



## **Cliftonville Community Regeneration Forum**

### **Safeguarding Policy and Procedures**

**Cliftonville Community Regeneration Forum (CCRF) aims to ensure that all children and young people are protected from harm whilst participating in any activities organised through Cliftonville Community Regeneration Forum.**

We do this by ensuring:

1. That all staff members, sessional youth workers and volunteers are aware that they as individuals are responsible for safeguarding and child protection.
2. That all staff members, sessional youth workers and volunteers are carefully selected and vetted via an enhanced Access NI check. Access NI checks will be repeated every three years for all those staff members, sessional youth workers and volunteers with direct access to children and young people.
3. All staff members, sessional youth workers and volunteers will receive Child Protection training and be given adequate supervision and support.
4. That all staff members, sessional youth workers and volunteers adhere to the Code of Conduct and other relevant policies and procedures.
5. By making sure that all staff members, sessional youth workers and volunteers know how to record, report and follow procedures in relation to child protection issues. This includes issues regarding use of internet and online safety. All written documentation and reports must be kept in compliance with Cliftonville Community Regeneration Forum's GDPR Privacy Notice.
6. Sharing information about Child Protection and Good Practice with parents, children, staff members, sessional youth workers and volunteers.
7. Ensuring that all staff members, sessional youth workers and volunteers, participants and their parents/guardians are made aware of Cliftonville Community Regeneration Forum's complaints' procedures and how and where these can be accessed.
8. A Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead is appointed who will have the responsibility of making sure that Safeguarding Policies are properly operated.

9. The Management Committee of Cliftonville Community Regeneration Forum will ensure that all staff members, sessional youth workers and volunteers are kept up to date through ongoing training in relation to Child Protection.
10. The Safeguarding Team will have designated child protection training and internet and online safety training

## **Definition of Abuse**

Child abuse is when a child is intentionally harmed by an adult or another child – it can be over a period of time but can also be a one-off action. It can be physical, sexual or emotional and it can happen in person or online. It can also be a lack of love, care and attention – this is neglect. In defining abuse Cliftonville Community Regeneration Forum refers to NSPCC’s definition (July 2020) – see link below:

<https://learning.nspcc.org.uk/media/1188/definitions-signs-child-abuse.pdf>

## **Safe Recruitment**

References will be sought with regard to those seeking work with Cliftonville Community Regeneration Forum (Staff, volunteers, Management Committee members and sessional staff), from two non-family referees, one of which should be a current or previous employer.

Safeguarding competence will be assessed at interview stage

All staff and volunteers are vetted via an enhanced Access NI check completed by the Designated Safeguarding Lead through the umbrella body Youth Action NI – Access NI checks are completed as soon as a staff member is employed or volunteer services engaged. Until an Access NI check is completed (and no safeguarding issues identified) staff /volunteers will not work with young people unsupervised. Cliftonville Community Regeneration Forum will follow the guidelines issued by Access NI and the Disclosure and Barring service.

Induction – Each member of staff, volunteer and sessional worker will receive a copy of the Safeguarding policy and will be asked to confirm that they have read and understood this policy.

## **Project Participation**

All participants on CCRF’s youth projects must complete an annual registration form (Parental/Guardian consent and signatures must be included on registration forms for all those under the age of 18) – included in the registration form will be consent for photographs and videos taken during activities and projects, some of which may be used to promote CCRFs projects and for reporting purposes.

Parental/Guardian consent (for all participants under the age of 18) will be sought for participation on all of Cliftonville Community Regeneration Forum’s projects/activities/residential both on and off-site

For activities/programmes/residentials delivered by an outside organisation Cliftonville Community Regeneration Forum will carry out a risk assessment which will include a request for a copy of the outside organisation's Health & Safety policy, Safe Guarding policy and relevant insurance documentation.

### **CCRF Safeguarding Contact details:**

Whilst Safeguarding remains the overall responsibility of Cliftonville Community Regeneration Forum's Management Committee, the following named individuals are responsible for advice/guidance/action regarding any Child Protection or Safeguarding concerns:

Nominated Designated Safeguarding Lead (DSL)

Name: Brenda Lappin  
Phone: 028 90749147 email: [brenda@ccrf.org.uk](mailto:brenda@ccrf.org.uk)

Deputy Designated Safeguarding Leads

Name Fiona Hamilton  
Phone: 02890749147 email: [fiona@ccrf.org.uk](mailto:fiona@ccrf.org.uk)

### **Appropriate Statutory Agencies involved in investigating safeguarding issues include:**

Gateway Teams

Police Service Northern Ireland (PSNI) – Public Protection Unit

Adult Safeguarding Teams within Belfast Trust

(Contact details for all above will be given during induction training)


### **Other Useful contact details:**

NSPCC Helpline  
0808 800 5000

Child Line  
0800 1111

We are committed to reviewing our policy and good practice annually.

***This policy was last reviewed, approved and minuted by the Management Committee on Monday 1<sup>st</sup> July 2024***



---

**Signed**  
**Chairperson, Paul Little**



## Cliftonville Community Regeneration Forum

### Child Protection Procedures

- All staff, sessional youth workers and volunteers will receive an induction which will include the Cliftonville Community Regeneration Forum Child Protection policy and procedures, how to record, report and who to report to. A register that this work has been completed will be held by the Designated Safeguarding Lead.
- All staff, sessional youth workers and volunteers will be vetted via an enhanced ACCESSNI check prior to working alone with children and young people
- Our commitment to Child Protection and the names of the Designated Safeguarding Lead and the Deputy Safeguarding Lead (s) will be displayed in all venues we use [Cliftonville Community Regeneration Forum office, Girdwood Youth Space, Cliftonville Community Centre]
- All staff, sessional youth workers and volunteers are responsible for ensuring that children and young people understand the child protection policy, particularly with reference to confidentiality
- All staff, sessional youth workers and volunteers are responsible for recording any concerns and disclosures and passing their report to the Designated Safeguarding Lead (DSL)
- The DSL is responsible for ensuring all information is stored safely and securely in line with Cliftonville Community Regeneration Forum's GDPR Privacy Notice
- All information is handled sensitively and details are shared on a "need to basis"

#### **Procedures for handling a safeguarding issue/disclosure**

- Listen to the child or young person, remain calm and without asking any probing or leading questions; it is not our role to investigate
- Inform the young person that you will have to pass on this information to the relevant authorities, but you are here to offer support where you can along the way

- Record accurately the information disclosed to you on the Cliftonville Community Regeneration Forum Child Protection Expression of Concern form and pass to Designated Safeguarding Lead as soon as possible (see attached Expression of Concern)
- If there is immediate danger to the child or young person report immediately to Police, if you are unsure contact the Designated Safeguarding Lead straight away or the Deputy Designated Safeguarding Lead.



## Cliftonville Community Regeneration Forum

### Code of Conduct for working with children, young people and vulnerable adults

**Everyone who attends an activity organised by Cliftonville Community Regeneration Forum needs to be confident that they will be cared for, nurtured and encouraged as they grow and at the same time, protected from physical, mental or emotional harm. We want everyone who comes to our projects or who in some manner interacts with our projects and communities, to acknowledge them as safe places.**

This code provides a clear set of behavioural 'DOs and DON'Ts', to define what is acceptable and what is unacceptable conduct for staff and volunteers.

#### **DO:**

- Be a positive role model for children and young people
- Use appropriate language with children and young people
- Challenge any inappropriate language used by a young person, child or adult working with young people.
- Treat children, young people and other vulnerable people with respect, listen to and value their ideas and opinions.
- Ensure that all aspects of work adhere to health and safety policy and procedures
- Ensure that the use of internet is supervised and that parental controls are in place
- Challenge inappropriate use of internet, social media sites and technologies (e.g. Smart phones, online gaming)
- Respect a young person's right to privacy and only disclose information to people on a 'need to know basis'

- Report any concerns you have that a child, young person or vulnerable adult may be at risk of harm or abuse.
- Get parent's permission before letting a young person take part in any programmes or activities and providing transport.
- Get parents' permission for their young person to have their photo taken which can be used in reports and publicity materials
- Do not be in a car alone with a young person. If however there is an exceptional circumstance where this proves unavoidable ensure you have notified parents/guardian and/or a colleague that you will be alone in a car with a young person and ensure young person sits in the back of the car. Also inform parents/guardian and/or a colleague of the expected journey time.
- Be aware of the need to ensure appropriate boundaries are maintained when working with children, young people and vulnerable adults
- Be aware that someone might misinterpret our actions no matter how well intentioned

## **DO NOT:**

- Engage in any activity with a child, young person or other vulnerable person that is likely to physically, emotionally or mentally harm them.
- Use any form of physical force or harsh verbal language as discipline.
- Initiate unnecessary physical contact or do things of a personal nature that a child can do for themselves.
- Show favouritism through the provision of gifts or inappropriate attention.
- Make sectarian, racist or sexually suggestive comments about or to a child or young person even in fun
- Spend excessive periods of time alone with a child or young person, away from others. In the event of having to meet with an individual child or young person make every effort to keep this meeting as open as possible. If privacy is needed, ensure that other staff is informed of the meeting and its whereabouts.
- Take a child or young person to your home, or encourage meetings, without others present.
- Use your personal social media forums such as twitter, facebook or chat rooms to befriend or contact a child or young person, this should be done only via project pages / forums.
- Let allegations a child makes go unrecorded and unreported
- Engage in horseplay



# Cliftonville Community Regeneration Forum

## Online Safety Policy and Procedure

The purpose of this policy statement is to:

- Ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices
- Provide staff and volunteers with the overarching principles that guide our approach to online safety
- Ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

The policy statement applies to all staff, volunteers, children and young people and anyone involved in Cliftonville Community Regeneration Forum activities.

### Legal Framework

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in Northern Ireland. Summaries of the key legislation and guidance are available on:

- Online abuse - [learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse](https://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse)
- Bullying - [learning.nspcc.org.uk/child-abuse-and-neglect/bullying](https://learning.nspcc.org.uk/child-abuse-and-neglect/bullying)
- Child protection - [learning.nspcc.org.uk/child-protection-system](https://learning.nspcc.org.uk/child-protection-system)

### Our Belief

- Children and young people should never experience abuse of any kind
- Children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are always kept safe.

### Our Duty



The online world provides everyone with many opportunities; however, it can also present risks and challenges. We have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online.

All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse

- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

We will seek to keep children and young people safe by:

- Providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults
- Supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- Supporting and encouraging parents and carers to do what they can to keep their children safe online
- Developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person
- Reviewing and updating the security of our information systems regularly
- Ensuring that usernames, logins, email accounts and passwords are used effectively
- Ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate
- Ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- Providing supervision, support and training for staff and volunteers about online safety
- Examining and risk assessing any social media platforms and new technologies before they are used within the organisation

### **Staff Online Code of Conduct**

- Ensuring there are two youth workers available in any online session
- Avoid using personal social media accounts
- Develop a clear session plan prior to the session, a register of attendees is recorded and a de-brief following the sessions sent to the relevant staff member following the online session

- All staff will wear branded gear clothing and ID during online sessions
- Always behave in a professional manner during online sessions
- Act should any safeguarding concerns and report to Designated Safeguarding Officer – Brenda Lappin

If online abuse occurs, we will respond to it by:

- Having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- Providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- Making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation into account
- Reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

### **Related policies and procedures**

This policy statement should be read alongside our organisational policies and procedures, including:

- Child protection
- Procedures for responding to concerns about a child or young person’s wellbeing
- Dealing with allegations of abuse made against a child or young person
- Managing allegations against staff and volunteers
- Code of conduct for staff and volunteers
- Anti-bullying policy and procedures
- Photography and image sharing guidance