive and caring relationships with young people and the need to maintain an appropriate professional distance;
- taking care not to develop close personal, particularly sexual, relationships with the young people they are working with as this may be against the law, exploitative or result in preferential treatment. If such a relationship does develop, the youth worker concerned should report this to the line manager to decide on appropriate action;
- not engaging in work-related activities for personal gain, or accepting gifts or favours from young people or local people that may compromise the professional integrity of the work; and
- taking care that behaviour outside work does not undermine the confidence of young people and the public in youth work

5.2.2 Recognise the need to be accountable to young people, their parents or guardians, employers, funders, wider society and other people with a relevant interest in the work

Practice principles would include:

- recognising that accountabilities to different groups may conflict and taking responsibility for seeking appropriate advice and making decisions in cases of conflict
- being open and honest in all dealings with young people, enabling them to access information to make choices and decisions in their lives generally and in relation to participation in youth work activities;
- ensuring that actions as a youth worker are in accordance with the law
- ensuring that resources under youth workers' control are distributed fairly, according to criteria for which youth workers are accountable, and that work undertaken is as effective as possible;

- reporting to the appropriate authority any suspicions relating to a young person being at risk of serious harm or danger, particularly of sexual or physical abuse; and
- actively seeking opportunities to collaborate with colleagues and professionals from other agencies.

5.2.3 Develop and maintain the skills and competence required to do the job

Practice principles would include:

- only undertaking work or taking on responsibilities for which workers have the necessary skills, knowledge and support;
- seeking feedback from service users and colleagues on the quality of their work and constantly updating skills and knowledge; and
- recognising when new skills and knowledge are required and seeking relevant education and training.

5.2.4 Foster and engage in ethical debate in youth work

Practice principles would include:

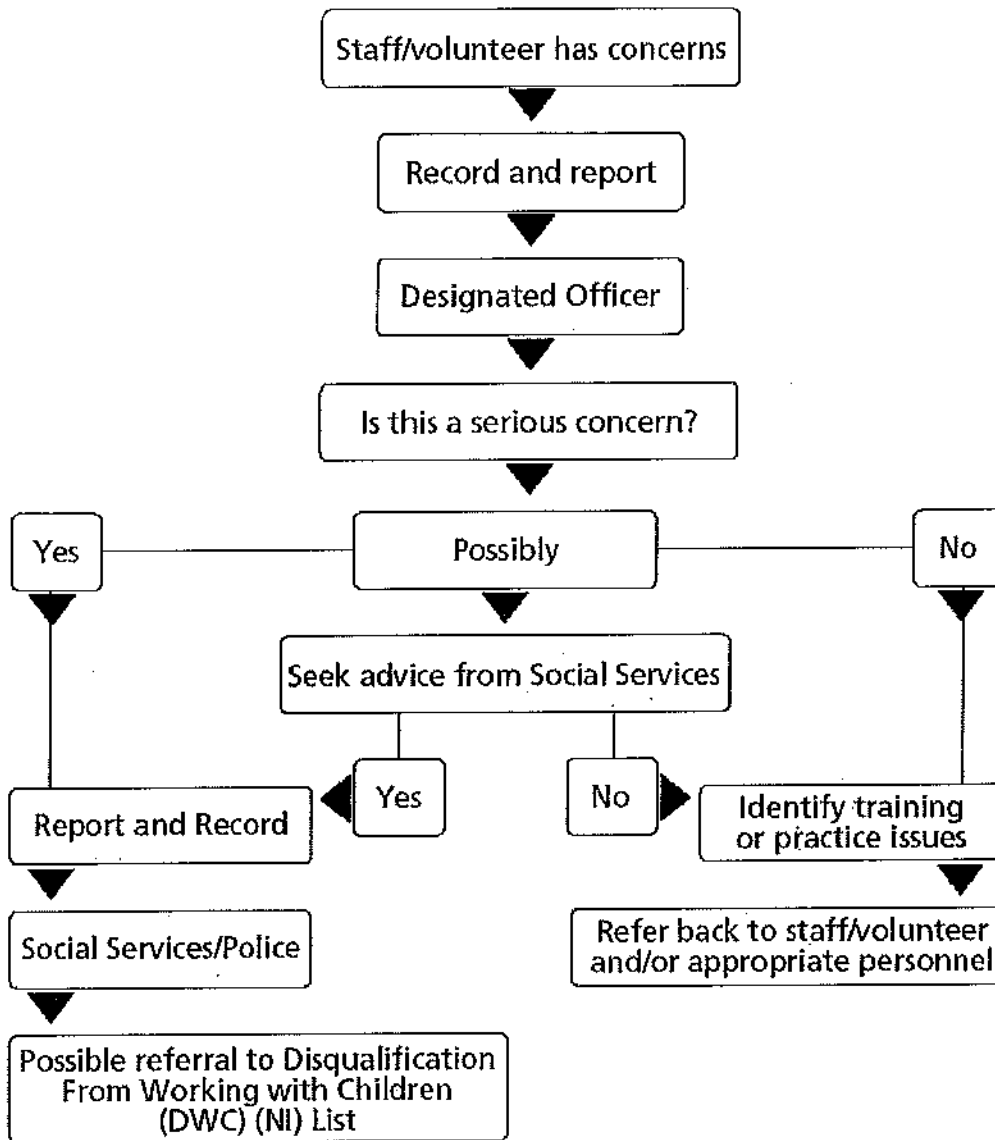
- developing awareness of youth workers' own personal values and how these relate to the ethical principles of youth work as stated in section 5.1;
- re-examining these principles, engaging in reflection and discussion with colleagues and contributing to the learning of the organisation where they work;
- developing awareness of the potential for conflict between personal and professional values, as well as between the interests and rights of different individuals and between the ethical principles in this Statement; and
- recognising the importance of continuing reflection and debate and seeing this statement of ethical principles as a working document which should be constantly under discussion.

