

Appendix 4 - Safeguarding

Reporting Officer:	Nigel Grimshaw, Director of City and Neighbourhood Services
Contact Officers:	Rose Crozier, Assistant Director of City and Neighbourhood Services Cate Taggart, Community Services Manager

3.0	Main report
3.1	Description of risk: Safeguarding All Ages
3.1.1	<p>‘Risk Description.’ Failure to safeguard children and adults from the risk of harm caused by abuse, exploitation and neglect when using Council facilities/attending Council events/or receiving Council services.</p>
3.2	Risk Owner
3.2.1	N Grimshaw & C Taggart
3.3	Risk assessment:
3.3.1	Impact – 5 (severe) Likelihood 3 (possible)
3.3.2	<p>Assessment explanation The risk assessment remains unchanged from the initial one. Work is progressing with regard to the development of a new policy. This work is crucial to reducing the current risk but can't yet be changed. Assessment is based on impact on individuals and Council if a significant safeguarding event materialises and reflects the need to implement an improved all ages policy framework to reduce likelihood.</p>
3.4	Current measures in place to manage the risk:
3.4.1	<p>The measures continue to be applied: in relation to;</p> <ul style="list-style-type: none"> • Staff vetting/PCA checks • Training (child protection only) • Policy for Protection of Children and Vulnerable Adults (2009) • Completion of annual SBNI Section 12 Safeguarding Audit
3.5	Third party arrangements:
3.5.1	<p>Additionally, C&NS currently have safeguarding arrangements in place that puts the obligation on the third party to meet all legislative requirements including safeguarding. The main third party arrangements include:</p>
3.5.2	<p>Grant funding contracts – the terms and conditions contained within every letter of offer or funding agreement stipulate that all grant aid recipients, where the organisation is involved with Children and Young people, will have a child protection policy in place</p>

	and ensures that all members of staff working with Children and Young people have attended Child Protection training and have been subject to an appropriate Access NI check.
3.5.3	The Community Development Training Programme offer to community organisations includes Keeping Safe training. Community Services have a number of accredited trainers who support the sector to be aware of their Safeguarding responsibilities and to design relevant policy and practice to ensure their proactive compliance.
3.5.4	Hire of Council Assets – the conditions of hire arrangements require groups to have their own safeguarding policy and procedures. Groups are also asked to confirm attendance in relevant safeguarding training and to further confirm that they have undertaken Access NI checks on staff and volunteers who are working with children/young people and/or vulnerable adults according to the guidelines issued by Access NI. All hirers must ensure that children/young people are supervised at all times and that responsibility for the protection and welfare of the children/young people and vulnerable adult rests with the group at all times.
3.5.5	Partner agreements – All partner agreements carry the same obligations as Grant recipients above.
3.5.6	To provide assurance in relation to the current context (issues raised in the media in relation to child protection at football clubs), we have attached an outline of the safeguarding measures currently in place where clubs/ coaches use Council facilities. (See appendix A)
3.5.7	In the main, governing bodies are the lead organisation to ensure their clubs etc. are meeting the mandatory requirements and we continue to work in partnership to support this. LDU support clubs to secure Club mark quality standard and within this clubs review ‘safety in sport’ which includes safeguarding.
3.5.8	GLL: safeguarding arrangements feature prominently in the tri-partite agreement documentation between the Council, Active Belfast Ltd and GLL. Safeguarding is a key element within the service operating procedures and is monitored as part of the overall performance reporting and contract compliance protocol which will be reported on annually to Active Belfast and presented to Council through the SP&R committee. As the Council’s appointed Service Provider GLL are required to comply with Council policy(s) in relation to safeguarding children and vulnerable adults. Within the contractual arrangements GLL are required to Provide Active Belfast Ltd with a safeguarding method statement and report on any amendments to their operating procedures as they arise. To ensure that GLL operating procedures are aligned with Council safeguarding policy the contract specifically states (clause 35.1) that Active Belfast’s/the Council’s ‘requirements shall at all times have priority over the Service Provider’s method Statement’.
3.5.9	GLL are contractually required to comply with: <ul style="list-style-type: none"> i. Children (Northern Ireland) Order 1995 and any revision thereof. ii. The Policy and Procedures for the Protection of Children and Vulnerable Adults

