

Safeguarding Children Policy

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Record of Policy Review:

<i>Date Policy was Issued</i>	<i>Date of Review</i>	<i>Reason for Review</i>	<i>Lead Reviewer</i>	<i>Additional Comments</i>
April 2015	March 2017	General Review and Update	CEO	Review at AGM March 17 – GDRP Update
March 2017	November 2020	General Review and Update	CEO	
November 2020	November 2023	General Review and Update	CEO	Mickey Meehan now designated officer
November 2023	Aug 2024	Requirement for funding	Ex board member	
Sept 2024	June 2027	Recommended review date		

POLICY STATEMENT

We at TAMHI are committed to good practice which protects children from harm. Staff and volunteers accept and recognise their responsibility to provide an environment which always promotes the safety of all children. To achieve this, we will:

- Develop an awareness of the issues which may lead to children being harmed.
- Create an open environment by identifying a 'Designated person' to whom the children/groups can turn to if they need to talk.
- Adopt child centred and democratic coaching styles.
- Adopt Safeguarding guidelines through Codes of Conduct for members and all adults working at the organisation. Adult workers include coaches, parents and volunteers.
- Ensure careful recruitment, selection and management procedures. These procedures will include regular support and supervision is provided to staff/volunteers.
- Ensure complaints, grievance and disciplinary procedures are included in our constitution.
- Share information about concerns with children and parents and others who need to know.
- Provide information as required to the management committee.
- Ensure good and safe working/playing practices.
- Be involved in training made available through the various agencies and strengthen links with these agencies.
- Keep Safeguarding policies under regular review (every three years minimum).
- Have procedures relating specifically to bullying, mental health, away trips, transport and use of photography.

Safeguarding Children and Young People Policy 2024

This policy is underpinned by legislation and guidance set out in The Children (Northern Ireland) Order 1995, The Safeguarding Board Act (Northern Ireland) 2011, The Safeguarding Vulnerable Groups (NI) Order 2007 (as amended by the Protection of Freedoms Act 2012) and Cooperating to Safeguard Children and Young People (2017).

Safeguarding or Child Protection

The term child protection has been widened to safeguarding as it reflects the wider responsibility for health and safety and prevention as well as just protection from abuse. The word safeguarding has been used with increasing frequency over the last few years in a wide range of settings and situations, going well beyond the world of children and child protection. It may be defined as **“Doing everything possible to minimise the risk of harm to children and young people.”**

Safeguarding is about being proactive and putting measures in place in advance of any contact with children to ensure that children are going to be kept safe. This could include:

- Ensuring staff are properly checked when they are recruited
- Guidelines for people who volunteer/work with children as part of their role to ensure they know what they need to do to keep children safe, and
- Guidelines for planning an event or activity with children and putting measures in place to minimise the risk of safeguarding issues occurring. TAMHI does not own premises so would review risk registers of venues the TAMHI use to make sure coaches and participants are aware of any risks and how to mitigate against those risks.

The **Children (Northern Ireland) Order (1995)** is based on a clear and consistent set of principles designed with the common aim of promoting the welfare of children.

Children have the right to be safe. All coaches should ensure that this fundamental principle takes precedence over all other considerations.

This policy applies to all those involved in **TAMHI**, coaches, administrators, officials, volunteer drivers, parents and young people.

EQUALITY STATEMENT

“TAMHI operate an equal opportunities policy in relation to race, gender, sexual orientation, disability, religious belief, political opinion, marital status, age, or having or not having dependants; in addition, the TAMHI shall take all reasonable steps to ensure that the services provided by the organisation are run in an inclusive manner which will both aspire to and promote good relations to all involved”

- This organisation is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport Northern Ireland definition of sports equity:

“Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.”

- The organisation respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- The organisation is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All organisation members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The organisation will deal with any incidence of discriminatory behaviour seriously, according to organisation disciplinary procedures.

To address any additional vulnerability of a minoritised child or children with a disability coaches will seek guidance on engaging that child from external agencies, parents/guardians and the children themselves.

CONFIDENTIALITY STATEMENT

We at TAMHI will never promise to keep secrets. However, information of a confidential nature will only be communicated on a "need to know" basis, with the welfare of the child paramount. Considerations of confidentiality will not be allowed to override the rights of children or young members to be protected from harm. A full Safeguarding policy statement is displayed and available within organisation premises for all interested parties to read.

AWARENESS OF THE ISSUES

Background knowledge in relation to child abuse, the general principles of Safeguarding and the ability to recognise and respond to abuse are important issues. Of primary concern for TAMHI is the issue of Safeguarding of our young members within the operation of the organisation. However, being cognisant of the indicators of abuse in respect of young members caused by others outside the organisation, are of an equal importance for the safety and wellbeing of that child.