5.2.5 Work for conditions in employing agencies where these principles are discussed, evaluated and upheld

Practice principles would include:

- ensuring that colleagues, employers and young people are aware of the statement of principles;
- being prepared to discuss difficult ethical issues in the light of these principles and contributing towards interpreting and elaborating on the practice principles; and
- being prepared to challenge colleagues or employing agencies whose actions or policies are contrary to the principles in this statement.

Appendix 3 - Reporting Procedure



Appendix 4

Safeguarding Report Form

1. Date of Incident:

2. Personnel Involved:

Staff/casual worker/volunteer/ details	
Name:	
Position:	
Child's details if applicable	
Name:	Date of birth:
Address:	
Parents / Carers names:	
Address:	

3. Nature of Incident: DISCLOSURE/CONCERN OR ALLEGATION

4. Record of what was said/reported/observed (use additional paper, as required)

If recording a disclosure, try and keep the process friendly rather than formal as you want the child to feel as comfortable as possible during this stressful process. When talking to a child do not ask leading questions but rather record what has been said. This form should be completed immediately after a disclosure/concern/allegation has taken place.

--

5. Action taken:

Reported to Designated Officer	Yes / No
Name of DO:	
Details of advice given:	
Details of Actions agreed:	

Signed by Staff Member, Volunteer or Casual Worker: _____

Date: _____

Signed by Designated Officer: _____

Date: _____

A copy of this form should be kept in a secure place by the Designated Safeguarding Officer

Appendix 5

Youth Link: NI Consent Form for the Use of Photographs or Video

Youth Link: NI recognises the need to ensure the welfare and safety of all young people. In accordance with our safeguarding policy we will not permit photographs, video or other images of young people to be taken without the consent of the parents / guardians and young people.

Youth Link: NI will follow the guidance for the use of photographs, a copy of which is available through the Director of Youth Link: NI.

Youth Link: NI will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately, you should inform Youth Link: NI immediately.

I (parent/guardian)consent to Youth Link: NI photographing or videoing
..... (insert name of young person)

Signed:

Date:

I (insert name of young person) consent to Youth Link: NI photographing or
videoing my involvement in (activity)

Signed:

Date: