

Tina Segner: tina@tumblecircus.com / +44 (0)777 9226508
Ken Fanning: ken@tumblecircus.com / +44 (0)7805 936872

27 Sandhill Parade, Belfast, BT5 6FG, N. Ireland
Reg No: NI059784

Safeguarding Policy and Procedures For Children and Adults at Risk

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Signed: *Paul M. Mc* Date: 19th May 2021

**Tumble Circus Chair
Authorisation and Review**

Date last updated	Changes made/reviewed	Date of review due	Person who updated	Date signed off by Board
26th Feb 2021	Complete Review	26th Feb 2024	Tina Segner	
10th May 2021	Input from Arts Council Ireland Safeguarding; reviewed and signed off by Volunteer Now	10th May 2023 (per ACI recommendation and providing no material changes in meantime)	Oonagh Desire	

1. INTRODUCTION

Tumble Circus recognises its responsibility to ensure that a safe environment is provided for all children, young people and adults-at-risk, taking part in its activities.

Staff, freelance performers/tutors and volunteers in this organisation accept and recognise their responsibilities to develop awareness of the issues which cause children, young people and adults-at-risk harm, and to establish and maintain a safe environment for them.

Tumble Circus believes that the welfare of the child, young people and adults-at-risk is paramount and all individuals, without exception, have the right to protection from abuse regardless of gender, ethnicity, religion, disability, sexuality or beliefs.

This Safeguarding policy and procedures shows how we provide a safe environment and protect children, young people and adults-at-risk while they are taking part in Tumble Circus' activities.

The policy ensures that everyone who works for Tumble Circus has clear guidance on the necessary action required, where abuse or neglect of an individual is suspected.

We wish to ensure that all participants experience an enjoyable and safe environment in which they can have fun and feel valued.

Tumble Circus has a zero-tolerance approach to abuse, wherever it occurs.

2. SCOPE

This code applies to all staff, freelance performers/tutors, board members and volunteers engaged in any Tumble Circus activities.

3. AIM

We will endeavour to safeguard children, young people and adults at risk at risk by:

- Adopting safeguarding guidelines through a code of behaviour for staff, freelance performers/tutors and volunteers.
- Sharing information about child protection, safeguarding children and adults and good practice with children, parents, staff, facilitators, volunteers and relevant agencies/community groups.
- Reporting concerns with statutory agencies which need to know, and involving parents/carers and children appropriately.
- Following carefully the procedures for safe recruitment, selection and vetting of staff, freelance performers/tutors and volunteers.
- Providing effective management for staff, freelance performers/tutors and volunteers through supervision, support and training.
- Recognising that younger volunteers may themselves be vulnerable and therefore consideration should be given to their safeguarding needs.
- Ensuring that safety procedures are adhered to.

We wish to ensure that everyone participates in an enjoyable and safe environment in which they can have fun and feel valued.

The principles and philosophy which underpin our work with children are those set out in the UN Convention on the Right of the Child and enshrined in the Children (Northern Ireland) Order 1995, effective from November 1996.

(Link: <http://www.legislation.gov.uk/nisi/1995/755/contents>)

In particular, the principle we support is that every child has the fundamental right to be safe from harm and with proper care given to their physical, emotional and spiritual well-being by those looking after them. All our staff, freelance performers/tutors and volunteers have been subject to the appropriate background checks and accept and recognise their responsibilities to develop awareness of the issues which cause children or young people harm, and to establish and maintain a safe environment for them.

While no specific legislation exists for the protection of adults at risk, the principles and philosophy which underpin our work with adults at risk are those set under general legislation. E.g. the Offences against the Person Act, Theft Act etc. (Link: <https://www.gov.uk/government/publications/relevant-offences-list-for-northern-ireland/relevant-offences-list-for-northern-ireland>)

A proper balance must be struck between protecting adults at risk and respecting the rights and needs of others, but where there is conflict, the vulnerable person's interests must always come first.

Children and adults at risk have a right to be heard, to be listened to and taken seriously.

In any incident the person's welfare must always be paramount, this overrides all other considerations.

4. SHARING INFORMATION ABOUT SAFEGUARDING PROCEDURES

Participants

Information will be provided for children, young people and adults at risk about how to report concerns, share anxieties or make complaints and who they should share these with.

Parents/Carers

Information will be provided regarding Tumble Circus activities, our Safeguarding Policy statement, the Reporting Concerns form, and the name of the person to contact in the event of concerns or complaints.

Staff, Freelance Performers, Tutors and Volunteers

All staff, freelance performers, tutors and volunteers will receive the Tumble Circus Safeguarding Policy, Code of Behaviour, the Reporting Concerns form, and other policies and procedures during their induction period with the organisation. Information and appropriate training will be provided to enable staff, freelance performers, tutors and volunteers to deal with emergencies and safeguarding issues. Updated policies and procedures will be emailed to all staff, freelance performers, tutors and volunteers once a year.

Community Groups or other Organisations

All participating community groups and other organisations will be provided with a copy of Tumble Circus Safeguarding Policy.

5. DEFINITIONS

Where either 'children' or 'young people' are mentioned in the text, both are intended. To promote best practice the definition adopted is a person under 18 years of age, as defined under the Children (NI) Order 1995 and the United Nations Convention on the Rights of the Child.

An 'Adult at risk' is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their:

- a) personal characteristics
and/or
- b) life circumstances

Personal characteristics may include, but are not limited to, age, disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in, the functioning of the mind or brain. Life circumstances may include, but are not limited to, isolation, socio-economic factors and environmental living conditions.

(Source: Glossary, 'Safeguarding Children and Adults-at-risk', 2016)

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health and development

- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

(Source: Paragraph 1.18, 'Working Together to Safeguard Children' 2006)

The rights of adults-at-risk to live a life free from neglect, exploitation and abuse are protected by the Human Rights Act 1998. Specifically, an adult-at-risk's right to life is protected (under Article 2); their right to be protected from inhuman and degrading treatment (under Article 3); and their right to liberty and security (under Article 5).

(Source: Paragraph 1.1, 'Safeguarding Vulnerable Adult' - A Shared Responsibility' 2013)

All adults at risk have the right to:

- **Access information and knowledge;** all adults-at-risk will have access to information that they can understand to make an informed choice, including access to expert knowledge and advocacy, as required
- **Choice;** all adults at risk will have the opportunity to select independently from a range of options based on clear and accurate information
- **Confidentiality;** all adults at risk will know that information about them is managed appropriately and there is a clear understanding of confidentiality and its limits among staff/volunteers
- **Consent;** all adults at risk have the right to be supported to make their own decisions and to give or withhold their consent to an activity or service. Consent is a clear indication of a willingness to participate in an activity or to accept a service. It may be signalled verbally, by gesture, by willing participation or in writing. No-one can give, or withhold, consent on behalf of another adult unless special provision for particular purposes has been made for this, usually by law
- **Dignity and respect;** all adults at risk will be accorded the same respect and dignity as any other adult, by recognising their uniqueness and personal needs
- **Equality and diversity;** all adults at risk will be treated equally and their background and culture will be valued and respected
- **Fulfilment;** all adults at risk will be invited to engage in activities and offered services that enable them to fulfil their ability and potential
- **Independence;** all adults at risk will have as much control as possible over their lives whilst being safeguarded against unreasonable risks
- **Privacy;** all adults at risk will be free from unnecessary intrusion into their affairs; and there will be a balance between the individual's own safety and the safety of others
- **Safety;** all adults at risk will feel safe, and live without fear of violence, neglect or abuse in any form
- **Support;** all adults at risk will be supported to report any form of abuse and to receive appropriate support following abuse for as long as may be required

6. RECOGNITION

We use the following definitions for Child Abuse and Abuse of Adults at Risk

- **Physical abuse** is the deliberate physical injury to a person, or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.
- **Emotional abuse** is the persistent emotional ill-treatment of a person such as to cause severe and persistent adverse effects on the person's emotional development. It may involve conveying to children or adults-at-risk that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing children or adults-at-risk frequently to feel frightened or in danger or the exploitation or corruption of children or adults-at-risk. Some level of emotional abuse is involved in all types of ill-treatment of a child or adult-at-risk, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose children or adults-at-risk to emotional abuse.
- **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, or forcing or enticing an adult-at-risk to take part in sexual activities where they do not or cannot consent. This may involve physical contact, including penetrative or non-penetrative acts. They may include non-physical contact activities, such as looking at, or the production of, pornographic material or watching sexual activities, or encouraging children or adults-at-risk to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a person's physical, emotional and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate food, shelter or clothing, failing to protect a child or adult-at-risk from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision.

There are additional three categories relevant to adults at risk:

- **Financial or material abuse** is the misuse or stealing of a person's property, possessions or benefits, cheating them, using them for financial gain, putting pressure on them about wills, property, inheritance or financial transactions.
- **Discriminatory abuse** is the abuse of a person because of their ethnic origin, religion, language, age, sexuality, gender or disability.
- **Institutional abuse** can happen when an organisation where the person is living or receiving care from fails to ensure that the necessary processes and systems are in place to safeguard adults at risk and maintain good standards of care and service.

Female Genital Mutilation

We are also vigilant to the potential for Female Genital Mutilation (FGM) and Forced Marriage, which is a form of abuse.

A girl at immediate risk of FGM may not know what's going to happen. But she might talk about it or Tumble Circus staff and auxiliaries may become aware of:

- a long holiday abroad or going 'home' to visit family
- relative or cutter visiting from abroad
- a special occasion or ceremony to 'become a woman' or get ready for marriage
- a female relative being cut – a sister, cousin, or an older female relative such as a mother or aunt.

There are also indicators that FGM may have taken place. A girl or woman who's had FGM may:

- have difficulty walking, standing or sitting
- spend longer in the bathroom or toilet
- appear withdrawn, anxious or depressed
- have unusual behaviour after an absence from school or college
- be particularly reluctant to undergo normal medical examinations
- ask for help, but may not be explicit about the problem due to embarrassment or fear.

From July 2015, anyone can apply to the court for an FGM protection order if they are concerned that someone is at risk of FGM.

If Tumble Circus staff or auxiliaries think that a child may be at risk of FGM or that FGM has already taken place, advice and help **MUST** be sought through the FGM helpline on 0800 028 3550 or fgmhelp@nspcc.org.uk.

Self-Harming and Suicide

While not a form of abuse, we understand the need to be vigilant in Tumble Circus with regards to the potential risk to children of self-harm and suicide.

We at Tumble Circus recognise our five main responsibilities in the area of Safeguarding. These are:

- Prevention;
- Recognition;
- Response;
- Referral;
- Record keeping and confidentiality

7. RESPONSIBILITIES OF ALL STAFF, FREELANCE PERFORMERS / TUTORS AND VOLUNTEERS

All staff, freelance performers/tutors and volunteers have a responsibility to initially inform and report to the Designated Safeguarding Officer (DSO) and/or Adult Safeguarding Champion (ASC) any concerns they have in connection with Safeguarding issues.

All staff, freelance performers/tutors and volunteers should refrain from any action which could be construed as abuse.

8. RESPONSIBILITIES OF THE DESIGNATED SAFEGUARDING OFFICER and ADULT SAFEGUARDING CHAMPION

The Designated Safeguarding Officer (DSO) and Adult Safeguarding Champion (ASC) will receive training and assist in the annual review of the Safeguarding Policy. The policy should be disseminated to all staff, freelance performers/tutors and volunteers and measures put in place to ensure it is adhered to. Appropriate training and support will be given to staff and the DSO/ASC will act as a point of contact for staff. The DSO/ASC will be responsible for making any referrals to Social Services.

- Provide information and advice on safeguarding children and adults at risk within the organisation.
- Ensure that the organisation's Safeguarding policy and procedures are followed and particularly to inform Social Services within the appropriate Trust of relevant concerns about individual children and adults at risk.
- Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing, under confidential cover.
- Assess reported safeguarding concerns promptly, and take appropriate action. This may include:
 - Clarifying or getting more information
 - Where there is doubt or uncertainty, consulting with the Health & Social Care Trust or NSPCC to discuss the situation and access advice
 - Making formal referrals to statutory bodies
-
- Liaise with Social Services and other agencies as appropriate and to refer concerns or cases of suspected abuse to:
 - Social Services within the appropriate Trust
 - Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child/adult-at-risk)
 - Police (cases where a crime may have been committed)
- Keep relevant people in the organisation, particularly the leader of the organisation, informed about any action taken and any further action required.
- Ensure that an individual case record is maintained of the action taken by the organisation, the liaison with other agencies and the outcome.

The DSO/ASC is responsible for acting as a source of advice on safeguarding children and adults at risk, for co-coordinating action within the organisation and for liaising with Health & Social Services Trusts and other agencies about suspected or actual cases of abuse.

9. PROCEDURES – RECORDING AND REPORTING

Staff should immediately refer their concerns to the DSO/ASC (Tina Segner). A written record of the concern must be completed on the proforma (Appendix 2) and given to

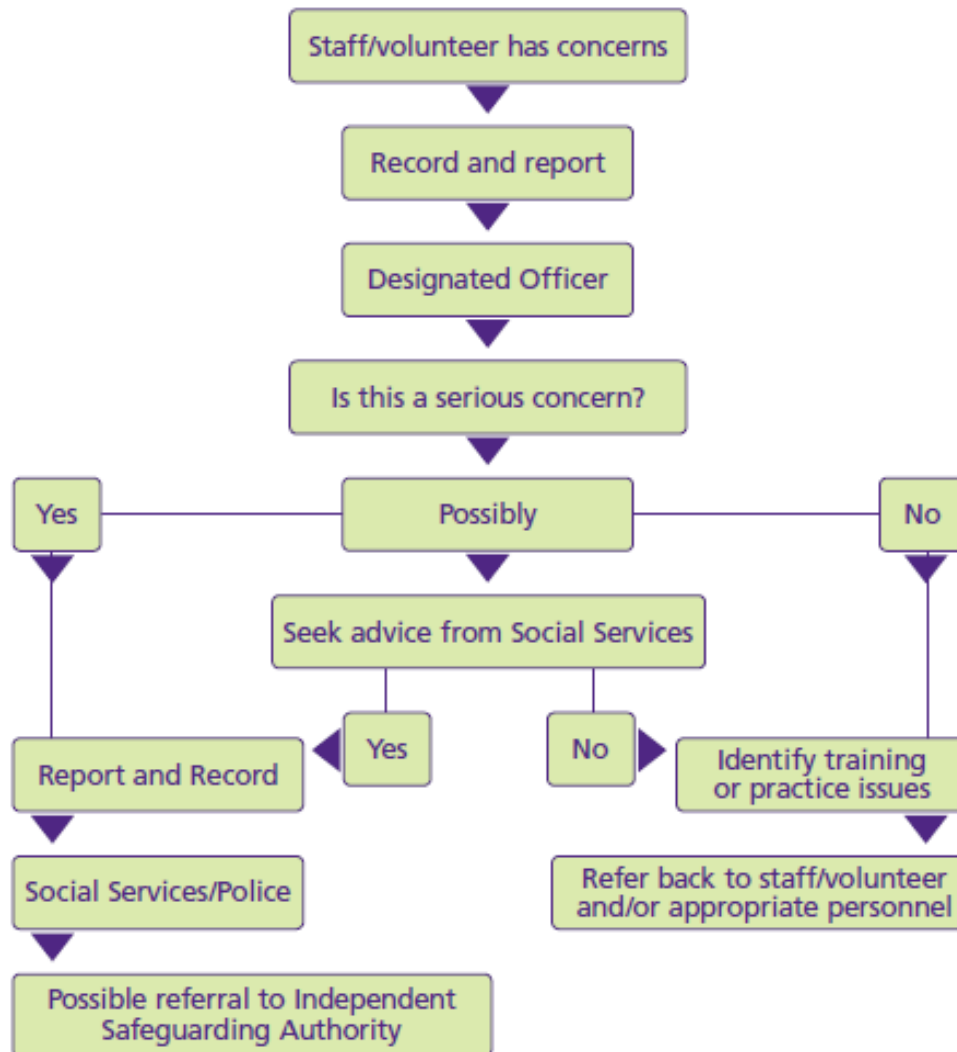
the DSO/ASC at the earliest possible opportunity. This written note must be signed and dated and the DSO/ASC will file the notes in a locked cupboard. The DSO/ASC will decide how to progress the issue at this point. It is important that the person who reported the incident treats the matter in confidence.

If the allegation requires urgent or immediate action for the protection of a child or adult at risk or to prevent the destruction of evidence of abuse, the DSO/ASC may, in the interim, take whatever action they deem to be reasonable, necessary and required for such a purpose, without prior consultation with the other named bodies. This includes immediate referrals to Social Services and the Police Service. A meeting as described above will then be convened as soon as possible to discuss the allegation further.

In the unlikely event that the DSO/ASC cannot be contacted and an immediate referral is required, any staff member can make a direct referral to Social Services. Designated Officers' and regional Gateway Team contact details (including Out of Hours numbers) are outlined at the end of this document. (Appendix 7)

In the event of a disclosure of retrospective abuse the DSO/ASC should consult with Social Services. Reports by adults of childhood abuse will be assessed by the relevant statutory authority who, in the event of on-going concerns, will take necessary actions to ensure any child who may be at risk of harm is protected.

A hard-backed book will be kept as a record of all abuse complaints against staff. It will be stored in a locked cupboard at the company's registered address. This will be shared with the Board annually and signed by the Chairperson.

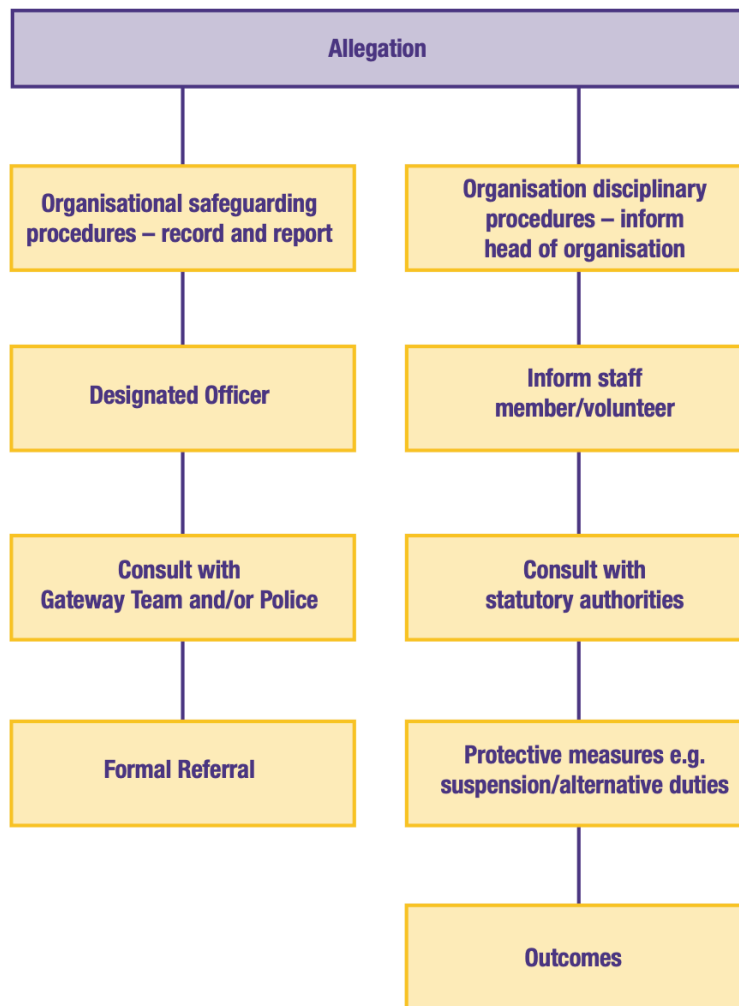


10. ALLEGATIONS ABOUT A MEMBER OF TUMBLE CIRCUS STAFF OR AUXILIARIES

In the event of an allegation against a member of staff, freelance performer/tutor or volunteer Tumble Circus have dual responsibility in respect of both the child/adult-at-risk, and the worker.

The person receiving the allegation should report it to the DSO/ASC as soon as possible. An urgent meeting will then be convened to deal with the allegation. This meeting will be attended by the DSO/ASC and the Designated Safeguarding Board Member (DSBM). The appropriate action for dealing with concerns will be implemented, with the DSO/ASC/DSBM having responsibility to report the matter to Social Services.

If the allegation requires urgent or immediate action for the protection of an individual or to prevent the destruction of evidence of abuse, the DSO/ASC may, in the interim, take whatever action they deem to be reasonable, necessary and required for such a purpose, without prior consultation with the other named bodies. This includes immediate referrals to Social Services and the Police Service. A meeting as described above will then be convened as soon as possible to discuss the allegation further.



10.1 WHISTLEBLOWING

All staff, freelance performers/tutors and volunteers are assured that they can raise a concern about misconduct or abusive practices by individuals and/or the organisation, where such practices cause harm or risk of harm and will be protected in doing so. We have a Whistleblowing Policy in place.

11. RISK ASSESSMENT AND MANAGEMENT

Tumble Circus has a Risk Policy in place and carries out a Risk Assessment before any activities take place. Risks identified are managed by putting in place risk reducing measures. A Risk Assessment template can be found in Appendix 9.

We have a procedure in place for reporting, recording and reviewing accidents, incidents and near misses, which informs practice, risk assessment and management procedures. This is outlined in our Health and Safety Policy. Please ask if you would like

to see a copy of the Risk or Health and Safety policies.

12. CODE OF BEHAVIOUR

In all Tumble Circus activity involving children and adults, the welfare of the child and adult at risk is paramount. Our work is based on the belief that everyone is to be valued and respected as individuals, that they deserve encouragement and praise and that they need to be protected from bullying. It is important that children and adults are listened to and involved in decision making as appropriate.

There are clear guidelines regarding expected behaviour of Tumble Circus staff, freelance performers/tutors and volunteers, and details of unacceptable conduct. Please see attached **Tumble Circus Code of Behaviour for Staff, freelance performers/tutors and volunteers. (Appendix 1)**

We operate a zero-tolerance approach to bullying and have procedures and guidance in place in our Anti-bullying Policy, please ask to see a copy.

Breach of this Code of Behaviour could lead to disciplinary action.

13. SAFEGUARDING VULNERABLE GROUPS (NI Order 2007)

All people working in Tumble Circus, will be vetted through Access NI as required prior to working for the organisation. The 2012 Protection of Freedoms Act introduced changes to the Disclosure and Barring scheme. All staff that may be alone with children will be subject to vetting through the Disclosure and Barring Scheme.

Children and Young People

Information will be provided for children and young people about how to report concerns, share anxieties or make complaints and who they should share these with.

Parents/ Guardians

Information will be provided care of leaders about Tumble Circus activities, our Safeguarding policy statement and the name of the person to contact in the event of concerns or complaints.

Staff, freelance performers/tutors and Volunteers

All staff, freelance performers/tutors and volunteers will receive Tumble Circus Safeguarding Policy and Code of Conduct during their induction period with the organisation. Information and appropriate training will be provided to enable staff, freelance performers/tutors and volunteers to deal with emergencies and safeguarding issues.

Community Groups / organisations

All participating community groups and other organisations will be provided with a copy of the Tumble Circus Safeguarding Policy.

Groups and organisations must confirm that a safeguarding policy and procedures is in place, which includes taking up references and using Access NI checks when appropriate.

14. CONFIDENTIALITY

Records will be kept by the DSO/ASC in a locked cupboard. These records are confidential and will only be accessed by the DSO/ASC. It should be noted that not all information given to members of staff about possible abuse can always be held in confidence. In the best interest of the child, staff may need to share certain information with other professionals. However, only those who need to know will be told.

15. SHARING INFORMATION ABOUT CONCERNS AND SUSPICIONS

Even for those experienced in working with children and adults at, it is not always easy to recognise a situation where abuse may occur or has taken place. It is important to remember that the responsibility for investigating and dealing with abuse lies with experts in Social Services, the Police Service of Northern Ireland and the NSPCC who all have legal powers and responsibilities.

All concerns and allegations of abuse will be taken seriously by management, staff, freelance performers/tutors and volunteers and responded to appropriately.

It is important to remember that one person is not in a position to evaluate the situation fully because it is unlikely s/he will know everything there is to know about the individual. The information s/he has may be only one piece of the jigsaw which, when added together with other pieces, may or may not show a picture of a child who is suffering abuse.

When there are concerns, many people feel anxious about reporting them, but concerns cannot be dismissed outright – the sharing of information is one of the most important ways to prevent abuse of children.

16. IDENTIFYING CONCERNS

There are a variety of ways in which you may become aware that a child/adult-at-risk is suffering harm:

- The child/adult-at-risk may tell you
- Someone else may tell you that a child/adult-at-risk has told them or that they strongly believe a child/adult-at-risk has been abused
- A child/adult-at-risk may show some signs of physical injury for which there appears to be no satisfactory explanation
- A child or adult-at-risk's behaviour may indicate to you that it is likely that they are being abused
- Your awareness of, or suspicion about, abuse may come about as a result of something disclosed to you as a third party (parent, friend, co-worker) who suspects or has been told of abuse.

- Something in the behaviour of one of the workers or in the way a worker relates to a child/adult-at-risk alerts you or makes you feel uncomfortable in some way.

Those who are being abused may feel they have tried to tell by hints or clues, or something they have said or done. But children/adults-at-risk may not tell for the following reasons:

- they may have been bribed not to tell
- they may be afraid of being blamed or punished for what has happened
- they may have experienced actual or threatened violence from the abuser
- they may be afraid of what will happen to the abuser who is most often someone they know and care about

17. WHAT MIGHT CONSTITUTE A CONCERN?

A concern relates to the possibility of a child suffering from harm. Signs and indicators of abuse include:

Physical - Bruising / Nervous Behaviour / Bite or Burn marks/ Self-Harm / Flinching / Sudden behaviour changes / Hinting at Secrets / Fear of a specific Individual.

Emotional – Aggressive / Nervous Behaviour / Lack of Confidence / Fear of making mistakes / Flinching / Self Harm / Sudden behaviour changes / Lack of friends / Fear of a specific individual.

Sexual - Sexualised language / Nervous Behaviour / Lack of Confidence / Fear of making mistakes / Flinching / Self Harm / Sudden behaviour changes / Lack of friends / Fear of specific individual / Hinting at secrets / show sexual behaviour that is inappropriate for their age

Neglect - Nervous behaviour / Lack of Confidence / Stealing Food / Sudden Behaviour Changes / Frequent Absences / Lack of Friends / Fear of a Specific Individual

It is the responsibility of all staff, freelance performers/tutors, volunteers and anyone involved in Tumble Circus activity to record and report any concerns as soon as they arise.

Who abuses?

Good safeguarding practice means ensuring that staff, freelance performers/tutors and volunteers know that:

- you can't tell by looking at a person whether they are an abuser – they don't appear different from the rest of society
- abusers come from all classes in society, all professions and all races
- abuse of children/adults-at-risk may sometimes be carried out by strangers but it is much more common that the abuser is known to the child/adult-at-risk and is in a position of trust and/or authority

- it is not only adults who abuse. Children may suffer abuse from other children and young people.

18. WHAT TO DO IF A CHILD/ADULT AT RISK DISCLOSES ABUSE?

Do	Don't
<p>Remain calm and sensitive</p> <p>Listen and hear.</p> <p>Give time for the person to speak. It is important that you don't interview the child or ask intrusive questions. That is a matter for the specially trained police and social services staff.</p> <p>Reassure them that they:</p> <ul style="list-style-type: none"> - Are safe - Were right to tell - Are not to blame - Are being taken seriously <p>Ensure a positive experience;</p> <p>Explain that you must report, but will maintain confidentiality;</p> <p>Tell the person what will happen next, in a supportive manner;</p> <p>Involve and formally report to appropriate individuals immediately;</p> <p>Reassure them that they have done the right thing in telling and that it will be dealt with appropriately.</p> <p>Record what has been said in writing as soon as possible</p> <p>Report to Safeguarding Team within 24 hours</p> <p>Record your report</p>	<p>Do not panic</p> <p>Do not ask leading questions</p> <p>Do not inquire into details of the abuse</p> <p>Do not promise to keep secrets</p> <p>Do not make promises you can't keep</p> <p>Do not make them repeat the story unnecessarily</p> <p>Rush into actions that may be inappropriate;</p> <p>Make/pass a judgment on the person disclosing or on the alleged abuser;</p> <p>Take sole responsibility, consult the DSO/ASC so you can begin to protect the person and gain support for yourself;</p>

Under no circumstances should any individual member of staff, artist, tutor or volunteer attempt to deal with the problem of abuse alone. Your primary responsibility if you suspect or are told of abuse is to report it and to ensure that your concern is taken seriously.

All information relating to safeguarding concerns must be kept confidential and any discussions or actions must be recorded within 24 hours.

19. WHAT SHOULD I DO IF I HAVE CONCERNS?

In the event of suspected, alleged or actual abuse, concerns about the general wellbeing of a child, young person or adult-at-risk, or concerns about inappropriate behaviour, Tumble Circus Safeguarding Procedures should be followed:

- All concerns should be recorded and passed to the DSO/ASC as soon as possible.
- A Reporting Concerns form is emailed to all staff, volunteers and parents, is available on-line, and hard copies are available at Tumble Circus activities. Concerns may also be discussed verbally (by telephone or in person) or submitted in writing (letter or email). Any discussions or actions must be recorded within 24 hours.
- If the Safeguarding Team is unavailable, contact the Gateway team in your local Health & Social Care Trust.
- If you believe that a child, young person or adult-at-risk is at immediate risk, this should be reported without delay to the police service as a 999 emergency.

The DSO/ASC has responsibility for dealing with concerns and may discuss the situation with Social Services, Disclosure and Barring Services, Professional Regulatory bodies, and/or the Police, as necessary.

Confidential records of allegations or actual abuse will be kept in a secure place. These will include details of what was said or happened, where and when it occurred, who was present and any action taken.

See Appendix 2: Reporting Concerns Form

20. GUIDELINES FOR PHOTOGRAPHS AND VIDEOS

Tumble Circus may record the work of participants using photographs or video. This will be done sensitively, adhering to Tumble Circus Data Protection Policy. Photographs and video may be published in local press, on the web, or used into promotional material.

General rules for release of photographs/video:

- Consent is required in advance from parents/carers (see Appendix 10, consent form)
- Participants are informed in advance that photographs will be taken, and how the images will be used. We will ensure they consent to both the taking and publication of photographs and video
- We will avoid using full names of children/adults-at-risk
- Images of young people/adults-at-risk must be in suitable dress to reduce the risk of inappropriate use
Inappropriate use of images will be reported, following the Safeguarding reporting procedures.
- If parents or other spectators are intending to photograph or video at an event they will also be made aware of our expectations.

- Participants will be made aware of how to raise concerns if they feel uncomfortable about use of photographs/video, following Reporting Concerns procedures

21. PARTNERSHIP WORKING WITH COMMUNITY GROUPS OR OTHER ORGANISATIONS

It is expected that community groups and organisations whose work involves children, young people and adults at risk will have a safeguarding policy and procedures in place, taking up references and using AccessNI checks when appropriate.

22. PROCEDURES FOR SAFEGUARDING

Tumble Circus has procedures and policies in place to implement and support the Safeguarding Policy. These include:

Anti-bullying Policy Summary: Tumble Circus is completely opposed to bullying. All members have a right to a secure, caring and safe environment. They also have a responsibility to contribute to the protection and maintenance of such an environment.

Complaints Policy Summary: Tumble Circus views complaints as an opportunity to learn and improve for the future, as well as a chance to put things right for the person or organisation that has made the complaint.

Disciplinary Process Summary: Giving employees the opportunity to improve their conduct or performance. The process identifies who has authority to take disciplinary action and aims to ensure that employees/committee members/volunteers are protected against unjustifiable or inconsistent actions.

Data Protection & Confidentiality Policy Summary: Recognition of legal responsibilities regarding the storage and sharing of data. All personal information will be treated as confidential. Information will only be collected that is necessary and relevant to the work in hand. Data will be stored securely, only accessible on a need-to-know basis to those members of staff and volunteers duly authorised.

APPENDIX 1

Staff Code of Behaviour

Regarding the code of behaviour, this relates to all adults who have been allocated any degree of responsibility to engage on behalf of the organisation with children and adults. This includes board members, staff, free lance performers/tutors and volunteers.

At Tumble Circus we want all participants and staff to feel happy, safe and secure so that they can benefit fully from their time and be enabled to contribute wholeheartedly to the experience that we offer.

We aim, at all times, to behave appropriately and warmly towards each other and to support one another personally and professionally.

We are mindful that our behaviour towards children and adults at risk should always be above reproach and we acknowledge the need to exercise prudence in our dealings with the children and adults at risk we have contact with.

We have a zero tolerance approach to bullying and have procedures and guidelines in place in our Anti-bullying Policy.

Everybody is welcome to Tumble Circus performances including anyone with additional needs. We have processes in place to provide relaxed performances and factor potential audience needs into our planning and processes.

We subscribe to the following good practice in this area:

- Except for the exceptional circumstances of a 'disclosure' where the individual will not speak to more than one person, we should never be alone with a child or adult at risk. It is not appropriate, for example, to accompany a person alone to the toilet. If the need arises to speak to an individual alone i.e. Disclosure, we let another member of staff know that the meeting is happening and where it will be taking place. The venue should, if at all possible, have a window and, if this is not possible, a door should be left ajar and another adult should have a view of the meeting.
- **Unnecessary** physical contact with children and adults at risk must be avoided. Contact should only take place where absolutely necessary, for example, administering first aid, prevention from falling, however where an individual indicates that he/ she is uncomfortable with such contact, it should never take place. Additionally, it is prudent to avoid any physical contact which might be open to misinterpretation by the child or adult at risk or by others.
- Within circus training there will be physical contact to support the child and adult at risk in learning a skill. However, the staff/performer/tutor member will indicate what physical contact is to take place and will require a clear indication that the individual is comfortable with such contact e.g. spotting or holding their hand when assisting them to balance. When an individual is uncomfortable the task will not take place.

- Staff/performer/tutor must be mindful that all children and adults at risk must be treated equally and that it cannot be assumed that physical contact is acceptable for some trainees and not acceptable for others.
- Where physical contact is required to maintain the safety of the individual or others around him/her, that safety must take precedence over all other considerations.
- If it is necessary to administer first-aid this should normally be done with another adult present. The welfare of the child and adult at risk is, however, paramount, and intervention in serious cases should **never** be delayed because there is no other adult present.
- Anything which compromises the ability of staff and volunteers to maintain a safe environment and give their full attention to the supervision of children and adults at risk, such as using a mobile phone, should be avoided.
- Staff/performer/tutor must not allow children or adults at risk to have access to their personal mobile phone numbers or to their personal email addresses. They should never befriend them on social networking sites or contact them directly through email unless the organisation has prior consent to do so.
- If contact via mobile phone is necessary a mobile phone (or a SIM card) provided by the organisation should be used or staff members should withhold their number before allowing the phone to be used.
- Social Networking Sites present particular difficulties. It is important to remember that this contact may include children and adults at risk. No staff/performer/tutor should communicate with children or adults at risk via social networking sites. Tumble Circus operates a public Facebook page, Twitter account and Instagram account. These accounts are currently administered by the DSO/ASC and two other members of staff (Ken Fanning, Oonagh Desire). All communications are time stamped and can be viewed by the administrators. In these instances only, is it appropriate to respond to messages as Tumble Circus, and never as individuals.

Most social networking sites have a minimum joining age. If a child under the minimum age attempts to contact the organisation or add the organisation as a 'friend' through this method, the child's parents should be notified.

