



CHILD PROTECTION POLICY

This is the Child Protection Policy for Granaghan Outreach Charitable Trust (Granaghan Outreach), which will be followed by all trustees and volunteers and promoted by those in the position of leadership within the organisation.

The purpose of this policy is to make sure that the actions of any adult in the context of the work carried out by Granaghan Outreach are transparent and they safeguard and promote the welfare of all young people.

If anyone has any concerns about the conduct of any member of the organisation, this should be raised in the first instance with the designated child protection contact...

Ciara McGuigan

(Safe Guarding Officer)

The principles upon which this Child Protection Policy is based;

- The welfare of the child will be paramount.
- All children have the right to express their views, be listened to and respected.
- All Granaghan Outreach trustees and volunteers will work in accordance with the best interest of the child.
- All Granaghan Outreach trustees and volunteers will ensure that the same opportunities are available to everyone and that all differences between individuals will be treated with respect.

1. Immediate Recognition to Ensure Safety.

Granaghan Outreach recognises that immediate action may be necessary at any stage of involvement with children/young people. Trustees and volunteers will be prepared to take whatever action is needed to safeguard children and young people.

- If emergency medical attention is required, it will be secured by calling an ambulance (dial 999 or other relevant international code as necessary) or by taking the child/young person to the nearest Accident and Emergency Department.
- If a child is in immediate danger, the police should be contacted (dial 999 or other relevant international code as necessary) as they alone have the power to remove a child immediately if protection is necessary, via Police Protection Order.

2. Recognition of Abuse or Neglect

Granaghan Outreach trustees and volunteers will be alert to the potential abuse of children both within their families and also from other sources and should know how to recognise and act upon indicators of abuse or potential abuse involving children.

Trustees and volunteers will be aware of the following types of abuse:

<p>Physical Injury Actual or likely deliberate physical injury to a child or wilful or neglectful failure to prevent physical injury or suffering to a child.</p> <p>Bullying Deliberately hurtful behaviour, repeated over a period, where it is difficult for the victim to defend him/herself. Includes physical, verbal or indirect.</p>	<p>Neglect The actual or likely persistent or significant neglect of a child or the failure to protect a child from exposure to any kind of danger. This includes cold, starvation, or persistent failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including failure to thrive.</p>
<p>Sexual Abuse The involvement of dependant, developmentally immature children or adolescents in sexual activities that they do not truly comprehend, to which they are unable to give informed consent or that violate the social taboos of family roles. In other words, it is the use of children by adults for sexual gratification.</p>	<p>Emotional Abuse Actual or likely persistent or significant emotional ill treatment or rejection resulting in severe adverse effects on the emotional, physical and/or behavioural development of a child. All abuse involves some emotional ill treatment. This is where it is the main or only form of abuse.</p>

Trustees and volunteers are encouraged to be as open and honest as possible about any concerns for children by advising the designated child protection contact who will discuss further with parents, guardians or carers if necessary. The designated child protection contact should not discuss concerns with parents, guardians or carers in the following circumstances:

- where sexual abuse is suspected.
- where organised or multiple abuse is suspected.
- where fictitious illness by proxy (Munchausen Syndrome) is suspected.

- Where contacting parents, guardians or carers would place a child, yourself or others at immediate risk.

3. Dealing With A Disclosure

Granaghan Outreach recognises that children/young people may seek out a member of the team to share information about abuse or neglect, or talk spontaneously individually or in groups. In these situations, trustees and volunteers should:

- Avoid committing to keeping a secret, if the child asks you to keep a secret, say, “if what you are going to tell would make me worry about you then we will try to make things better together”.
- Give the child time, your full attention and listen carefully.
- Try not to stop the child if they are speaking freely or recalling a significant event.
- Avoid asking leading questions or putting words in the child’s mouth.
- Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the child’s presentation as well as what was said. Do not throw this away as it may later be needed as evidence.
- Use the child’s own words where possible.
- Reassure the child that:
 - you are glad they have told you;
 - they have not done anything wrong;
 - What you are going to do next.
- Do not ask the child to repeat his or her account of events to anyone.

4. Raising Your Concerns

If you are concerned about a child or young person, or a disclosure has been made to you, you must share this information quickly. Initially you should speak with the designated child protection contact:

Ciara McGuigan – 07849 937356

(Safe Guarding Officer)

If the designated child protection contact is part of the concern you should discuss your concern directly with Social Services.

Cookstown Social Services

52 Orritor Road,
Cookstown
BT80 8DN

028 8672 3800



Magherafelt Social Services	Sperrin House, 43 Queens Ave, Magherafelt BT45 6BY	028 7930 1700
Belfast Social Services	110 Saintfield Road Belfast BT8 6HD	028 9050 7000

5. Making a Referral

After speaking with the designated child protection contact, a decision will be made about how concerns will be progressed. If it is decided that there is a justified cause for concern, a referral should be made. A referral involves giving Social Services or the Police information about concerns relating to a child or young person so that enquiries can be undertaken by the appropriate agency followed by any necessary action.

You should provide as much information as possible, make an accurate report including as much of the following information as possible:

- Your name, telephone number, position and request the same of the person to whom you are speaking.
- Full name, address, and telephone number of the child and their date of birth.
- Gender, ethnicity, first language, any special needs of the child.
- The names of professionals' known to be involved with the child.
- The nature of the concern; and foundation for them.
- An opinion on whether the child may need urgent action to make them safe.
- Your view of what appears to be the needs of the child.
- Whether the consent of a parent with parental responsibility has been given to the referral being made.

Action to be taken following the referral

- Ensure that you keep an accurate record of your concern(s) made at the time.
- Put your concerns in writing to Social Services following the referral (within 48 hours).
- Accurately record the action agreed.

6. Confidentiality

Granaghan Outreach will ensure that any records made in relation to a referral should be kept confidentially and in a secure place.

Information in relation to child protection concerns should be shared on a “need to know” basis. However, the sharing of information is vital to child protection and, therefore, the issue of confidentiality is secondary to a child’s need for protection.

The Granaghan Outreach Child Protection policy is underpinned by the following legislation:

1. **United Nations Convention on the Rights of the Child (UNCRC).** The most important articles in relation to child protection are:
 - **Article 19** provides that children have the right to be protected from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation including sexual abuse by those looking after them.
 - **Article 12** further provides that a child who is capable of forming his/her own views should be assured the right to express those views freely in all matters affecting the child, these views being given due weight in accordance with the age and maturity of the child.
 - Finally and most fundamentally **Article 3** provides that when organisations make decisions, which affect children, the best interests of the child must be a primary consideration.
2. **The Children (NI) Order 1995** states that the welfare of the child must be the paramount consideration and it is this essential principle. Within this legislation a child is a person under the age of 18 years.
3. **Data Protection Act (1998).** Whilst the Data Protection Act (1984) deals with the right of individuals to obtain copies of individual data held on computer of which they themselves are subject, this legislation which came into effect in 1999 extends the above provisions to manually held data i.e. paper records. Information relating to child abuse or possible abuse is however exempted from disclosure requirements.
4. **The Protection of Children and Vulnerable Adults (NI) Order 2003 (POCVA)** is there to prevent unsuitable people from working with vulnerable groups. The Order strengthens the existing system for checking people seeking work with children and vulnerable adults against lists maintained by the Department of Health, Social Services and Public Safety and by the Department of Education.
5. **Safeguarding Vulnerable Groups (NI) Order 2007** establishes a new vetting and barring scheme. The scheme will protect both children and vulnerable adults by



preventing those who are known to pose a risk of harm from accessing these groups through their work.

GRANAGHAN OUTREACH VULNERABLE ADULTS PROTECTION POLICY

This is the Vulnerable Adults Policy for Granaghan Outreach Charitable Trust (Granaghan Outreach), which will be followed by all trustees and volunteers and promoted by those in the position of leadership within the organisation.

The purpose of this policy is to make sure that the actions of any adult in the context of the work carried out by Granaghan Outreach are transparent and they safeguard and promote the welfare of all vulnerable adults.

If a volunteer has any concerns about the conduct of any member of the organisation, this should be raised in the first instance with the designated child protection contact...

Ciara McGuigan
(Safe Guarding Officer)

Granaghan Outreach may be in contact with adults in a range of different settings, within the delivery of our volunteering. A vulnerable adult is defined as;

An adult over the age of eighteen years, who is vulnerable by reason of the following difficulties: - cognitive, memory, psychological, behavioural, insight and awareness, mental health, physical or sensory impairment etc.