	<p>as agreed by Belfast City Council on 1st September 2009</p> <p>iii. The Institute of Sport and Recreational Management “Child Protection Procedures for Sport and Recreation Centres” and any amended version thereof.</p>
3.6	Performance
3.6.1	Volunteer Now were commissioned in September by C&NS to undertake a review of the current policy and procedures and make recommendations as to how Council ensures that our current policy and procedures fits with best practice and meets the requirements of the Safeguarding Board for NI (SBNI) and the NI Adult Safeguarding Partnership (NIASP).
3.6.2	C&NS is currently finalising this review that will identify what changes need to be made to the current safeguarding policy and procedures which will be incorporated into the a revised policy. The revised policy (which will be externally quality assured by Volunteer Now, NSPCC and a specialist voice in respect of Adult Safeguard TBC) will be an integrated document addressing safeguarding responsibilities to both children and adults and will have clear reporting structures for staff to share their concerns.
	Areas for improvement
3.6.3	Within the existing policy and procedures the roles of Designated Officers and Key workers are clearly defined and our current operating model has in place one Designated Officer and two Deputy Designated officers who take responsibility for taking referrals regarding concerns about children and passing this information on to Social Services if required. In addition to these roles, Council also has a number of key-workers in place across different Departments and services who act as the point of contact for their services and have a responsibility to ensure that the policy and procedures are being implemented.
3.6.4	Whilst the current policy makes reference to the Designated Officer having responsibility for vulnerable adults as well as children, in practice the focus of safeguarding has been with children and we have a well developed training programme in place both within Council and with external community groups, “Keeping Safe”, which ensures that everyone knows how to identify and respond to concerns or allegations of abuse. The responsibility in relation to adult safeguarding is not as yet clearly defined.
3.6.5	The new Adult Safeguarding Operational Procedures places additional responsibilities on Belfast City Council to protect adults at risk of harm and adults in need of protection. Where organisations have staff and volunteers who require to be vetted there is a requirement for an Adult Safeguarding champion to be in place. In addition to being the single point of contact for the PSNI and HSC Trusts for adult safeguarding concerns, this person will also assume strategic and operational leadership and oversight in relation to adult safeguarding and have responsibility for implementing the organisation’s adult safeguarding policy.
3.6.6	There are two options to consider:
	Option 1: Adding the additional Adult Safeguarding Champion role to the current

	<p>Designated Safeguarding Officer for children. This would mean that the Play Development Worker would take responsibility for adult safeguarding as well as child safeguarding and would be supported by the Deputy Designated Officers and the key workers. This is outside the current remit of JDs and job specifications and is additional to current duties.</p> <p>Option 2: Separating the two roles and having an Adult Safeguarding Champion who deals solely with issues relating to adults who may be at risk and adults in need of protection.</p> <p>It is planned that the draft policy will be ready for committee approval in January 2017.</p>
<p>4.0 4.1</p>	<p><u>Financial & Resource Implications</u></p> <p>Community Services have funded the review from existing resources but it is likely that additional costs will be incurred undertaking a re-writing of the safeguarding training programme within Council and for external groups. It is not likely that this will exceed £3000</p>

Appendix A
Safeguarding practice check for Parks, Leisure and Open spaces services.
Date: 08.12.16

Purpose:

Provide an update on safeguarding measures currently in place where clubs/ coaches use Council facilities for CMT on 9 December.

Assure there is appropriate safeguarding measures in place bearing in mind the current context.

Background

Safeguarding is everyone's business and last year it was recorded on the corporate risk register for services to manage it and continuously improve safeguarding for all ages.

Safeguarding management in the Parks, Leisure and outdoor services

The main areas to manage when safeguarding for all ages are listed below along with the current known compliance actions being applied in the parks, Leisure and open spaces service areas:

1. Senior Management Commitment, a clear policy statement and lines of accountability

- Members made the request for a safeguarding assurance with our practice with clubs/ coaches etc
- Senior management completed a routine check that effective safeguarding measures are in place with sub-contractors.

2. Safe Recruitment and (Staff, Member, Volunteer and Community) training:

- There is one key worker covering the service areas (Alan McHaffie)
- Advice is routinely sought from Council's designated officer team on whether vetting/ training is required (OSAL)

3. Reporting procedures & managing risk

- All service managers confirm arrangements for this is built into normal reporting e.g. via meetings etc.

4. Effective Information Sharing Arrangements

- Efforts are made to ensure evidence of safeguarding practice is reported as a sign of effective management not necessarily the personal information on individuals involved. Clubs provide assurance this is in place. Generally self-employed coaches which LDU use are recommended by the governing body and additional checks are made in writing e.g. boxing where programmes are being established with coaches. Council employed coaches would follow normal HR recruitment and selection procedures.
- Boxing Programme co-ordinator requests clubs to complete a contract, with information about the coaches that they provide for use on our programmes. Assurance is given regarding: adequate coaching qualifications, access NI checks and safeguarding training. In addition, names of coaches are forwarded to the governing body for assurance that they are happy to endorse the service of the named coaches.

5. Sub-Contracting and working with partners

- The table below outlines the efforts in the individual service areas to manage sub contractual arrangements.
- Safeguarding terms and conditions are incorporated into the partner agreement and other contracts e.g. TCV for community gardens and are part of the ongoing review of the arrangements in place.
- In the main governing bodies are the lead organisation to ensure their clubs etc. are meeting the mandatory requirements and we continue to work in partnership to support this.

6. Service Dev views of children & adults

- As many of the third party arrangements are to deliver services on our behalf we encourage clubs etc to seek the views and participation of users including CYP

Table 1 sets out the current arrangements officers outlined were in place when managing arrangements with third parties to deliver services whether funded by us independently, in partnership or in support of events we run directly.

Management area	Evidence of compliance
Leisure Development generally	Governance of clubs in relation to safeguarding is the responsibility of the recognised National Governing Body.
Clubmark	LDU support clubs to secure Club mark quality standard and within this clubs review 'safety in sport' which includes safeguarding.
Leisure Development Financial support through Support for Sport	At the application stage, clubs are required to confirm the names of coaches used, their qualifications and whether they are Access NI checked. The Letter of offer successful clubs receive request 'Where the Organisation is involved with Children and Young people it will have a Child Protection Policy in place and ensure that all members of staff working with Children and Young people have attended Child Protection training and have been subject to an appropriate POCVA check.'
Partner agreements operate at 7 pitch sites.	Partners are required to confirm that they have a Safeguarding Policy and Procedures in place and on a quarterly basis must demonstrate they are managing safeguarding by providing names of all coaches/volunteers with significant access, dates of Access NI checks, dates when Safeguarding training has been (will be) undertaken and the training provider. Reporting of issues is an agenda item on the monthly and quarterly meetings
Boxing	Clubs are required to confirm that they have a Safeguarding Policy

programmes	and Procedures in place and must provide names of all coaches/volunteers, dates of Access NI checks, dates when Safeguarding training has been undertaken
OSAL financial support through Parks small grants scheme	Organisations are required to confirm on their application form (devised by CGU) that their organisation is, has, or will have a child protection policy by the commencement of the proposed project activity, if their project involves children or young people or there is a possibility of children or young people going to their activities.
OSAL directly managed events	In the quotation exercises for delivery of these services, the contractor is required to confirm in their submission that their staff who will be employed to deliver the services quoted for, have passed the relevant necessary checks under the Safeguarding of Vulnerable Groups (NI) Order 2007.
Facility Management Agreements (FMAs)	The FMA Clubs are in the process of returning their annual Child Protection checklists which we will review and take appropriate action where necessary
Park management (outreach)	The main areas where there is a contractor is the community gardens and summer camps and the quotation process requests the relevant safeguarding arrangements are in place.
GLL and leisure centres	<p>Safeguarding arrangements feature prominently in the tri-partite agreement documentation between the Council, Active Belfast Ltd and GLL. Safeguarding is a key element within the service operating procedures and is monitored as part of the overall performance reporting and contract compliance protocol.</p> <p>As the Council's appointed Service Provider GLL are required to comply with Council policy(s) in relation to safeguarding children and vulnerable adults. Within the contractual arrangements GLL are required to Provide Active Belfast Ltd with a safeguarding method statement and report on any amendments to their operating procedures as they arise. To ensure that GLL operating procedures are aligned with Council safeguarding policy the contract specifically states (clause 35.1) that Active Belfast's/the Council's 'requirements shall at all times have priority over the Service Provider's method Statement'.</p> <p>GLL are contractually required to comply with:</p> <ol style="list-style-type: none"> 1. Children (Northern Ireland) Order 1995 and any revision thereof. 2. The Policy and Procedures for the Protection of Children and Vulnerable Adults as agreed by Belfast City Council on 1st September 2009 3. The Institute of Sport and Recreational Management "Child Protection Procedures for Sport and Recreation Centres" and any

	amended version thereof.
Zoo	The Education programme is delivered in house and all staff recruited and selected following normal council procedures.
Friends groups	Events and activities held by Friends Groups are subject to all relevant legislation and Belfast City Council policies. Advice on these matters will be provided by the assigned Council officer.