What is Abuse

The broad categories of abuse are defined in Co-operating to Safeguard Children and Young People in Northern Ireland¹ (2017). Below are definitions of each of the major categories of abuse:

Physical Abuse is deliberately physically hurting a child. It might take a variety of different forms, including hitting, biting, pinching, shaking, throwing, poisoning, burning, or scalding, drowning, or suffocating a child.

Sexual Abuse occurs when others use and exploit children sexually for their own gratification or gain or the gratification of others. Sexual abuse may involve physical contact, including assault by penetration (for example, rape, or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via e-technology). Sexual abuse is not solely perpetrated by adult males. Women can commit acts of sexual abuse, as can other children.

Emotional Abuse is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development. Emotional abuse may involve deliberately telling a child that they are worthless, or unloved and inadequate. It may include not giving a child opportunities to express their views, deliberately silencing them, or 'making fun' of what they say or how they communicate. Emotional abuse may involve bullying – including online bullying through social networks, online games, or mobile phones – by a child's peers.

Neglect is the failure to provide for a child'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's health or development. Children who are neglected often also suffer from other types of abuse.

Exploitation 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 labor, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. It extends to the recruitment, transportation, transfer, harboring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature.

¹ <https://www.health-ni.gov.uk/publications/co-operating-safeguard-children-and-young-people-northern-ireland>

Bullying behavior is identified under emotional abuse above and is viewed by children as the most likely form of harm they will experience. Bullying behavior in its more extreme forms could be regarded as abuse. It can take many forms, including emotional, physical, racist, sexual, homophobic, verbal, or cyber. Bullying can leave victims with feelings of worthlessness or lonely and isolated. At its worst, bullying can result in self-harming and even attempting suicide.

TAMHI will not tolerate bullying of any sort, whether verbal, physical or online of any young person or person involved with the organisation.

The message of “What’s the point in bullying” is driven into all programmes – we aspire to support the development of young leaders and have a zero tolerance on bullying – a team is one person, and we encourage our players to look out for each other.

Mental Wellbeing Awareness Statement

The Charity’s safeguarding officer will work in partnership with local community groups who deal with Mental Health and Employment and Learning as we aspire to build the resilience of our young people up, physically, technically & mentally.

TAMHI acknowledges that mental health issues that lead to depression and suicide among young people is a serious issue and has made a commitment to put measures in place to do their part in limiting the effects of poor mental health through community partnerships and expert advice from professionals.

Recognizing, Responding, Reporting and Recording Harm or Abuse

Recognizing: The first challenge for anyone considering reporting concerns about abuse is to begin to accept the possibility that it may be happening in the first place.

Not recognizing may mean:

- Not believing it could happen in our organization or clubs we support or not wanting to believe it could be someone we know.
- Not knowing or noticing the signs of abuse or thinking it is something else.
- Not listening to the signs children are giving or not having enough awareness of the possibility of abuse.

Statutory organizations provide some guidance on what “reasonable grounds” for concern are to help us recognize abuse or harm, but if anyone has any concerns about the welfare of a child it is essential they respond appropriately.

Reasonable grounds for concern exist when there is:

- a specific indication from a child that s/he has been abused.
- an account by a person who saw the child being abused.
- evidence, such as an injury or behavior which is consistent with abuse and unlikely to be caused another way.

- an injury or behavior which is consistent both with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse. An example of this would be a pattern of injuries, an implausible explanation, other indications of abuse, dysfunctional behavior.
- consistent indication, over a period, that a child is suffering from emotional or physical neglect.

Responding: Individuals need to have the confidence to respond appropriately if they are concerned for the welfare of a child. It is cultures of allowing poor practice to go unchallenged or where concerns are not dealt with, which open the door to possible abuse occurring. No individual should be left with a worry or concern about a child and feel they are unable to discuss it with the TAMHI Designated Safeguarding Officer (DSO). TAMHI aim to build confidence in our staff/volunteers so that they will take all concerns seriously and respond appropriately. Any individual can contact the Health and Social Care Trust Gateway Team or NSPCC helpline (Appendix 1 see useful numbers).

Listening to reports of abuse may have a stressful impact on the person hearing them and is important the individual hearing any allegations seeks support for themselves as soon as they can.

Below is some advice on what to do and what not to do if a child wants to talk to you about their abuse. It is important to recognize that the child has decided to talk about something which is very important for them and has taken a risk to do so. The experience of telling should be as positive as possible so that the child is reassured and feels safe. See below² for key steps in responding to a child who has experienced or may be experiencing abuse.

1. Listen carefully to what they're saying: Be patient and focus on what you're being told. Do not express your own views and feelings. If you appear shocked or as if you don't believe them, it could make them stop talking and take back what they've said.
2. Give them the tools to talk: If they're struggling to talk to you, you could show them Childline's letter builder tool³. It uses simple prompts to help them share what is happening and how they're feeling.
3. Let them know they've done the right thing by telling you: Reassurance can make a big impact. If they've kept the abuse a secret it can have a big impact knowing they've shared what's happened. Abuse is never a child's fault. It is important they know this by your words and behavior.
4. Say you'll take them seriously: They may have kept the abuse secret because they were scared, they wouldn't be believed. Make sure they know they can

² Adapted from the NSPCC: <https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/what-to-do-child-reveals-abuse/>

³ <https://www.childline.org.uk/toolbox/>

- trust you and you'll listen and support them. Explain what you'll do next, for younger children, explain you're going to speak to someone who will be able to help. For older children, explain you'll need to report the abuse to someone who can help.
5. Don't confront the alleged abuser: Confronting the alleged abuser could make the situation worse for the child and alert them that they may be under investigation before the statutory agencies have responded.
 6. Report what the child has told you as soon as possible: Report as soon after you've been told about the abuse so the details are fresh in your mind and action can be taken quickly. It can be helpful to take notes as soon after you've spoken to the child. Try to keep these as accurate as possible. We will look at how and what to report later.
 7. If making an official report beyond TAMHI safeguarding officer, you should advise the parents after consulting statutory agencies unless doing so would endanger the child or compromise any further investigation.

Never:

- question unless for clarification.
- make promises you cannot keep.
- rush into actions that may be inappropriate.
- make/pass a judgment on alleged abuser.
- take sole responsibility, you must consult the Designated Safeguarding Officer so you can begin to protect the child and gain support for yourself.

Barriers to reporting abuse: *There can be many barriers to prevent a person reporting abuse including.*

- simply not accepting that abuse could be occurring.
- isolation and having fewer contacts to disclose to.
- a dependency on others for practical assistance in daily living, including intimate care.
- an impaired capacity to resist, avoid or understand abuse.
- speech and language communication needs may make it difficult to tell others what is happening.
- many children have learnt to be compliant.

Preventative Practice

TAMHI believes in being proactive when it comes to safeguarding. Preventative measures include rigorous risk assessments of venues and activities, mandatory safeguarding training for all staff and volunteers, visible codes of conduct, and creating a culture where children feel safe and listened to. By embedding safeguarding awareness in all areas of delivery, from program design to volunteer supervision—we aim to prevent harm before it can occur.

Reporting Procedure: It is crucial that all concerns about possible abuse or harm to a child are reported to TAMHI Designated Safeguarding Officer (DSOs). See Appendix 1 for details

We all have a duty to care for children and this extends to reporting any concern you have or allegation you have heard about a child or other adult. Everyone working with children has a duty to act on any concern or allegation made. This may be to report to the TAMHI DSO or directly to statutory bodies. Please see the advice below.

- Let the young person or adult raising the concern know what you are doing.
- Report your information ASAP and at least within 24 hours if there is an ongoing risk.
- Carefully record the details, use our TAMHI sample (Appendix 2 if possible) to identify what is useful to be record and report.
- Pass on this information to the Designated Safeguarding Officer (DSO) in TAMHI as soon as possible. If the DSO is not available, talk to the HSCT Gateway Team (appendix 1 Useful Numbers) or NSPCC Helpline for advice 0808 800 5000/ help@nspcc.org.uk
- Have the contact details of the local Gateway Team including out of hours number should you need to talk to someone directly in this team.
- State the facts as you know them. Do not pass judgement on any alleged perpetrator.
- Statutory authorities have the legal responsibility to investigate and assess suspected or actual child abuse. The TAMHI DSO should be informed as soon as possible that there is a safeguarding issue to enable them to take responsibility for dealing with the matter or to support the person making the report and monitor the situation.
- In cases of emergency, where a child appears to be at immediate and serious risk, a child must not be left in a dangerous situation. A report must be made immediately to the relevant authorities.
- Take a record of who you spoke to, their contact details, when and what advice you were given.
- TAMHI DSO reporting suspected or actual child abuse to the statutory authorities will first inform the family of their intention to make such a report, unless doing so would endanger the child or undermine any further investigation.

Remember - It is not the responsibility of anyone working in a paid or voluntary capacity with TAMHI, or those working in affiliated organizations, to take responsibility or to decide whether child abuse is taking place.

However - There is a responsibility to protect children in order that appropriate agencies can then make enquiries and take any necessary action. It is not solely the responsibility of the Designated Safeguarding Officers to ensure that children or young people are kept safe, this is everyone's responsibility within TAMHI.

INDICATORS OF ABUSE

The following is a list of some indicators of abuse, but it is not exhaustive:

PHYSICAL INDICATORS	BEHAVIOURAL INDICATORS
<ul style="list-style-type: none"> • Unexplained bruising in soft tissue areas • Repeated injuries • Black eyes • Injuries to the mouth • Torn or bloodstained clothing • Burns or scalds • Bites • Fractures • Marks from implements • Inconsistent stories/excuses relating to injuries 	<ul style="list-style-type: none"> • Unexplained changes in behaviour - becoming withdrawn or aggressive • Difficulty in making friends • Distrustful of adults or excessive attachment to adults • Sudden drop in performance • Changes in attendance pattern • Inappropriate sexual awareness, behaviour or language • Reluctance to remove clothing

Parental Complaints

Any complaints raised by parents or guardians relating to safeguarding or the conduct of staff/volunteers must be taken seriously and handled sensitively. The complaint should be logged in writing and addressed according to TAMHI's complaints policy. If the concern relates to potential harm or safeguarding issues, it should be immediately escalated to the Designated Safeguarding Officer and, if necessary, reported to statutory agencies. TAMHI is committed to working in partnership with parents and guardians to ensure children's welfare remains paramount.

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in all areas of delivery—from program design to volunteer supervision—we aim to prevent harm before it can occur.

Specific Issues

TAMHI recognises that safeguarding must be flexible and responsive to a range of specific issues that may arise, including but not limited to online safety, mental health crises, bullying (including discriminatory bullying), and suspected exploitation. Each of these concerns may present differently depending on the child’s circumstances. TAMHI’s safeguarding team will address each specific issue with appropriate tailored interventions, and where necessary, consult with external agencies such as CAMHS, social services, or NSPCC for specialist support.

DESIGNATED PERSON

The Designated Safeguarding Officer (DSO) at TAMHI is responsible for overseeing the implementation and monitoring of all safeguarding policies and procedures. This includes providing guidance to staff and volunteers, ensuring safe recruitment practices, acting as the first point of contact for any safeguarding concerns, and liaising with statutory bodies when necessary. The DSO also facilitates training and ensures statutory bodies when necessary. The DSO also facilitates training and ensures safeguarding practices are consistently applied across all TAMHI programs.

The Designated Person within TAMHI our Designated Safeguarding Officer (DSO) is:

Mickey Meehan

CONTACT DETAILS: 07871511147

E-mail: Mickey@tamhi.org

Mickey shall be made known to young members, coaches and parents alike as the designated person to whom concerns will be addressed. If the concern is about the designated person, please report to deputy safeguarding officer or TAMHI Chairperson

Neil Privilege

CONTACT DETAILS: 02890 747437

Recording

All concerns should be noted and recorded to allow for monitoring purposes or forwarding to statutory service.

If a referral is to be made the following information will be recording and provided:

- The name and address of the child or young person and their current location or address
- The nature of the harm
- The need for medical attention (if any)
- The reasons for suspicions of abuse
- Any action already taken
- Any other information which may be useful to the Gateway Team.

Key points to remember when recording information in relation to safeguarding.

- Record keeping is of critical importance.
- Recording should avoid:
 - use of judgmental language
 - thinking you are interviewing a child.
 - giving your opinion.
- Recording should be:
 - factual, accurate and legible.
 - written in the best interests of the child.
 - recorded using the child's exact words, where possible.

Take a record of who you spoke to, their contact details, when and what advice you were given.

Responding to Non-Recent Allegations of Abuse

It is possible that non-recent allegations of abuse can be made many years after the actual incident. This may be because of a change in circumstances for either the survivor or the alleged perpetrator. Any non-recent allegations must follow the current TAMHI safeguarding procedures. If there are grounds for concern, then statutory authorities must be informed (Police or HSCT Gateway Teams).

The following points should also be considered.

- Clearly establish with the complainant if there may be any children currently at risk of harm from the person, they are alleging abused them as a child.
- Advise the person making the complaint that they should inform the Police. Encourage them to do so while acknowledging the brave steps they have already taken in beginning to talk about their experience as a child. Sensitively ensure the person knows that there is a likelihood that an abuser will not have stopped abusing after their individual abuse ended and the abuser could be continuing to cause harm to others. This needs to be done without reinforcing the inappropriate guilt the survivor may already have for not coming forward earlier.
- If the complainant refuses to talk to the statutory authorities but has provided you with enough identifying factors then this information **MUST** be shared with the police. This breach of the complainants' confidence in you is only appropriate if there is any potential that the alleged perpetrator is still a risk to children or could face prosecution (i.e., they are alive). Remember, the welfare of any children currently at risk is paramount. This must take priority over any request for confidentiality from the person providing you with the information/complaint. This should be explained to them at the earliest possible stage.

- Offer support to the complainant when they are making a formal complaint to the police.
- Signpost the complainant to support agencies that can provide counselling or advice for example.

NEXUS <http://www.nexusni.org/> email: info@nexusni.org / Tel: 028 9032 6803

NAPAC (National Association for People Abused in Childhood) Email:

support@napac.org.uk / Tel: 0808 801 0331

When an adult making a complaint chooses not to report the matter to the police and you have already discussed the possibility of any child still being at risk you must follow TAMHI's reporting procedures and inform the Police Service Northern Ireland (PSNI) or Gateway Team immediately of any identifying features of the allegation including the name of the alleged abuser. The person making the complaint should be informed that this is the organisation's moral and legal responsibility (Criminal Law Act 1967). If the individual wishes to remain anonymous this should be respected but again explaining that without any further cooperation, there may be little action the Police can take. Encourage them to talk directly to the Gateway Teams, if not the Police, to enable social services to consider if there is any action, they can take to protect children at risk, as their threshold for intervention is lower than the evidence required for any criminal justice prosecution.

Safe Recruitment Procedures for Volunteers/Coaches

- Volunteers and coaches are carefully selected, trained and supervised. The office bearers of the organisation committee must confirm new volunteers/coaches' potential involvement and their participation must be ratified by the unanimous approval of the TAMHI board.
- All new coaches/volunteers working with children or young people must complete the TAMHI's own application form which includes a self- declaration section.
- Volunteers who are working in Regulated Activity are required to also complete an AccessNI Enhanced Disclosure with a Barred List Check. AccessNI guidance as to how to complete an application form is available at [AccessNI criminal record checks | nidirect](#) . In addition, the AccessNI Helpline is available for advice on how to complete the application form: 0300 200 7888.
- Individuals must complete the online AccessNI process to enable TAMHI administer an AccessNI check (proof of identity MUST be provided and confirmed by the TAMHI designated officer).
- Declaration of past convictions or cases pending and agreement to have an AccessNI check completed, is of course a pre-requisite to approval to coach/volunteer to work with young people.
- **ALL** volunteers/coaches must agree to abide by the TAMHI's Safeguarding Policy and all are required to sign the Code of Conduct

- Any concerns or objections about suitability of a coach should be brought to the attention of the TAMHI designated officer who will consider the potential risk and seek external advice.

Training of Staff/Volunteers/Coaches

TAMHI will:

- Ensure Education and training in the basics of Safeguarding will apply to all coaches/volunteers/management committee members working with the children or young members. TAMH is committed to continuous updating and review of our current Safeguarding Policy.
- Safeguarding training should include:
 - Basic awareness of Safeguarding issues
 - Our organisation Safeguarding policies and procedures including our Code of Conduct
 - Mental Health/Suicide Awareness In Young People Training
- Safeguarding & Mental Health training will be delivered as part of a coach induction programme and on a yearly basis and be delivered by designated officer with input from external community bodies were applicable.
- Ensure that all new coaches/volunteers have attended Safeguarding awareness workshop within six months of taking up their post. This opportunity should also be made available to parents and other volunteers to enable a culture of a child-focused organisation to prevail.
- Ensure all staff and volunteers should receive induction, and training appropriate to their role. Training should be updated and reviewed regularly for new staff/volunteers and in line with changing legislation.

Codes of Conduct

A Code of Conduct let's all our staff/volunteers in TAMHI know what behaviour is expected and what is unacceptable. A focus of a lot of the core work TAMHI engage with when working with young people is reflecting on behaviour and how poor behaviour impacts on others. We therefore expect all those representing TAMHI to behave to the highest standards and act as role models in how they behave and communicate. A written Code of Conduct will be prominently displayed or communicated to everyone associated with the organisation. See Appendix 5 for more details.

Procedures for effective management, support, supervision, and training of staff and volunteers:

- All appointments of staff and volunteers will be conditional on a satisfactory period of work, this will be a probationary period for staff and a trial period for volunteers.

- During the probationary/trial period, key individuals will be tasked with observing the work of the individual and a record will be made of any matters arising during the probationary/ trial period and any training needs identified.
- All staff and volunteers will be provided with training that is necessary for the effective delivery of their role. If staff/volunteers are in regular contact with young people, then the staff/volunteer member(s) will be required to engage in approved safeguarding training on a tri-yearly basis; staff and volunteers who are regularly engaging with children and young people will be encouraged to receive Keeping Children Safe training (or equivalent).
- Staff should see the see staff handbook for further details on supervision.
- All staff and volunteers who are working with young people will be provided with support and supervision to ensure they fulfil their role to the fullest potential. Individuals will be facilitated to discuss their work and any issues arising from working with children and young people. These discussions can be had within groups of individuals with similar roles or on a one-to-one basis with the manager of the project or line manager of the individual.
- There will be an annual appraisal for staff and a review for volunteers who are working with children and young people to assess how they are undertaking the role. This will allow TAMHI to give feedback on performance, competence, and ability to work with children and young people. It will also be used to identify fresh training needs to ensure skills are updated and refreshed on a regular basis.
- Records of all training undertaken by staff and volunteers will be kept on file.

Guidelines for reporting Accidents

In the event of an accident, the following procedure will be carried out:

- Fill in two copies of the Accident Form for **ALL** accidents.
- Make contact with parents/guardians.
- One copy of form to incident book/folder.
- Forward one copy to designated safeguarding officer for record keeping/action required.
- Contact emergency services/GP if required.
- Record in detail all facts surrounding the accident, witnesses, etc.
- Sign off on any action required from senior staff member.

Guidelines for Reporting Allegations/Incidents

- Report your concerns to the designated safeguarding officer (see appendices 3 and 4) who will communicate with the local Health & Social Care Trust or Police if appropriate.
- If the designated person is not available the person being told or discovering the abuse should seek the deputy and ensure contact is made with the Health & Social Care Trust or Police directly, remember there should be no delay that may leave a child at risk.

- Record all incidents reported or observed on an Incident Form
- 1 written copy to the designated safeguarding officer with 24 hours
- Ensure confidentiality – only “need to know basis”
- The designated safeguarding officer will be responsible for storing any report in a safe and secure environment

If the concern is about the behaviour of a member of TAMHI

- TAMHI will follow the above reporting procedures in contacting statutory agencies immediately if the concern relates to potential abuse.
- TAMHI will make an immediate decision about whether any individual accused of abuse should be suspended pending further Police & Health and Social Care Trust or internal inquiries/investigations.
- Irrespective of the findings of the Health & Social Trust or Police inquires the TAMHI Disciplinary Committee will assess all individual cases to decide whether a member of staff or volunteer should be reinstated and if so how this can be sensitively handled. This may be a difficult decision; especially where there is insufficient evidence to uphold any action Police. In such case the TAMHI Disciplinary Committee must reach a decision based upon the available information which could suggest that on the balance of probability, it is more likely than not that the allegation is true, and the implications of this for the safety of children. The welfare of the child should remain of paramount importance throughout.
- TAMHI are aware of their duty under the Safeguarding Vulnerable Groups (NI) 2007 Order to refer the information to the Disclosure and Barring Service (DBS) in certain circumstances. In all cases there are two conditions, both must be met to trigger a referral to the DBS by a regulated activity provider. A referral must be made to the DBS by a regulated activity provider, such as an employer or volunteer coordinator.
 - Withdraws permission for an individual to engage in regulated activity, or would have done so had that individual not resigned, retired, been made redundant or been transferred to a position which is not regulated activity; because
 - They think that the individual has:
 - Engaged in relevant conduct
 - Satisfied the Harm Test; or
 - Received a caution for relevant offence
- If both conditions have been met the information must be referred to the DBS. The referral should be made to the DBS when it is the regulated activity provider has gathered sufficient evidence as part of their investigations to support their reasons for withdrawing permission to engage in regulated activity and followed good practice by consulting with their Health & Social Care Trust if appropriate.

If concern is about possible abuse external to the organisation setting.

- Report your concerns to the designated person
- If the designated person is not available, the person being told or discovering the abuse should contact their local Health & Social Care Trust or the Police immediately
- HSCT and the designated person, will decide how to inform the parents/ carers
- Maintain confidentially on a need-to-know basis
- See appendix 4.

Health and Safety Guidelines

TAMHI is committed to ensure the safety of all members by completing a risk assessment for activities and endeavouring to provide first aid treatment for injury, accidents and cases of ill health during coaching sessions or at competitions.

Implementation and Availability of Information

It is important that there is a free flow of information between coaches/volunteers, children and parents, in terms of promotion of the organisation and what we aim to achieve in relation to young people taking part in any programmes TAMHI is engaged with.

We work with delivery organisations to insist that a parent/guardian consent form is completed for each under 18-year-old member

To ensure TAMHI is compliant GDPR legislation.

- TAMHI does not share information to third parties and only uses data for the purposes of promoting programmes and impact
- ALL those we hold data on can opt in or opt out at any time; we will respond to all requests within 10 working days to remove any data requested by an individual/parent/guardian of an individual.
- TAMHI only asks for min levels of data; for reporting purposes; We record emergency contact details for anyone under 18 involved in our programs for reporting purposes we do not ask for personal home addresses or telephone numbers; we ask for age; gender; postcodes – only the person e-mail address is held; we will not share with 3rd parties and only send information related to TAMHI activities to those “Opted” in to our programmes.
- Photos: TAMHI will communicate clearly what photos will be used for; which is promotion of programmes; individual/parent/guardians have the right to deny the use of photos at any time or request they are removed.
- TAMHI will communicate with anyone whom we hold data /pictures of about what we hold and why we have the information.

