



EA Safeguarding Guidance for Statutory Youth Services

Children and Young Peoples Directorate Youth Service

Information and Guidance on Safeguarding and
Child Protection for Youth Service Staff

1st September 2022

Important Note

This document should be read in conjunction with the EA Child Protection and Safeguarding Policy and Procedures March 2019 and Safeguarding and Child Protection in Schools - A Guide for Schools: Department of Education 2017/04 updated September 2020.

Version 1.0

This guidance is kept under review based on updated guidance or legislative changes regarding child protection and safeguarding.

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Introduction

The Youth Service plays a key role in the lives of children and young people and has a safeguarding responsibility towards children and young people in their charge. The Youth Service achieve this by utilising the expertise of the Child Protection and Safeguarding Service.

The Education Authority (EA) Child Protection and Safeguarding Policy and Procedures (March 2019) have been adopted by EA Youth Service and will be fully implemented across the EA Youth Service Region. Each EA Youth Service unit/centre/project will adopt the policy in its entirety. In addition, all EA Youth Service staff will embed and implement this EA Youth Service Information and Guidance Booklet alongside the new policy.

This EA Youth Service Guidance Booklet has also been informed by Safeguarding and Child Protection in Schools: A Guide for Schools; Department of Education 2017/04 updated September 2020. EA Youth Service staff will refer to, adopt and implement this DE Guidance for Schools in order to complement the EA Youth Service Information and Guidance Booklet.

To further support the EA Youth Service to fulfil its obligation to Safeguarding and Child Protection the EA Child Protection Support Service will provide the following:

- A daily helpline Monday to Friday (9am-4.30pm) to advise, guide and support Youth Service in relation to concerns about individual children and young people with safeguarding/child protection concerns and on wider policy and training matters.
- Training to the Heads of Service, Senior Youth Officers, Designated Youth Workers and Deputy Designated Youth Workers for Child Protection and Safeguarding in relation to their statutory child protection/safeguarding responsibilities.
- Support visits to youth unit/projects where required
- Advice and guidance on the assessment and management of children/young people who pose a significant risk of harm to themselves, other children/young people and staff
- Dissemination of new information on training, DE circulars and guidance
- Follow up to ETI inspections where child protection/safeguarding is identified as an area for improvement.

Youth Service Safeguarding Teams

While all adults working in the Youth Service have a responsibility to promote and safeguard the welfare of children and young people within the Youth Service setting there are key staff who are delegated with enhanced responsibility for child protection and safeguarding.

The Youth Service will establish Safeguarding Teams in each local council area and at a regional service level who will report annually to the Assistant Director via the Regional and Local Heads of Service.

Each Youth Service Safeguarding Team will comprise the following members of staff:

- Advisor/Senior Youth Officer
- Designated Youth Workers
- Deputy Designated Youth Workers

The teams will work under the direction of the Advisor/Senior Youth Officer (Senior Youth Officer) and may co-opt other members as required to help address specific issues.

The Safeguarding Teams are a vehicle for ensuring effective communication, co-ordination, and co-operation between the key individuals responsible for safeguarding throughout the Youth Service.

The key responsibilities of the Safeguarding Teams will include:

- The monitoring and periodic review of safeguarding and child protection arrangements and systems in the EA Youth Service.
- Ensuring attendance of staff at relevant training – including refresher training – in keeping with legislative and best practice requirements.

As best practice, the Safeguarding Teams will review their child protection/safeguarding practices annually using the Education and Training Inspectorate (ETI) pro-forma entitled '[Guidance for the Evaluation of Child Protection/Safeguarding](#)' which is available at online. The ETI Safeguarding and Child Protection proforma is available for all staff on the DE and EA websites. As is best practice staff should complete this form annually as part of the Quality Assurance process. All staff should be involved in the completion of this.

See Appendix

- *Appendix 1; EA Youth Service Table of Safeguarding Teams*
- *Appendix 2; EA Youth Service Safeguarding Agenda*
- *Appendix 3; EA Youth Service Safeguarding Meeting Guidance*
- *[ETI Safeguarding Proforma online](#)*

Roles and Responsibilities

Heads of Service

The Heads of Service play a pivotal role in contributing to the creation and maintenance of a safeguarding ethos within the Youth Service. The Head of Service will delegate the lead in child protection/safeguarding issues to the Advisor/Senior Youth Officer in each of the designated Safeguarding Teams and will collate and provide annual safeguarding reports to the Assistant Director.

Advisors/Senior Youth Officers

The Advisors/Senior Youth Officers have delegated responsibility for establishing and managing the safeguarding and child protection systems within their sub regional area of work or their local council area and for leading their respective Safeguarding Team.

Advisors/Senior Youth Officers will advise and or report to the Head of Service on the following:

- The role of the Designated Youth Worker/Deputy Designated Youth Worker
- The content of safeguarding and child protection guidance and information including parent and membership packs
- The content of a code of conduct for adults within the Youth Service
- The content of Quarterly and Annual Safeguarding and Child Protection Reports; and
- Recruitment, selection, vetting and induction of staff

This includes the appointment and management of suitable staff to the Designated Youth Worker and Deputy

Designated Youth Worker posts and ensuring that new staff and volunteers complete the relevant and mandatory safeguarding and child protection training as part of an induction programme.

It is essential that there is protected time and support to allow the Designated Youth Worker/Deputy Designated Youth Worker to carry out this important responsibility effectively and that Designated Youth Worker/Deputy Designated Youth Workers are selected based on the knowledge and skills required to fulfil the role.

The Advisor/Senior Youth Officer will assist the EA Youth Service to fulfil its safeguarding and child protection duties, keeping the Head of Service informed of any reviews, changes to guidance, procedure or legislation relating to safeguarding and child protection; ensuring any Circulars and guidance from the Department of Education are shared promptly; and quarterly inclusion of child protection activities on the Regional and Local meeting agendas. In addition, the Advisor /Senior Youth Officer will provide Quarterly and Annual Safeguarding and Child Protection Reports to the Head of Service.

The Advisor/Senior Youth Officer must ensure that parents and children and young people receive a copy of a Parent Pack/Membership Pack at annual registration.

Managing Allegations of Abuse Against EA Employees; In the event of a child protection complaint/allegation being made against a member of staff, it is the Advisors and Senior Youth Officers who must assume

lead responsibility for managing the complaint/allegation in keeping with DE Circular 2015/13 "[Dealing with Allegations of Abuse against a Member of Staff](#)". They will work alongside Child Protection Support Service and Employee Relations HR using the following protocol; *Protocol for Dealing with Allegations of Abuse of a Child/Young Person By EA Staff Feb 2020*.

The Advisor/Senior Youth Officer must maintain a Record of Child Abuse Complaints in a hard back bound book where they will record all concerns against a member of staff. This should be signed off and dated annually even if there have been no entries.

Designated Youth Worker for Child Protection and Safeguarding

Every Youth Service setting is required to have a Designated Youth Worker and Deputy Designated Youth Worker with responsibility for safeguarding and child protection. This is a highly skilled role developed and supported through training and support from the Child Protection Support Service.

The role requires knowledge, skills and professional judgement on complex and emotive issues and involves the following:

- Promotion of a safeguarding ethos across the Service
- Ensure standards and good safeguarding and child protection practice is maintained throughout the Service
- Ensure all staff/volunteers receive induction and training
- Understand and ensure compliance with EA Safeguarding and Child Protection Policy

- Receive information/concerns from staff/volunteers and provide support
- Keep line manager (Senior Youth Officer) informed as required within the policy and procedures
- Discuss matters with the EA Child Protection Support Service as required, for support on safeguarding and child protection issues
- Liaise with social services/PSNI as needed; refer to and make referrals as required via the form - Understanding the Needs of Children in Northern Ireland (UNOCINI)
- Manage security of confidential safeguarding and child protection records
- Attend child protection case conferences and LAC reviews where required and
- Provide quarterly and annual reports to the Advisor/Senior Youth Officer.

Deputy Designated Youth Worker

The role of the Deputy Designated Youth Worker is to work co-operatively with the Designated Youth Worker in the fulfilment of his/her responsibilities.

It is important that the Deputy Designated Youth Worker works in partnership with the Designated Youth Worker so that he/she develops sufficient knowledge and experience to undertake the duties of the Designated Youth Worker when required. Deputy Designated Youth Workers are also provided with the same specialist training by Child Protection Support Service to help them in their role which includes:

- Undertake the role of Designated Youth Worker as and when required, and specifically in the absence of the Designated Youth Worker

- Ensure Designated Youth Worker is informed asap of any action taken or records initiated in their absence
- Receive concerns where individual feels they cannot approach the Designated Youth Worker
- Support the Designated Youth Worker in her/his role as needed; and
- Assist in maintaining standards and good practice across the service.

Nominated Designated Youth Worker/Deputy Designated Youth Worker

The Youth Service will have several Designated Youth Worker/Deputy Designated Youth Workers who will support the Service across the region. These staff will normally be a line manager/ Senior Youth Worker (SYW) as follows;

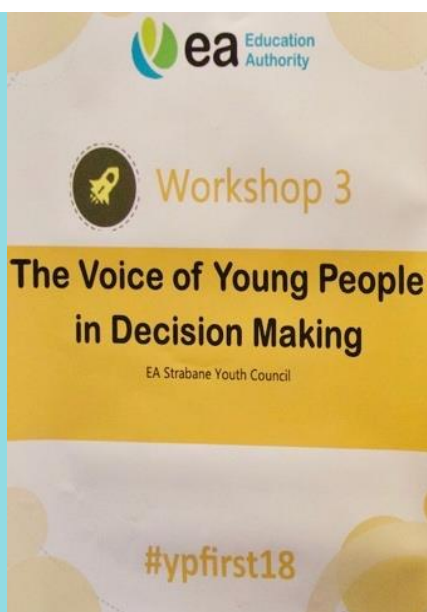
- The Designated Youth Worker will be an EA full time member of staff.
- To manage instances where there is no Designated Youth Worker on site a list

of the local council area on duty Designated Youth Workers will be provided for each centre/project.

- Where there is no Designated Youth Worker on site staff will contact one of the Designated Youth Workers from this list when they need to report a concern.
- Where the allegation concerns a Designated Youth Worker on the local list the staff member should report to another Designated Youth Worker from the local list.
- This list should be easily and quickly accessible to all staff on duty in a centre or project at each session; preferably displayed in a staff room/office or held within the session paperwork.

Where it is not possible to reach a Designated Youth Worker from this list staff should contact the Gateway Team, PSNI and Regional Emergency Social Work Service where necessary and report the concern.

Youth Voice & Participation



Training Arrangements for Youth Service

Child Protection and Safeguarding training for EA Youth Service staff is developed and delivered in accordance with the EA Child Protection and Safeguarding Learning and Development Strategy. The EA Child Protection Support Service provide and deliver Child Protection and Safeguarding training for EA Youth Service.

EA Level 1 Child Protection and Safeguarding Training

All EA staff must complete the EA Level 1 Child Protection and Safeguarding Training.

Training for Designated Youth Workers/Deputy Designated Youth Workers

All Full-time Youth Work staff are required to complete Designated Youth Worker training provided by EA Child Protection Support Service and will complete refresher training within a three-year cycle.

Training for Head of Service/Advisor/Senior Youth Officer

The Head of Service/Advisor/Senior Youth Officers are required to attend one day Child Protection Support Service training on safeguarding and child protection and will complete refresher training within a three-year cycle.

Child Protection and Safeguarding Whole Service Training for Part-time Staff and Volunteers

New Employees

The Designated Youth Worker/Deputy Designated Youth Worker will deliver Child Protection and Safeguarding Whole Service Training for all new staff who are part time staff or volunteers as part of their induction programme with a refresher within a three -year cycle.

Refresher Training

All organisational staff including full time, part time and volunteer staff will undertake refresher training on a three -year cycle.

Recording CP Training

The Designated Youth Worker must ensure that each unit/project retains a written record of when each member of staff including volunteers was in receipt of training; this includes records of CP induction for all new staff, refresher training for all staff, Whole Service Training, Designated Youth Worker/Deputy Designated Youth Worker training, Designated Youth Worker/Deputy Designated Youth Worker refresher training and Head of Service/Advisor/Senior Youth Officer training. Copies of these training files

should also be held in the Designated Youth Worker/Deputy Designated Youth Worker central office. The EA Youth Service will establish an overall training database. *(Interim until new EA system is actioned)*

See Appendix

- **Appendix 3; Youth Service Safeguarding & Child Protection Training**

Centre Based Youth Work



Outdoor Learning



Area Based Youth Work



Reporting Concerns

All EA Youth Service staff, full time, part time and volunteers will receive Child Protection and Safeguarding training and will be available to receive any concerns and make reports to the Designated Youth Worker/Deputy Designated Youth Worker as required.

EA Youth Service staff should be aware of their responsibility to respond promptly to any concern of abuse if a disclosure is made by a child, parent, or other person or if they have concerns about any child or adult. He/she should not investigate - this is a matter for Social Services and/or the Police - but should report these concerns immediately.

In every situation the employee receiving the concern about a child/young person must make a written record of their concerns and any actions taken using the recording template Note of Concern.

Reporting Concerns in an EA Youth Centre /Project

Where an EA employee, including an Outdoor Learning Instructor, is based in an EA Youth Centre/Project, or is visiting an EA centre/project and has a concern about a child/young person the concern should be reported to the centre/project Designated Youth Worker /Deputy Designated Youth Worker who may seek

advice and guidance from Child Protection Support Service.

The EA employee must complete the Note of Concern and provide this to the Designated Youth Worker/Deputy Designated Youth Worker.

The EA employee should also share any concerns about a child/young person to their line manager including any action taken and seek any necessary support. The Designated Youth Worker/Deputy Designated Youth Worker will also inform their line manager and the Senior Youth Officer in accordance with the Youth Service Child Protection reporting procedures.

Reporting Concerns Occurring in other Work Locations

Where an EA employee, including an Outdoor Learning Instructor, is based in, or visiting a school, EOTAS centre or EA learning support setting and has a concern about a child, this concern should be reported to the Designated Teacher or in his/her absence the Deputy Designated Teacher who will follow the school or settings child protection policy. Where the concern is about the Designated Teacher the report should be made to the Principal.

The EA employee should complete the school's Note of Concern and provide this to the Designated Teacher/Deputy Designated Teacher/Principal.

The EA employee should also share any concerns about a child/young person to their line manager including any action taken and seek support as necessary.

The Designated Youth Worker/Deputy Designated Youth Worker will also inform their line manager and the Senior Youth Officer in accordance with the Youth Service Child Protection reporting procedures and seek any necessary support.

Reporting Concerns from Non-EA Locations

Where an EA employee, including an Outdoor Learning Instructor, works from non-EA locations and a concern arises the EA employee should immediately share the concern with their line manager and follow the normal reporting procedures. The line manager may seek advice and guidance from Child Protection Support Service.

Where an EA employee visits a family home and a concern relating to a child/young person arises, they should immediately share the concern with their line manager and follow the normal reporting procedure. The line manager may seek advice and guidance from Child Protection Support Service.

The Designated Youth Worker/Deputy Designated Youth Worker will also inform their direct line manager and the Senior Youth Officer in accordance with the Youth Service Child Protection reporting procedure and seek any necessary support.

Where a referral to Social Services must be made this should be by telephone in the first instance and within 24 hours it must be followed by the completion of a UNOCINI referral form.

Reporting Concerns in Outdoor Learning Centres

School Visits to EA Outdoor Centres

Where a school is visiting an EA Outdoor Learning Centre and a concern is raised with or by an EA Outdoor Learning Instructor about a child/young person who is part of the visiting school, this concern should be reported to the accompanying school staff member who will follow the school's Child Protection Policy. The Designated Teacher/Deputy Designated Teacher may seek advice and guidance from the EA Child Protection Support Service. Where the concern is about a Designated Teacher the report should be made to the school principal.

The EA Outdoor Learning Instructor must complete the Youth Service Note of Concern including who this information was shared with from the accompanying school. The Note of Concern should be given to the Designated Youth Worker/Deputy Designated Youth Worker who will store this in the CP records. The Designated Youth Worker/Deputy Designated Youth Worker should contact the school Designated Teacher/Deputy Designated Teacher to ensure this process has been completed. The Designated Youth Worker/Deputy Designated Youth Worker can make contact with Child Protection Support Service throughout this process as needed. The Outdoor Learning Instructor reporting the concern should also report to their line manager that a

concern has been reported and seek any necessary support.

Controlled Youth Centre/Project Visits to EA Outdoor Centres or Self-Catering Provision

Where a controlled youth centre/project is visiting an EA Outdoor Learning Centre (OLC) / Self-Catering Provision (SCP) and a concern is raised with or by the Outdoor Learning Instructor about a child/young person from that visiting group, the Outdoor Learning Instructor raising the concern should advise their Designated Youth Worker/Deputy Designated Youth Worker and complete the Youth Service Note of Concern. The OLC/ SCP Designated Youth Worker/Deputy Designated Youth Worker will take the lead in referral to Social Services/ PSNI as needed. This Note of Concern and referral (if made) should be shared with the visiting youth centre Designated Youth Worker/Deputy Designated Youth Worker as soon as possible. It is the responsibility of the visiting youth centre Designated Youth Worker/ Deputy Designated Youth Worker to open a child protection file.

The Outdoor Learning Instructor member making the report should also share with their line manager that a concern has been reported and seek any necessary support. The Designated Youth Worker/Deputy Designated Youth Worker will also inform their direct line manager and the Senior Youth Officer in accordance with the Youth Service Child Protection reporting procedure.

Voluntary Groups attending Youth Service Provision

Where a voluntary group is visiting an EA Youth Service provision and a concern is raised with an EA Youth Service staff member about a child/young person or an adult/staff member from that group the EA Youth Service staff member should complete a Youth Service Note of Concern.

The concern should be reported immediately to the voluntary group's accompanying youth worker who will follow the voluntary organisation's Child Protection Policy. The EA note of concern should record who the concern has been reported to/shared with in the voluntary group.

While the voluntary group should follow their own CP policy and procedures it is the EA Youth Service staff member's responsibility and mandate to ensure children are safe. If a referral to Social Services and or PSNI is proportionate, this should be made by the relevant EA Youth Service Designated Youth Worker/ Deputy Designated Youth Worker. Advice can be sought from Child Protection Support Service via the Child Protection Support Service Helpline.

The EA Youth Service Designated Youth Worker/Deputy Designated Youth Worker will contact the Designated Safeguarding Lead for the organisation and advise of the concern and the EA Youth Service actions.

EA Youth Service Note of Concern and or referrals to PSNI and Social Services will be retained by the EA Youth Service in line with our CP procedures.

Reporting Concerns of an Allegation of Abuse against an EA Member of Staff

On receipt of a concern of an allegation of abuse against an EA member of staff a Note of Concern should be completed, and the Designated Youth Worker/ Deputy Designated Youth Worker must be contacted. The Head of Service must be contacted and informed. The Youth Service will follow the EA Protocol for Managing Allegations relating to Staff with the support of Child Protection Support Service and HR. Where a concern occurs outside of normal business hours contact should be made with Social Services and or PSNI with contact made by the Lead Individual with Child Protection Support Service and HR as soon as possible after this.

Full information, process and protocols on reporting concerns or allegations against a member of EA staff may be accessed in the following;

- *EA Child Protection and Safeguarding Policy and Procedures March 2019.*
- *DE Circular 2015/13; Dealing with Allegations of Abuse against a Member of Staff*
- *Child Protection Support Service And Human Resources Protocol For Dealing With Allegations Of Abuse Of A Child/Young Person By EA Staff February 2020*
- *DE Circular 2020/07 Child Protection Record Keeping in Schools.*

Reporting Concerns of an Allegation of Abuse against an Adult other than an EA Member of Staff

Where a concern of an allegation of abuse in relation to an adult in a non-EA location has been reported to an EA staff member a Note of Concern should be completed and the Designated Youth Worker/Deputy Designated Youth Worker must be contacted. The Designated Youth Worker/Deputy Designated Youth Worker can contact Child Protection Support Service for advice on next steps and if a referral to Social Services and or PSNI is needed. If this occurs outside normal business hours, contact can be made directly with PSNI and Out of Hours Social Services. The Designated Youth Worker/ Deputy Designated Youth Worker can contact Child Protection Support Service on the next working day for any follow up advice and support. The Designated Youth Worker/Deputy Designated Youth Worker is responsible for opening a CP file and safely storing the information.

EA Youth Service Staff Reporting to the Designated Youth Worker/Deputy Designated Youth Worker

When Youth Service staff receive a concern and where a Designated Youth Worker/Deputy Designated Youth Worker is not available onsite a list of contact details are available for immediate access to a Designated Youth Worker/Deputy Designated Youth Worker within their council area. This will normally be Senior Youth Workers operating within that council area. Where the Designated Youth Worker is not available, and the Deputy Designated Youth Worker handles the concern the Deputy Designated Youth Worker should make the Designated Youth Worker of that youth work site aware of any incidents the following day.

Contact with Parents/ Guardians

The Youth Service will seek to work in partnership with parents and guardians and recognise their value and importance. Parents and guardians will be informed about safeguarding concerns if it is deemed safe and in the best interests of a child to do so. Information will not be shared with parents or guardians if it is believed that doing so will place a child/young person at risk of harm.

Gateway Services and PSNI

In extreme circumstances where a Designated Youth Worker/Deputy Designated Youth Worker is not available staff should contact Gateway Services, or if after hours the Regional Emergency Social Work Service, and act on the advice provided by them, which may include contacting the PSNI directly. Contact details of Gateway/PSNI are readily available to all staff at their youth work site.

Staff may also wish to seek advice from EA Child Protection Support Service where available.

Staff Code of Conduct

All EA staff and volunteers should conduct themselves in a manner that is compliant with the agreed code of conduct for public officials ([the Nolan principles](#)):

In every situation the employee must make a written record of their concerns and any actions taken in relation to a child/young person using the recording template Note of Concern.

See Appendix

- *Appendix 9; Detailing with Allegations of Abuse against an EA Employee*
- *Appendix 10; Dealing with concerns or abuse by someone other than an EA Employee*
- *Appendix 5; EA Youth Service Note of Concern*

Creative Arts and Digital Innovation Youth Work



Youth Work & Performing Arts



5

Recording Concerns

Note of Concern

The Note of Concern, and only this recording tool, should be used by staff – no staff member should record a CP matter in his/her personal diary or anything else.

The Note of Concern is used for reporting any concerns of child abuse if a disclosure is made by a child, parent, or other person or if they have concerns of a safeguarding nature about any child.

Staff members requiring to report a concern must contact the Designated Youth Worker immediately and follow up by completing the Note of Concern.

If the staff member cannot supply the Note of Concern directly to the Designated Youth Worker at that time, it should be supplied to the Designated Youth Worker within 24 hours of receiving the concern.

The Note of Concern must be signed by both the youth worker making the report and the Designated Youth Worker.

Where a concern is reported, and the Note of Concern cannot immediately be filed in the central office the completed Note of Concern must be retained in a secure post-box at an EA Youth site.

For staff who do not work at an EA site and cannot access a local site to secure the Note of Concern in a secure post-box they

must ensure that they secure this report confidentially until the next day. (*Full information may be accessed in EA Children and Young People's Services Home Working/Remote Working Procedure*)

All staff who complete the Note of Concern about abuse, if a disclosure is made by a child, parent or other person, or if they have safeguarding concerns about any child/young person or adult, they must also inform their line manager within 24 hours and seek any necessary support.

Blank Notes of Concern must be readily available at centres and for specialist projects, area and peripatetic staff these should form part of your session paperwork.

UNOCINI Forms

Where the Designated Youth Worker makes a referral to Social Services this should be by telephone in the first instance and within 24 hours it must be followed by the completion and submission of a [UNOCINI referral form](#). This form can be located at the Youth SharePoint or downloaded from the [SBNi web page here](#).

Record of Child Abuse Complaints

A hard back and bound book called *Record of Child Abuse Complaints* must be held in the locked secure fireproof filing cabinet in each central office.

This book is for the Designated Youth Worker or Senior Youth Officer/Advisor to record all allegations of a child abuse nature against a member of EA staff only. A record of this should also be placed on the relevant child's Child Protection File.

It is important that all allegations are recorded to ensure that Youth Service can monitor allegations made and identify causes or patterns of concern.

It is equally important that the Assistant Director and relevant Heads of Service are fully informed of all complaints. (Refer to Appendix 6)

The Record of Child Abuse Complaints book should be signed and dated by the HOS at annual Safeguarding meetings.

See Appendix

- *Appendix 5; Note of Concern Completion Guidance (Youth Service)*
- *Appendix 6; Child Protection Files Guidance*

Designated Youth Worker/Deputy Designated Youth Worker Reporting to Safeguarding Team

The Designated Youth Worker will submit Quarterly and Annual Child Protection Reports to the Advisor/Senior Youth Officer which should include the following:

- number of complaints of a child protection nature against staff
- number of referrals to Social Services/PSNI
- number of children on the child protection register (known to the service)

The hard-back book on allegations of abuse against staff should be signed and dated at the annual meeting by the Head of Service. All reports must be anonymised in keeping with the principle of confidentiality.

Head of Service/Advisors/Senior Youth Officers Annual Report

The Head of Service will collate an overall annual report for the attention of the Assistant Director.

All reports must be anonymised in keeping with the principle of confidentiality.

**Delamont
Specialist
Outdoor Learning
Centre**



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Record Keeping

Child Protection files should be structured as per DE guidelines (Child Protection Record Keeping in Schools DE Circular 2020/07) – (currently under review). Child Protection Support Service is available to give advice on this. Youth Service templates are available in Appendix 12)

It is the responsibility of the Designated Youth Worker to open a Child Protection (CP) file for each child reporting concerns and maintain and have oversight of these. The Designated Youth Worker is responsible for ensuring that Child Protection files are held in a separate, secure confidential filing system, in a fireproof cabinet, and housed in the relevant regional or local office central office. These files are only accessible to the Senior Youth Officer, Designated Youth Worker and Deputy Designated Youth Worker.

Once a Child Protection file is opened it is the responsibility of the Designated Youth Worker to update this file at each of the central offices as required, for each child or young person. Should the Designated Youth Worker require any direction in relation to this they should speak to the Child Protection Support Service.

These files will contain Notes of Concern, copies of UNOCINIs and any other relevant

documentation relating to the management of any concern. Any significant event or change, which has an impact of the child's welfare, must be included in the Child Protection File and noted in the chronology of events/action taken.

It is recommended that each individual file should be marked to indicate the presence of a separate confidential file. A coloured sticker is one means of doing this and staff should be aware of who to contact in this instance.

Social Services

Where Social Services inform Youth Service that a child's name has been placed on the Trust's Child Protection Register (CPR) the unit/project must maintain a record of this fact, and associated documentation from Social Services on the child's Child Protection File.

Where a child whose name is on the Child Protection Register moves to another unit/project the Designated Youth Worker should inform the receiving unit, pass on the details for the social worker, and copy the unit's/project's child protection information to the receiving unit/project. It is good practice for the Designated Youth Worker to discuss concerns directly with Designated Youth Worker from the receiving unit/project in advance of

sending the child protection record. Receiving units/projects should contact the child's social worker for copies of relevant information. If it is known that a young person attends more than one Youth Service provision it is important that this information is shared with the Designated Youth Worker in the second provision, in the interests of safeguarding and supporting the young person.

Child Protection File Contents

The Child Protection File should contain a chronology of events/action taken in relation to any concern raised about possible abuse by someone other than an EA Employee. This file will be collated chronologically with a cover sheet at the front for noting each entry into the file; Date; Item; Signed; along with the note/s of concern and all other records of concern.

- Any notes initially recorded should be kept securely with the child protection file
- Records of discussions and telephone calls (with colleagues, parents and children/young people and other agencies or services)
- Correspondence with other organisations - sent and received
- Referral forms – both for support services and specialist services (irrespective of outcome)
- Formal plans linked to the child e.g. child protection plan, child in need plan
- Risk assessments
- Risk Management Plans/ Individual Safety and Support Plans
- Reports to interagency meetings and conferences
- Minutes of interagency meetings e.g. child protection case conferences

- Any significant event or change which has an impact on the welfare of the child must be included in the file along with the chronology of the events/action taken for example issues for the child, family issues, any professional involvement in the case and or any changes of circumstances
- Files must be updated as events occur, or information is received.

Database

In a confidential centre/project registration/membership data base, individuals should be flagged to indicate the presence of a separate confidential file. Guidance will be provided on the development and maintenance of this new database.

Only the Designated Youth Workers and the Senior Youth Officer/Advisors will have access to this data base. It is the Designated Youth Worker's responsibility to share any relevant and necessary confidential information, on a need-to-know basis, with other relevant staff.

Transfer of Child Protection Records

On occasion children and young people will move between EA Youth Service provisions, quite often due to changes in address. There will also be situations whereby children may attend more than one EA Youth Service provision. In these instances, where there have been, or are current concerns about a child/ young person the Youth Service provision should consider what information should be shared with the new/ additional EA Youth Service provision.

Past safeguarding concerns and the response to these can be significant, should concerns arise for the child at a later time. The third data protection principle is key in relation to deciding whether to transfer past concerns. If the information, current or historical, is deemed to be relevant then it should be shared.

The Designated Youth Worker is responsible for ensuring that copies of relevant child protection records are transferred to the Designated Youth Worker of the receiving provision in the

most secure and appropriate manner to minimise the risk of any data breach.

For instances where a child, whose name is on the Child Protection Register and who changes Youth Service provision refer to the section on *Record Keeping*. It is good practice for the Designated Youth Worker from the youth provision the child is leaving to discuss concerns directly with the Designated Youth Worker from the receiving youth provision in advance of sending the child protection record.

**Ballykeel Youth
Centre, Ballymena**



**Glengormley
Youth Centre,
Newtownabbey**



Display of Child Protection Information

Displaying Safeguarding Information

All youth work settings/sites must have a dedicated Safeguarding and Child Protection noticeboard. To support this a bespoke EA Youth Service Safeguarding and Child Protection display board will be provided to all centres/projects. For centres this will be a static display and for specialist projects, area, or peripatetic staff this will be a portable display.

Centres

The bespoke static EA branded display board must be installed in a prominent position preferable at the entrance area and at eye level, so that all visitors, children and young people are able to have sight of and read the information. This notice board will include the following;

- Child Protection Policy Statement
- Reporting Flow Charts
- A safeguarding display of photographs, names and contact numbers of the centre/project Designated Youth Worker and Deputy Designated Youth Worker

Contact numbers for the local Gateway Team, Regional Emergency Social Work Service and the PSNI, Family Support Hub and Childline contact details.

In addition;

- Photos and names of all staff in the unit should be on display at the entrance beside the noticeboard. This provides additional support for children and young people so that they know who they can talk to at any time.
- Copy of Complaints Policy
- In each room of the unit a poster detailing the photos and names of Designated Youth Worker/Deputy Designated Youth Worker and the flow chart should be clearly visible – placed at eye level for children and young people.

An EA branded young people friendly poster will also be provided which must be displayed in all centre areas (including toilet areas) for the attention of all centre users.

See Appendix

- *Appendix 8; Key Contact Details*

Specialist Project/Area and Peripatetic Staff

The bespoke portable EA branded display board with the above-mentioned centres information will be provided. You will be enabled to mount the photographs and

names of the Designated Youth Worker/Deputy Designated Youth Worker on the portable display.

The portable display must be set up, at eye level, in the room in which you deliver the youth work programme with young people. This will enable all visitors, children and young people to have sight of and read the information.

EA branded leaflets and small cards suitable to your work setting will also be made available.

Information and Briefing

To ensure that all children, young people and parents understand and know the procedures the following must be established in all centres/projects;

- Briefing/information safeguarding/child protection sessions for all children and young people to explain the process and who's who.
- New registration forms and parent packs and information readily available.
- An EA branded pack will be provided for each centre/project to adopt and input the necessary information.

TBUC Camps Programme



Youth Oscars



Storage of Information

STORAGE OF CHILD PROTECTION INFORMATION

- All files/records and the Record of Child Abuse Complaints book must be retained at the nominated central offices in a locked and secure fireproof filing cabinet.
- Central Offices will be the 9 Council Area Youth Resource Centres and 6 nominated Regional Offices.
- The filing cabinet should only be accessible the Designated Youth Workers and the Advisor/Senior Youth Officer. The cabinet is not accessible to anyone else, including administrative staff or the ETI.
- The keys to the cabinet should not be removed from the premises and should be stored securely in a key safe. Only Designated Youth Workers and the Advisor/Senior Youth Officer will have access to the

key safe. The ETI will seek assurance that child protection records are held securely and in a confidential manner.

- Where necessary EA youth premises/sites will be provided with a secure post-box placed in a secure area. This is to be used to hold Notes of Concern overnight but only when absolutely necessary. The key for this post-box should be stored securely in a key safe to which only the Designated Youth Worker and Advisor/Senior Youth Officer will have access to. At all times efforts should be made to carry the Note of Concern to the central office file at the time of reporting.
- All Notes of Concern must be removed from the secure post box post-box within 24 hours by the Designated Youth Worker, signed off and stored at the central office.

9

Key Safeguarding & Child Protection Documentation

All staff must know and understand the EA Safeguarding and Child Protection Policy, March 2019, accompanying guidance documents and circulars and be able to implement the procedures as required.

Each centre /project should have the following in place;

- EA Safeguarding and Child Protection Policy March 2019
- Child Protection Support Service and Human Resources Protocol for Dealing with Allegations Of Abuse Of A Child/Young Person By EA Staff February 2020
- Department of Education Safeguarding and Child Protection in Schools - A Guide for Schools, 2017/04 updated September 2020.
- EA Youth Service Safeguarding and Child Protection Parent Pack and Information, January 2020
- ETI Safeguarding and Child Protection Proforma and DE Circulars including the ETI

- EA Children and Young People's Services Home Working/Remote Working Procedure.

In addition, Youth Service has adopted and adapted the Child Protection Support Service guidance in relation to the following;

- Guidance in Creating a Child Protection File
- Guidance on how to structure and use a child protection file and
- Child Protection File Proformas

See Appendix

- *Appendix 7.; Guidance for Completing and Maintaining Safeguarding Records*
- *Appendix 6; Child Protection Files Guidance*



Appendices

Youth Service Safeguarding Teams

This appendix outlines the make of and number of Safeguarding teams. The number of teams is determined by the number of Senior Youth Officers or Advisors covering their area of responsibility for delivery. Based on this the number of teams are subject to change except for the Heads of Service Team.

Safeguarding teams can co-opt additional members to their team according to needs.

Note of Meetings and Reports should be made using Youth Service Safeguarding Proforma YSSF1

Statutory Youth Heads of Service

Number of Teams

One for EA Statutory Youth Services

Team Lead

Joint Head of Regional and Local Youth Services

Team Members

All Regional and Local Statutory Youth Service Advisors and Senior Youth Officers

Team Meetings

Once Per Annum

Reports

One Annual Report to the Assistant Director for Youth Services

Local Statutory Youth Services

Number of Teams

One Per Local Team Reporting to a Local Senior Youth Officer (9 in Total)

Team Lead

Local Senior Youth Officer

Team Members

Local Senior Youth Officer

All Local Designated Youth Workers and Deputy Designated Youth Workers for that Area

Team Meetings

Once per Quarter & One Annual Review

Reports

One Per Quarter and One Annual Report to the Head of Local Youth Services

Regional Statutory Youth Services

Number of Teams

One Per Regional Service Area Reporting to a Senior Youth Officer or Advisor (5 in Total)

Team Lead

Regional Senior Youth Officer/Advisor

Team Members

Regional Senior Youth Officer/Advisor

All Regional Designated Youth Workers and Deputy Designated Youth Workers for that Service Area

Team Meetings

Once per Quarter & One Annual Review

Reports

One Per Quarter and One Annual Report to the Head of Regional Youth Services

Youth Service Safeguarding Team Meeting Agenda

1 Notes of Previous Meeting

Matters arising and outstanding actions

2 Overview of Child Protection/Safeguarding Activity – Concerns of Abuse

3 Number of Concerns and Related Matters

4 Update on Safeguarding/Child Protection Training Attended/Provided/Planned

5 Update on Safeguarding Initiatives that the Region/Local area has taken part in and planned through preventative curriculum

6 Child Protection/Safeguarding Policy Reviews from Centres/Projects

7 Child Protection/Safeguarding Information from Child Protection Support Service/EA/DE

8 Any Other Issues That the Team Wish to Share/Discuss

9 Table of Actions to be Completed

Area by Whom, By When and Proactive action to mitigate risks for children and young people

10 Date of Next Meeting

Youth Service Safeguarding Team Meeting Guidance

Overview of Child Protection/Safeguarding Activity – Concerns of Abuse

Include here a general statement about the types of child protection/safeguarding concerns which have arisen during the quarter/year e.g. actual/suspected neglect, emotional harm, physical harm, sexual abuse, self-harm/suicidal thoughts, domestic abuse, on-line safety, indecent images etc. No identifying information should be provided.

This has been an exceptional year in education, and you may want to include here how safeguarding was managed during Covid19, for example, developing youth websites, online platforms, direct contact with children etc.

Number of Concerns and Related Matters

Depending on the Location, Size of the youth provision in the area and Level of Activity you may not require all of the following suggested headings:

1. Number of Enquiries-to Education Authority Child Protection Support Service:
2. Number of Referrals to Social Services:
3. Number of Child Protection Complaints Against Staff:
4. Number of Children Known to be on Child Protection Register:
5. Number of known Children Looked After (Children in Care):
6. Number of known Children with Social Services Involvement for Family Support (Not on Child Protection Register)
7. Number of Multi-Agency Meetings Attended:
 - a. Case Planning Meetings (Initial and Review family support planning meetings)
 - b. Child Protection Case Conferences (Initial & Review) and core group meetings
 - c. LAC reviews
 - d. Other

Update on Safeguarding/Child Protection Training Attended/Provided/Planned

For example

- Designated/Deputy Youth Worker e.g.
- Whole Service Training
- Advisor /SYO Training
- CSE
- Any Outstanding Training Needs related to recruitment of new staff of volunteers

Update on Safeguarding initiatives that the regional/local area has taken part in/planned through preventative curriculum

This may specifically refer to;

- Programmes/work completed or planned regarding child protection and safeguarding, for example any of the specialist projects which provide preventative work with children/young people in relation to any activity where a child/young person may be at risk of abuse/neglect etc.
- This could refer to FLARE, REACH, ENGAGE; programmes delivering on-line safety for young people, or which focus on themes/areas where children/young people could be at risk of abuse/neglect etc...
- It can also refer to specific partnership or collaboration internally, and or work with external agencies i.e. PSNI Community Safety, NSPCC Childline, Health Promotion Agency, anti-bullying etc.
- You may wish to put in here any work they are doing or planning to do to help reintegrate children/young people following the changes resulting from COVID 19. Refer to any action to sustain preventive practice going forward.

Child Protection/Safeguarding Policy Reviews from Centres/Projects

- Any relevant safeguarding /child protection policy information or guidance that may need to be-reviewed or amended to improve practice and safeguarding of children and young people
- Any differentiated policy you wish to mention relating specifically to current service delivery, for example to Covid-19 impact on changes to safeguarding approaches or need during the pandemic.

Child Protection/Safeguarding Information from Child Protection Support Service/EA/DE

- Information provided either directly by EA, Child Protection Support Service, DE or ETI that will impact the current operation of the safeguarding practice – shared and highlighted to team, including relevant feedback recorded for report
- Emerging wider trends about safeguarding children and young people – lessons learnt and new risks

Any Other Issues That the Team Wish to Share/Discuss

- Other issues or emerging CP/SG themes impacting on the lives of children and young people. This could also include reference to any resources developed, any constraints, support systems for DYW, any vetting issues re: volunteers etc.

Youth Service Safeguarding & Child Protection Training

EA Level 1 Safeguarding Training

Introduction Training provided through a 30-minute online webinar by the EA Child Protection Support Service

Delivered By: Online Webinar
Mandatory for: All levels of staff including ancillary and auxiliary
Duration: 30 Minutes

Whole Service Training

Whole Service Training is detailed safeguarding training required for all staff delivering face to face youth work

Delivered By: Designated Youth Worker
Mandatory for: for all Part-time staff & Volunteers
Duration: 3 Hours/1 Session
Resources: Provided by EA Child Protection Support Service
Refreshed: Every 3 Years

Designated Youth Worker Training

Training for all Youth Work Staff who will be in a role as a Designated Youth Worker or Deputy Designated Youth Worker

Delivered By: EA Child Protection Support Service
Mandatory for: for all Full-Time Staff
Duration: 2 Days/4 Sessions
Refreshed: Every 3 Years

Senior Youth Officer/Advisor/Head of Service Training

Training for all staff at this grade with a focus as a safeguarding lead for your Service area

Delivered By: EA Child Protection Support Service
Mandatory for: for all Senior Youth Officers/Advisors/Head of Service
Duration: 1 Days/2 Sessions
Refreshed: Every 3 Years

Note of Concern Completion Guidance

The Youth Service Note of Concern is amended specifically for use by the Youth Service. It is based on the recommended Note of Concern proforma recommended in DE Circular 2020/07 Child Protection: Record Keeping in Schools, Annex D.

→ Name of young person

This should be as name on registration form. If appropriate a much-used nickname or known as name could be given as well as the formal name.

→ Gender

As Identified by the Young Person

→ Date and Time of incident/disclosure

This could also include e.g. the date/time an observation was made which raised concern perhaps related to ongoing monitoring of neglect or specific behaviours which have been concerning.

→ Nature and description of concern

For example; Mary Smith said that “it was all very well talking about this but in her house it didn’t matter what you thought cos what her da said was it end of story. If you didn’t like it and made the mistake of saying so, then the belt was out and everybody got it, especially mammy”.

→ Parties Involved, including any witnesses to an event and what was said or done and by whom

In a group circumstance it may not be feasible to list all the young people present but it is important that if the information is requested by PSNI/SS to facilitate an investigation that the details are provided. In a situation where e.g. a friend or friends accompany someone to speak to you please note their details.

→ Action taken at the time

For Example; I reminded the group about confidentiality and our safe information sharing agreements. I asked Mary to speak to me after the group and clarified the information she had shared. She said this happened regularly but only when her dad had drink taken. I explained that I would have to take advice on this matter and share it with others i.e. DYW, social services, as I was concerned that she was unsafe at home. I contacted the DYW name.....



Details of any advice sought from whom and when

Name the person you spoke to for advice and what advice was given. This could be a Designated Youth Worker/Officer (DYW/DO) or if during the day an EA Designated Officer for Safeguarding/Child Protection



Any further action taken

This could include e.g. as agreed with DYW I completed this Note of Concern; DYW agreed to call SS Gateway team.



General

All concerns/disclosures should be appropriately recorded in a clear and factual manner, using the words used by the child/young person. All documents should be appropriately signed and dated and stored securely as per your Youth Service requirements.

Child Protection File Contents

The DE Circular, Child Protection: Record Keeping in Schools 2020/07 designates when a child/young person safeguarding record is to be created and what it should contain. Youth Service is currently using paper files for storing and retrieving records. Records are best maintained on an individual child/young person rather than in a family file. This has a number of benefits;

- *Straightforward to follow the progress on individual child/young person;*
- *Destruction of records; The records for siblings will mostly be due for destruction in different years*
- *Minimise level of redaction required in the event of a data subject request or a case management review.*

You may find it useful to cross-reference siblings' files. Please see appendix 7 for guidance in each area



1. **Cover Page**
2. **Child Young Persons' Details**
3. **Chronology of Actions and Events**
4. **Contact Record; Records of discussions and telephone calls (with colleagues, parents and children/young people and other agencies or services)**
5. **All records/notes of concern**
6. **Correspondence with other organisations - sent and received**
7. **Referral forms – both for support services and specialist services (irrespective of outcome)**
8. **Formal plans linked to the child e.g. child protection plan, child in need plan**
9. **Risk assessments and Risk Management Plans/ Individual Safety and Support Plans**
10. **Reports to interagency meetings and conferences**
11. **Minutes of interagency meetings e.g. child in need, strategy, child protection conference**
12. **Any other relevant notes/ papers.**

Completing & Maintaining Records Guidance

The DE Circular, Child Protection: Record Keeping in Schools 2020/07 designates when a child/young person safeguarding record is to be created and what it should contain. Youth Service is currently using paper files for storing and retrieving records. Records are best maintained on an individual child/young person rather than in a family file. This has a number of benefits;

- *Straightforward to follow the progress on individual child/young person;*
- *Destruction of records; The records for siblings will mostly be due for destruction in different years*
- *Minimise level of redaction required in the event of a data subject request or a case management review.*

You may find it useful to cross-reference siblings' files.

➔ When should a child protection file be opened?

The DE Circular, Child Protection: Record Keeping in Schools 2020/07 gives guidance on this matter. It lists the different types of abuse as below but continues by giving other safeguarding concerns that should be recorded. Once the DYW has received a Note of Concern, a CP file should be opened. The circular advises that the following concerns should be placed on a Note of Concern and passed to the DYW.

- Potential Neglect
- Potential Physical abuse
- Potential Sexual abuse
- Potential Emotional abuse or psychological abuse
- Potential Exploitation
- Potential CSE
- Potential Domestic violence and abuse
- Potential Female genital mutilation
- Potential Harmful sexualised behaviour.
- Potential Honour based violence/forced marriage
- Potential Allegation relating to staff
- Online Safety
- Potential Mental Health
- Potential Self Harm
- Potential Suicidal Ideation



What should the file contain?

1. Cover Page
2. Child Young Persons' Details
3. Chronology of Actions and Events
4. Contact Record; Records of discussions and telephone calls (with colleagues, parents and children/young people and other agencies or services)
5. All records/notes of concern
6. Any notes initially recorded
7. Correspondence with other organisations - sent and received
8. Referral forms – both for support services and specialist services (irrespective of outcome)
9. Formal plans linked to the child e.g. child protection plan, child in need plan
10. Risk assessments and Risk Management Plans/ Individual Safety and Support Plans
11. Reports to interagency meetings and conferences
12. Minutes of interagency meetings e.g. child in need, strategy, child protection conference
13. Continuous Monitoring for Child/Young Person at Risk of Neglect as applicable
14. Any other relevant notes/ papers.

Advice can be sought at any stage from the Child Protection Support Service via the



Collating the File

These files should be assembled by administrative staff to ensure they are immediately available to the Designated Youth Worker/Deputy Designated Youth Worker when required. To complete the task you will require the proformas contained in YSCP3.

- To easily navigate this extensive number of different types of information you may find the following useful;
- Use a file called Spring File
- Attach Cover Sheet to the front outside cover of the file. This can be printed on self-adhesive labels for secure attachment to file.
- Attach the Child/Young Persons' Details Form to the front inside cover. This needs cut down so that it does not cover the metal spikes.
- Insert 10 file dividers in the right-hand side of file, attach by long springs. Number divider tabs 1 to 10.
- On top of dividers place the Chronology of Events/Action Taken
- On top of that place form Child Protection File Contents
- Under divider no 1 place Contact Record Form

Appendix 7 (Cont.)

→ Collating the File (Cont.)

A document needs filed;

- Read the Child Protection File Contents. Decide on the most appropriate section, noting the corresponding tab number.
- File the document in the section with the corresponding tab number, most recent document on top.

→ Cover Sheet

Related Proforma: YSSF2.1

We have included a cover sheet for child/young person, family, and professional details. This information should be attached to the inside front cover.

→ Child or Young Persons Details

Related Proforma: YSSF2.2

This is summary of information related to the young person including if known a note of other professionals or Individuals involved

→ Chronology of actions and events

Related Proforma: YSSF2.3

This sheet is for very short statements, usually one line long, that when read together, give a summary of the pupil's life. This is a useful sheet for a new DYW or DDYW to get a quick overview of the child before reading the whole file.

- **Change of circumstances:** changes of carer, address, legal status, school, family circumstances and household composition
- **Issues for the child:** physical or mental health issues, incidents of abuse, losses, developmental issues, incidents of running away/going missing, incidents of bullying, offending or police involvement
- **Family issues:** changes in family composition, loss and separation, domestic violence, financial or housing problems, physical or mental health, substance misuse, homelessness, imprisonment, victimisation and
- **Professional involvement:** involvement of other agencies including Social Services, referrals made, assessments, significant decisions or interventions.

→ Contact Period – Record of Discussions

Related Proforma: YSSF2.4

A word template is included which includes recording the date, contact name, content of conversations or meetings and signature.

→ Note of Concern

Related Proforma: YSSF2.5

The blank template (YSSF2) and guidance (Appendix 5) is provided for ease of reference.

Appendix 7 (Cont.)



Continuous monitoring of child/young person at risk of neglect

This form allows for recording continuous monitoring for child/young person at risk of neglect in relation to the child/young person's appearance, personal hygiene, attendance, behaviour, relationships, general health, emotional health, attitude to life and educational development.



Disposal of Files and Date

Files should be disposed (i.e. destroyed) as per EA Record Management Policy, section Child Protection Records.

It is useful when a file is created that the disposal date is written clearly on the outside front of the file. Current requirement is child/young person pupil date of birth plus 30

Key Contact Details



Health Trusts Child Protection Gateway Teams

Submit UNOCINI referral form with 24 hours of call to Duty Social Worker and copy to child protection file

Belfast Trust

028 9050 7000

Northern Trust

0300 1234 333

South Eastern Trust

0300 1000 300

Southern Trust

028 3756 7100

Western Trust

028 7131 4090



Regional Emergency Social Work Service

028 9504 9999

5pm to 9am Monday to Thursday
5pm Friday to 9am Monday.
24-hour cover over public holidays and 365 days per year.



PSNI Central Referral Unit

cru@psni.police.uk

This is the PSNI single point of contact for all agencies and partners making referrals for suspected Child Abuse cases. You should e-mail providing details of your concerns.



Health Trusts Adult Protection Gateway Services

Belfast Trust

028 9504 1744

adultsguarddutydesk@belfasttrust.hscni.net

Northern Trust

028 9441 3659

randal.mchugh@northerntrust.hscni.net

South Eastern Trust

028 9250 1277

adultprotectiongatewayteam@setrust.hscni.net

Southern Trust

028 3756 4423

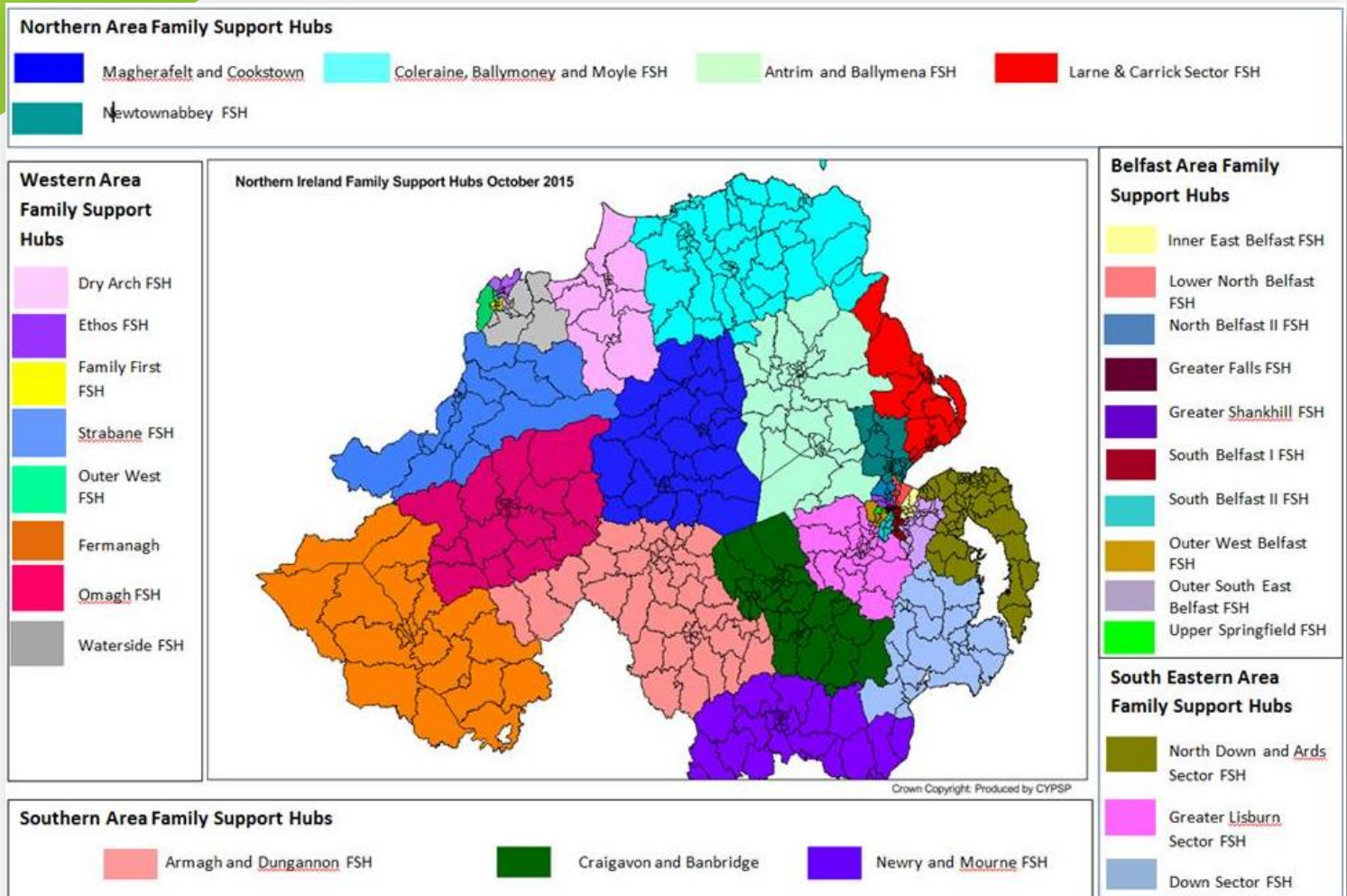
adultsafeguard.team@southerntrust.hscni.net

Western Trust

028 7161 1366

adultsafeguarding.referral@westerntrust.hscni.net

Key Contact Details

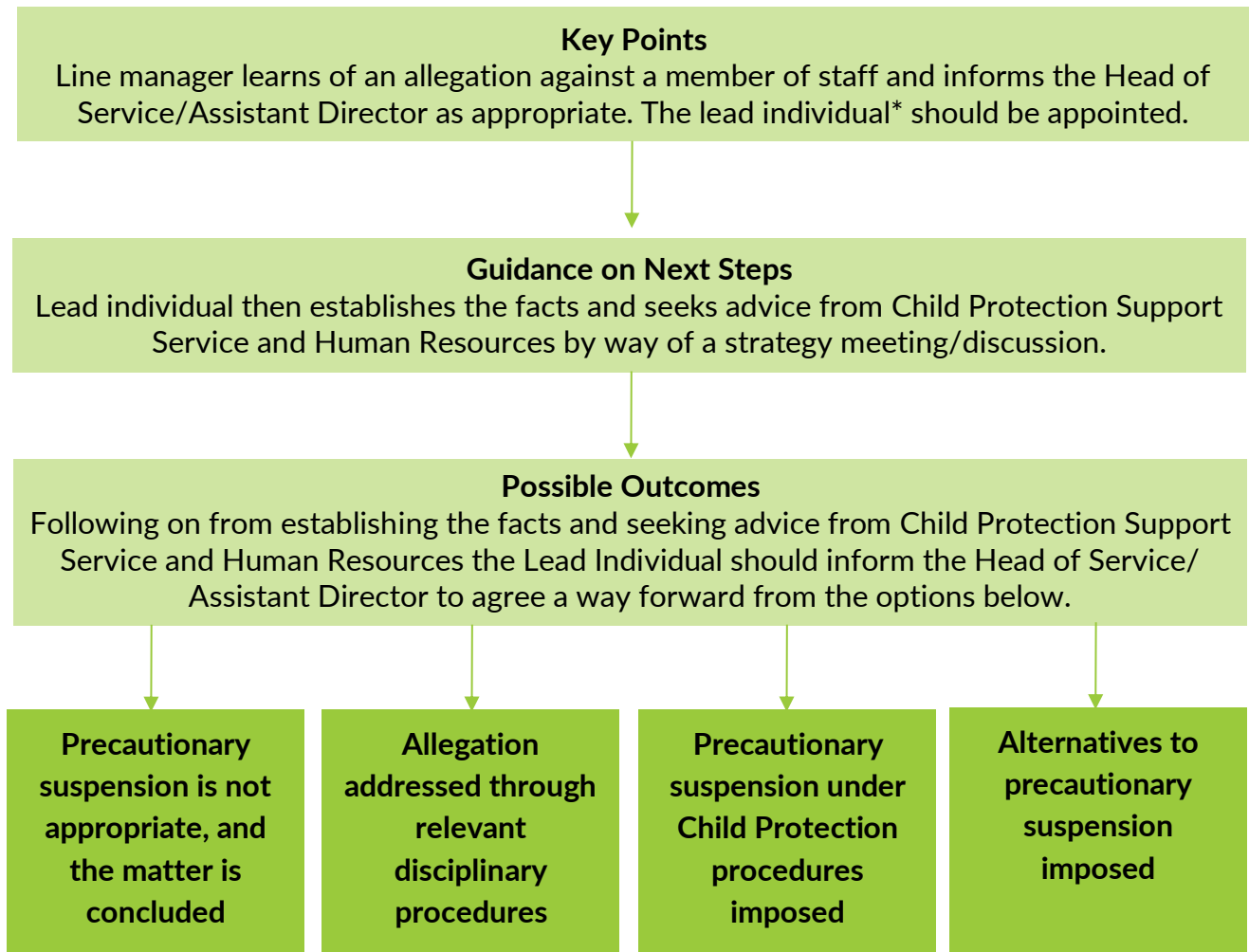


For contact details for services in your area go to:

<http://www.cypsp.hscni.net/family-support-hubs/>

and initiate a search for family support hubs in your area. You can also find a referral form and service information leaflet at this web address.

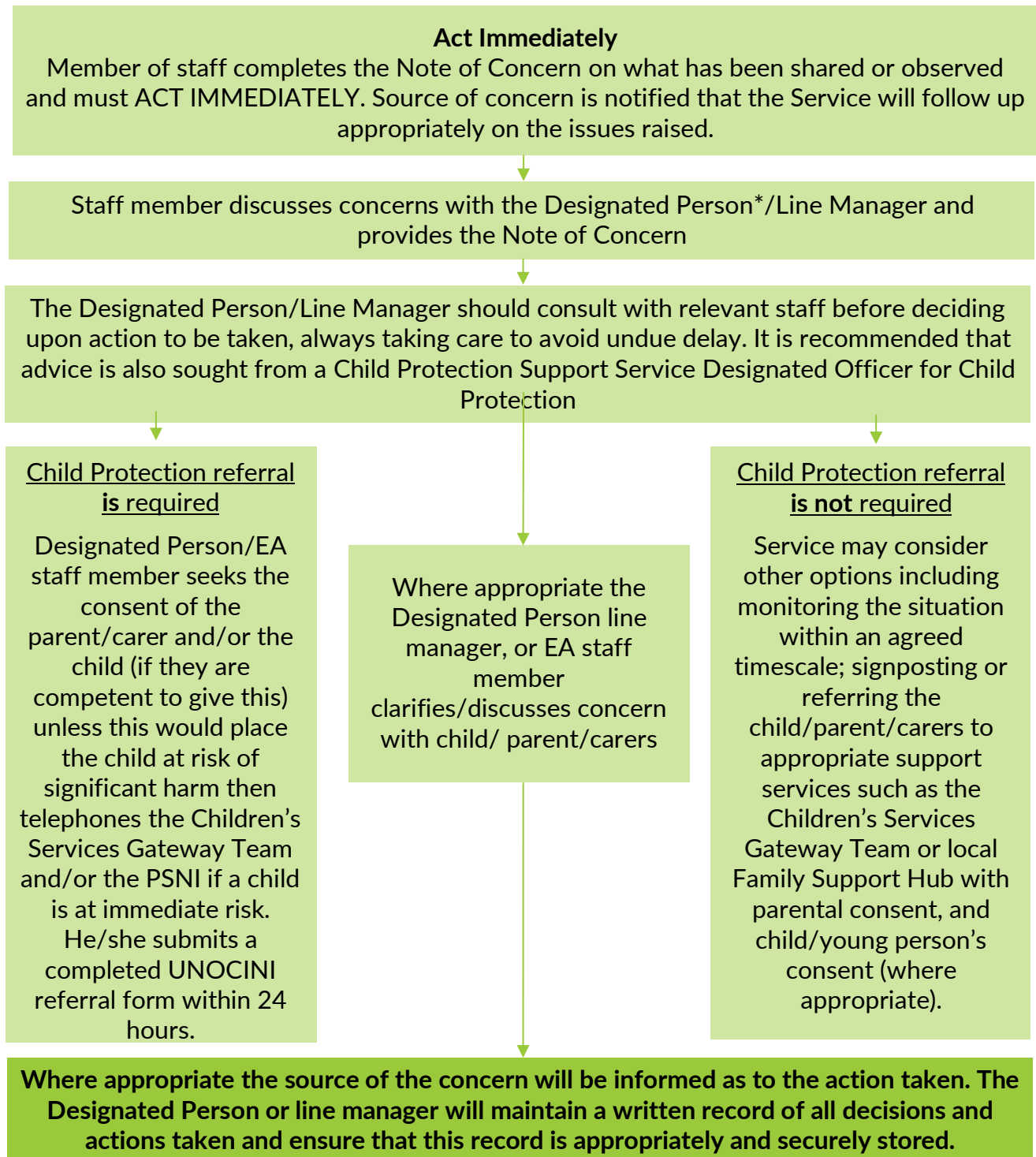
Dealing with Allegations of Abuse against an EA Employee Flow Chart