The definition of abuse is derived from the Regional Guidance issued by the Management Executive, Department of Health and Social Services, in 1996, which states that abuse is:

'The physical, psychological, emotional financial or sexual maltreatment or neglect of a vulnerable adult by another person. The abuse may be a single act or repeated over a period of time. It may take one form or multiple forms. The lack of appropriate action can also be a form of abuse. Abuse can occur in a relationship where there is an expectation of trust and can be penetrated by a person/persons, in breach of that trust, who have influence over the life of that dependent, whether they be formal or

informal carer, staff or family members or others. It can also occur outside such a relationship.'

Forms of abuse:

- Physical abuse (including inappropriate restraint or use of medication)
- Sexual abuse
- Psychological abuse
- Financial or material abuse
- Neglect or acts of omission
- Institutional abuse
- Discriminatory
- Significant harm: - may include the degree, extent, duration and frequency of harm (Law Commission 1995)

The principles upon which this Vulnerable Adults Policy is based;

Privacy: - the right of individuals to be left alone or undisturbed, free from public attention.

Dignity: - the intrinsic value of each individual will be recognised and respected.

Independence: - Value will be given to independent thought and speech.

Choice: - Respect is given that each individual has the right of choice. Choice consists of a mental process and judgment, where necessary Granaghan Outreach trustees and volunteers will assist an individual through this process.

Rights: - the right to be protected by the law and that this will be upheld within the acceptance of equal opportunities.

Fulfilment: - Granaghan Outreach will encourage the fulfilment of potential towards social inclusion and recognising aspirations.

Health & Safety: - The individual should know that their wishes will only be over-ridden if it is considered necessary for their own safety and the safety of others.

This includes Human Rights considerations:

Article 2 - "The right to life"

Article 3 - "Freedom from torture" (including degrading and humiliating treatment)

Article 8 - "The right to family life"

"Human Rights must be considered in all decision making processes, and due consideration given to concepts of proportionality and equality of harm."

1. Exemption to Confidentiality

Granaghan Outreach has in place an 'Emergency Exemption to Confidentiality' under our 'Suicide and Self-harm policy'

'It is a criminal offence to aid, abet, counsel or procure the suicide of another.'

In order to protect vulnerable adults, trustees and volunteers shall make exemptions to the policy of confidentiality in circumstances of reporting possible abuse.

Acting on our exemption to confidentiality, notification shall be given to families, carers or representatives so that they are aware of ACCESS NI and the need for inter-agency procedures. This action will be taken on the protection of a vulnerable adult or others or to investigate an alleged or suspected criminal offence.

2. Consent and Capacity

There is a moral duty for Granaghan Outreach to ensure that the interest and well-being of vulnerable adults are at the fore front of any decision making process and or action taken about any alleged or suspected abuse.

Granaghan Outreach trustees and volunteers will consider: -

- Did the vulnerable adult give meaningful consent to the alleged act?
- Does the vulnerable person or can the vulnerable person give meaningful consent to any preventable action, investigation or report to PSNI?

In line with the 'Good Practice in Consent 2003' (DHSSPS) GO will seek written consent using the structure of the 'Consent Form' within the guide as a framework. Equally Granaghan Outreach will adopt both the same guidelines and that of legislation relating to Mental Incapacity legislation when determining individual capacity and ability to consent as follows:

- A person must be assumed to have capacity unless it is clearly established that this is not so;
- A person is not to be treated as unable to make a decision unless all practicable steps to help him do so have been taken without success;
- A person should not be considered as being unable to make a decision
- merely because he makes an unwise decision;
- An act done or decision made under this legislation for, or on behalf of, the person who lacks capacity, must be done, or made, in their best interests;



- Before any action is taken, or decision made, regard must be had as to whether the purpose for which it is needed can be as effectively achieved in a way that is less restrictive of the person's rights and freedom of action.

Under this legislation a person is deemed to lack capacity in a matter if, at the same time, they are unable to make a decision for themselves in relation to the matter because of an impairment of, or a disturbance in the functioning of, the mind or brain. It does not matter whether the impairment or disturbance is permanent or temporary. A person is deemed unable to make a decision for themselves if they cannot:

- Understand the information relevant to the decision and retain that information;
- Use or weigh-up that information as part of the process of making that decision;
- Communicate his decision (by speech, gesture, signing or any other means).