- TAMHI will ensure consent is provided and understood by individual/parent/guardians

Parents should know what we do and how we do it, and the coaches will always be on hand during, or after sessions, for consultation or advice or they can contact the designated safeguarding officer.

When appropriate, letters (or telephone contact) will be issued in relation to further information or specifics in respect of an event etc.

A regular review of organisation policies will take place through meetings with coaches/volunteers and feedback from children and parents.

Appendix 1 Useful Numbers

TAMHI Designated Safeguarding Officers:

Lead Safeguarding Officer: Mickey Meehan Tel: **07871511147**

E-mail: Mickey@tamhi.org

Deputy Safeguarding Officer: Joe Donnelly Tel: **07849324360**

E-mail: Joe@tamhi.org

Other Useful Numbers are,

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

Childline: Tel: 0800 11 11 or visit www.childline.org.uk

Police: If the concern is urgent and serious contact the Police if person at immediate risk call 999, for non-urgent enquires contact 101.

Health and Social Care Trust Gateway Team. Regional Emergency Social Work Service available 5.00pm–9.00am Monday to Thursday; and 5.00pm on Friday to 9.00am on Monday. There is a 24-hour cover over public holidays. 028 9504 9999. For advice or report a safeguarding concern.

Each trust will have a Gateway team to deal with reports of abuse and also more local contacts for ongoing professional liaison for advice on concerns during the normal working day;

- Northern HSC Trust Tel: 0300 123 4333
- South Eastern HSC Trust Tel: 0300 100 0300
- Southern HSC Trust Tel: 0800 783 7745
- Belfast HSC Trust Tel: 028 9050 7000
- Western HSC Trust Tel: 028 7131 4090

General Contacts Telephone Website

- Access Northern Ireland 0300 200 7888 www.nidirect.gov.uk/accessni
- Booster Seat Legislation www.gov.uk/child-car-seats-the-rules
- Bullying www.endbullying.org.uk
- Child Exploitation Online Protection www.ceop.gov.uk
- Domestic and Sexual Abuse Helpline 0808 802 1414
- Health www.kidsallergies.co.uk
- Internet Safety www.iwf.org.uk
- NAPAC – the National Association for People Abused in Childhood –0808 801 0331 www.napac.org.uk
- Parents Advice www.parentsadvicecentre.org
- Suicide Lifeline 0808 808 8000 www.lifelinehelpline.info
- Suicide Samaritans 116 123 www.samaritans.org

- Volunteer Now 028 9023 2020 www.volunteernow.co.uk
- Women's Aid Federation NI www.womensaid.org.uk Tel: 028 90249041

Appendix 2 Sample Incident Report form

Your information			
Name			
Address			
Contact number(s)			
Email			
Name of association (if relevant)		Your role	

Personal information – child / young person					
Name				Date of birth	
Gender ⁱ	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Non-binary <input type="checkbox"/>	Another description (please state) <input type="checkbox"/>	
Is there any information about the child that would be useful to consider?					

Contact information – parent / carer (if known)		
Name(s)		
Address		
Contact number(s)		
Email		
Have they been notified of this incident?	No <input type="checkbox"/>	Please explain why this decision has been taken
	Yes <input type="checkbox"/>	Please give details of what was said / actions agreed

Incident details*			
Date and time of incident			
Please tick one:	<input type="checkbox"/> I am reporting my own concerns.	<input type="checkbox"/> I am responding to concerns raised by someone else – please fill in their details:	
Name of person raising concern		Role within the TAMHI or relationship to the child	

Contact number(s)	
Email	
Details of the incident or concerns (include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion, or hearsay)	