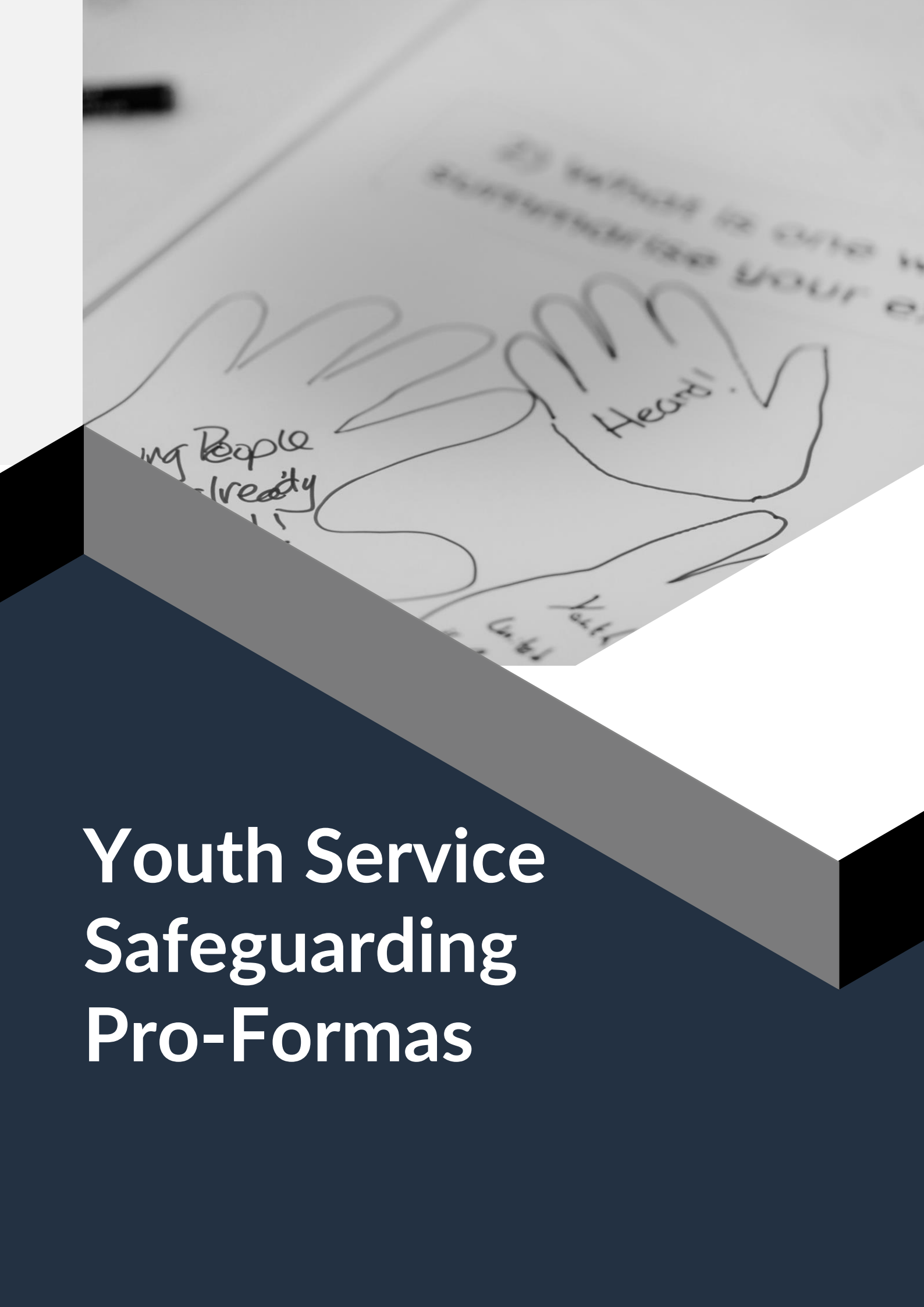
**The Lead Individual to manage the handling of an allegation should be identified as early as possible and normally this will be the employee's immediate line manager, or a designated senior officer identified by the Head of Service/Assistant Director*

Dealing with Concerns of Abuse by someone other than an EA Employee Flow Chart

Where concerns arise whilst an EA employee is in a school setting the schools child protection policy will apply and the Designated Teacher for Child Protection must be informed



A designated person as described in this procedure refers to a Designated/Deputy Designated Youth Worker or any other line manager who has been given designated child protection responsibility within an EA service.



Youth Service Safeguarding Pro-Forms

See Guidance Appendix 1, Appendix 2 & Appendix 3

Safeguarding Team Name			
Date of Meeting			
Safeguarding Chair			
In Attendance		Apologies	

Planning Year		Quarter	
---------------	--	---------	--

Concerns of Abuse

Summary Note:			
Number of Concerns and Related Matters (For this Period Only)			
Number of Enquires Made to Education Authority CPSS		Number of Known Children Known to be on the Child Protection Register	
Number of Referrals to Social Services		Number of Known Children Looked After (Children in Care)	
Number of Child Protection Complaints against Staff		Number of Known Children with Social Services Involvement	
Number of Number of Multi-Agency Meetings Attended		Other	

Update on Safeguarding/Child Protection Training Attended/Provided/Planned

Summary Note:		
Numbers completed for this Period, including other relevant training (For this Period Only)		
Training Course Title	No. of Courses	No. of Participants
Whole Service Training Delivered		
Designated/Deputy Designated Worker Training		
Advisor/Senior Youth Officer Training		
Other (Add in)		
Other (Add in)		
Other (Add in)		

Current & Upcoming Training Requirements			
Training Course Title	No. of Courses	No. of Participants	Planned (Yes/No)
Whole Service Training Delivered			
Designated/Deputy Designated Worker Training			
Advisor/Senior Youth Officer Training			
Other (Add in)			
Other (Add in)			
Other (Add in)			

Update on Safeguarding Initiatives (Preventative Curriculum)

Summary Note:

Safeguarding/Child Protection Practice and Policy Reviews based on Delivery

Summary Note:

Safeguarding/Child Protection Information from CPSS/EA/DE

Summary Note:

Other Safeguarding/Child Protection Issues or Concerns

Summary Note:

Report Date (When Complete)	
Chairperson Signature	

YSSF2.1 Child Protection File – Cover Page

See Guidance Appendix 5 and Appendix 6

Child/Young Person's Name		
Date of Joining Youth Provision		
Initial Youth Provision Joined		
Youth Provision Transfer Recording		
T1	Date Transferred to Different Youth Provision	
	Name of New Youth Provision Transferred to	
T2	Date Transferred to Different Youth Provision	
	Name of New Youth Provision Transferred to	
T3	Date Transferred to Different Youth Provision	
	Name of New Youth Provision Transferred to	
T4	Date Transferred to Different Youth Provision	
	Name of New Youth Provision Transferred to	
T5	Date Transferred to Different Youth Provision	
	Name of New Youth Provision Transferred to	
T6	Date Transferred to Different Youth Provision	
	Name of New Youth Provision Transferred to	
T7	Date Transferred to Different Youth Provision	
	Name of New Youth Provision Transferred to	
T8	Date Transferred to Different Youth Provision	
	Name of New Youth Provision Transferred to	
Date Left Youth Service Provision		
Schedule Date of Disposal		

See Guidance Appendix 6

Child/Young Person's Full Name		
Preferred Name		
Date of Birth		
Name and contact of those with Parental Responsibility		
Name	Contact Number	
1.		
2.		
3.		
Siblings		
1.	6.	
2.	7.	
3.	8.	
4.	9.	
5.	10.	
Registration Information with EA Youth Service		
Date of becoming a member of Youth Centre/ Project		
Date of Transfer to a new Youth Centre/ Project		
Youth Provision Transferred to		

Other Agencies/Professionals Involved	Name of Contact	Contact Number
Assessment Officer		
Education Psychology		
Education Welfare		
Criminal Justice		
Family Support Hub		
GP		
Health Visitor		
Social Worker		
Speech Therapist		
Tessa		
Other -		
Other -		
Other -		
Other -		

See Guidance Appendix 6

Date	Issue	Recorded by

See Guidance Appendix 6

Date	Contact Name	Content of Conversation	Signed

Parties involved, including any witnesses to an event and what was said or done and by whom:

Action taken at the time:

Details of any Advice sought, from whom and when:

YES

11

Date		Time	
------	--	------	--

Name of Staff Member	
Staff Member Role	
Date of Completion	
Signature	

To be completed by Designated Youth Worker

Note of Concern from the staff member is placed on the child's/young person's child protection file

YES

NO

If 'No' state Reason

Name of Designated Youth Worker	
Staff Member Role	
Date of Completion	
Signature	

See Guidance Appendix 6

Staff Number	
Date	
Brief Details of Allegation	
Was the allegation referred to Social Services or PSNI	
If so whom it was referred to	
Date of Referral	
If the allegation was dealt with under disciplinary procedures. A brief note of the outcome	
Date the person was provided with a copy of above	

Signed	
Staff Member Role	
Date of Completion	
Signature	



Youth Service



youthoperations@eani.org.uk
www.eani.org.uk/youth
www.eanifunding.org.uk



Rathvarna Youth Resource Centre
22 Pond Park Road, Lisburn. BT38 3LF