3. Guiding Principles in Abuse of Vulnerable Adults

Granaghan Outreach has a moral duty of care for the users of our services. This differs from a statutory duty of care, which lies with Department of Health Social Services and Public Health.

Granaghan Outreach has a legal obligation to report abuse but do not have the powers to investigate abuse. Any report should follow the reporting policy and ultimately rests with the appropriate Health and Social Services Trust Officer or Designated Officer.

Granaghan Outreach recognises that caring, and being cared for, can occur within the context of complex human relationships. Power dynamics may involve issues of gender, race, finance, and the exercises of power in different forms. These issues must be recognised when working with vulnerable adults in general, and particularly when an allegation of abuse is involved.

Vulnerable adults may be abused by a wide range of people including relatives and family members, professional staff, paid care workers, volunteers, other service users, neighbours, friends or strangers.

Abuse can take place in any context. It may occur when a vulnerable adult lives alone or with a relative; it may occur within a nursing, residential or day care setting, in hospital or by support people in their own home, in places assumed safe and even in public places.

The environment or the context in which abuse has occurred will partly determine intervention. The type of intervention will not prohibit anyone from reporting suspected



abuse. The decision of type of intervention is that of statutory services. The responsibility of Granaghan Outreach is to use the procedures in reporting in a prompt and efficient manner.

4. Immediate action will be taken on the day the matter is reported.

Response

- A first response will be to listen to the individual carefully, to what is being said by the person raising a concern or reporting an incident of alleged abuse (they may not refer to the incident as abuse) and to record all information immediately.
- Secondly you must be sure you understand what you are being told and try to repeat what you are hearing; "So what you saying is . . ." Do not change any of the words used. If clarification is needed ask if they can explain a different way, as you may not have understood.
- The seriousness or extent of abuse is often not clear when anxiety is first expressed. Therefore it is important to approach reports of incidents or allegations with an open mind. It is not for Granaghan Outreach trustees or volunteers to make any judgment but to act within the relevant legislation.

In addition, victims of abuse do not always act in the same way. Some common reactions are:

- Denial (even in the face of strong evidence)
- Acceptance or resignation to their situation that is part of being vulnerable
- Depression, withdrawal from activity, communication
- Physical or verbal outbursts or displays of anger

Reporting

If the individual is telling you they are being abused. Ask them what would they like to see happen? How do they think this can stop? You are seeking their consent to:

- Detail what they have told you in writing.
- Discuss the matter with your leader.
- You must also explain that by telling you about the abuse you have a responsibility to seek advice, which may mean making a formal report and investigation. It is important that the individual understands what you are explaining and why there is a process.
- With the advice of your leader you will speak to the individual again.
- At this point you may be seeking a signed form of consent for the matter to be reported officially.
- Should the individual be unable to give consent, the matter must be passed to your leader.
- The leader will arrange to visit the responsible adult/parent/guardian with a



designated person to discuss the matter with the adult/parent/guardian and the vulnerable adult.

- Depending on the type of abuse there will be a deciding level of urgency – this is a matter to be discussed by the leader and designated person.

5. Accusation against Trustees or Volunteers

If the allegations relate to a trustee or volunteer of Granaghan Outreach, they should alert the chairperson; if the allegation is about the chairperson you should contact Social Services.

Allegations against trustees or volunteers will be directed to the Designated Officer in Social Services. Thereafter Granaghan Outreach in conjunction with any investigation of allegation against trustees or volunteers will operate within the disciplinary procedures of Granaghan Outreach. Any matter of disciplinary action by Granaghan Outreach should be conducted separately from any enquiry or investigation under ISA/Access NI policies and procedures but subject to the conclusion of possible criminal procedures.

Where a criminal investigation is taking place Granaghan Outreach will co-operate in the sharing of information.

6. Report from Public or in Anonymity

Members of the public or 'third party concerns' where a person provides information and wishes to remain anonymous, should be made aware that, whilst their anonymity will be honoured by the organisation it cannot be unconditionally guaranteed. Should the matter reach court their name may have to be disclosed or they may be requested to give evidence.

Should there be an anonymous alert of suspicion of abuse; the safe guarding officer is responsible to check the immediate situation with the vulnerable person.