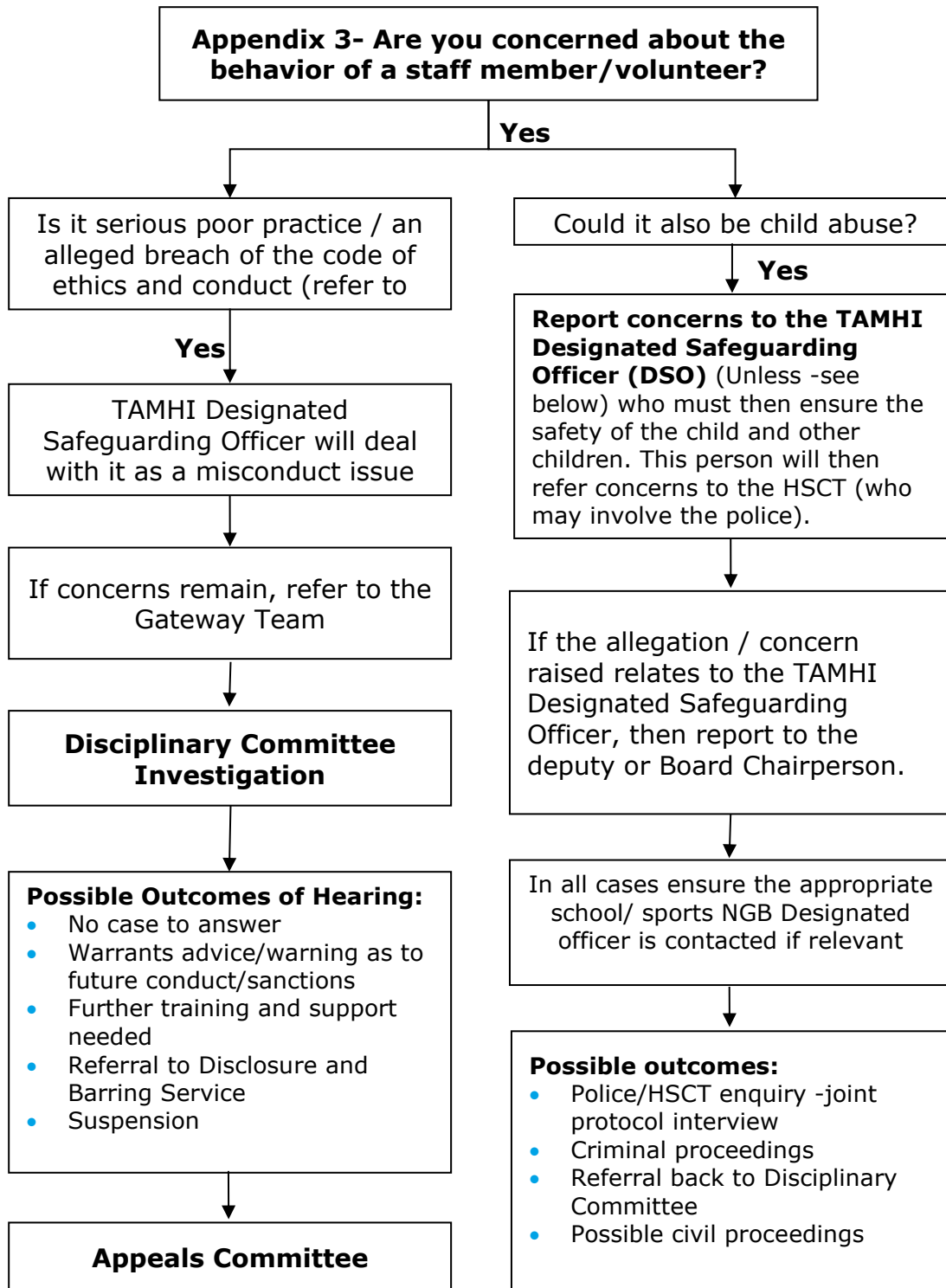
* Attach a separate sheet if more space is required (e.g., multiple witnesses)

Incident details (continued)			
Child's account of the incident			
Please provide any witness accounts of the incident			
Name of witness (and date of birth if a child)		Role within TAMHI or relationship to the child	
Address			
Contact number(s)			
Email			
Details of any person involved in this incident or alleged to have caused the incident / injury			
Name (and date of birth if a child)		Role within TAMHI or relationship to the child	
Address			
Contact number(s)			
Email			
Please provide details of action taken to date			
Has the incident been reported to any external agencies?	<input type="checkbox"/> No	<input type="checkbox"/> Yes – please provide further details:	
Name of organisation / agency			
Contact person			
Contact number(s)			

Email	
Agreed action or advice given	

Declaration	
Your signature	
Print name	
Today's date	

Contact TAMHI Designated Safeguarding Officer in line with our reporting procedures



If you do not know who to turn to for advice or are worried about sharing your concerns with a senior colleague, you should contact the Health and Social Care Trust (HSCT) Gateway Team direct (or the NSPCC on 0808 800 5000). At any stage during the process outlined on the previous page in the left hand column the issue can be referred externally either formally or informally for advice. Following the external (right column) outcome the matter may be referred back to TAMHI’s Disciplinary Committee.

DEALING WITH CONCERNS ABOUT A COLLEAGUE

The vast majority of people who work with children are well motivated and would never harm a child. Unfortunately, a few do and it is essential that the organisation creates a culture that makes staff/volunteers willing and comfortable to voice their concerns, particularly those about someone with whom they work or whom they know. Again, TAMHI's Safeguarding procedures should be followed.

During an investigation, support should be given both to the individual who voices concerns and to the suspected abuser. Once the investigation is completed, TAMHI must decide what action, if any, is necessary to prevent a similar situation arising again.

Appendix 4-

When the concern is about possible abuse outside the organisation /organisation