- It is never appropriate to take photographs of young people except for the expressed purpose of the activities for Tumble Circus business. It is the responsibility of the staff person or lead facilitator to ensure that all Young Person Permission forms have been completed and signed before taking photographs. See also Guidelines for Photographs and Videos (page 16) and Consent Form (Appendix 10).
- Breach of this Code of Behaviour could lead to disciplinary action.

APPENDIX 2:
Reporting Concern Form
Confidential When Completed

Work location:	
Name of vulnerable person:	
Adult: <input type="checkbox"/> Child: <input type="checkbox"/>	
Age / Date of Birth:	Gender: M: <input type="checkbox"/> F: <input type="checkbox"/> Other: <input type="checkbox"/> _____
Names of carers (if known):	
Home address (if known)	
Please complete the sections that are relevant.	
1. Disclosure by vulnerable person	
<i>When was the disclosure made? (dates & times)</i>	
<i>To whom did the vulnerable person make the disclosure?</i>	
<i>What did the vulnerable person actually say?</i>	
2. Own observations	
<i>Describe any signs or indicators of abuse observed by you (with times & dates)</i>	
<i>Has the Vulnerable Person alleged that any particular person is the abuser? (if so, please record details and relationship, if any, to the vulnerable adult)</i>	
3. Concerns expressed by another person about a vulnerable person	
<i>Record the concerns that were passed to you (with dates & times) and if possible ask the person who expressed the concerns to confirm that the details as written are correct</i>	

4. Details of any immediate action taken, e.g. first aid etc.
5. Has the Vulnerable Person expressed any reservations about you talking to the Designated Safeguarding Officer about the matter?
6. Does the Vulnerable Person have any particular needs, e.g. Communication etc.
7. Signatures
<i>To be signed by the person reporting the concern</i>
Name:
Job Title:
Signed:
Date:
<i>Date received and actioned by DSO</i>
Name:
Signed:
Date:
Action Taken:

APPENDIX 3: Recruitment & Management

Recruitment of Staff, Freelance performers/tutors and Volunteers

Staff

Tumble Circus recruitment procedures for staff include:

1. The production of a detailed job description and person specification setting out clear criteria for selection.
2. Advertising widely to ensure equality of opportunity for prospective applicants.
3. The submission of a written application form including a declaration of criminal record, consent for AccessNI check, references check and National Insurance Number
4. Shortlisting according to criteria set.
5. Interviewing to select the best candidate.
6. All appointments are subject to the receipt of two forms of identification (one of which must be photographic or birth/ marriage certificate and one to confirm the applicant's address) and two satisfactory written references (Referees must not be family members, and ideally should have first-hand experience of the applicant's previous work with children/adults-at-risk. Referees will be asked to confirm they have no concerns about the applicant working with children/adults-at-risk, and all references will be followed up orally).
7. If the job requires the appointee to have substantial access to children or vulnerable adults at risk an Enhanced Disclosure ACCESS NI check is carried out and the appointment will be subject to a satisfactory outcome of this.
8. Posts are approved by the Board.

Freelance performers/tutors

Tumble Circus recruitment procedures for performers/tutors include:

1. Recruitment of new performers/tutors onto a Core Performers' List of freelance performers/tutors for use on Tumble Circus projects.
2. Advertising widely to ensure equality of opportunity for prospective applicants.
3. The submission of a written application including a declaration of criminal record, consent for AccessNI check, references check and National Insurance Number
4. Shortlisting according to criteria set.
5. Interviewing & Induction procedure, led by Senior Artists.
6. Receipt of two forms of identification (one of which must be photographic or birth/ marriage certificate and one to confirm the facilitators' address) and two satisfactory written references for each performers/tutors accepted onto the Core Performers' List. (Referees must not be family members, and ideally should have first-hand experience of the applicant's previous work with children/adults-at-risk. Referees will be asked to confirm they have no concerns about the applicant working with children/adults-at-risk, and all references will be followed up orally).
7. An Enhanced Disclosure ACCESS NI check is carried out for all Tumble Circus performers/tutors working with children and vulnerable adults at risk, and recruitment will be subject to a satisfactory outcome of this.

8. That the performers/tutors will undergo a training process to include attendance at Safeguarding training.

Volunteers

Tumble Circus recruitment process for volunteers to be placed within Tumble Circus Projects includes:

1. A written application form.
2. The receipt of two references.
3. Interview procedure and placement consultation.
4. Discussion of tasks, role and skills and appropriate written information relating to these.
5. If the volunteer is to be placed on a Tumble Circus Project and their work will involve them having substantial access to children, an Enhanced Disclosure ACCESS NI check is carried out. The volunteer does not begin work with children or adults at risk until the outcome of the ACCESS NI check is known to be satisfactory.

See Appendix 4: Declaration and Consent Form

See Appendix 5: Volunteer Reference Request Form

See Appendix 6: Employee Reference Request Form

Effective Management of Staff, freelance performers/tutors and Volunteers

Tumble Circus is committed to ensuring that once recruited, all staff, performers/tutors and volunteers should be well informed, trained, supervised and supported, so that they are less likely to become involved in actions which can lead to harm or could be misunderstood. With particular reference to training, Tumble Circus is committed to recognising and reviewing the work of staff, performers/tutors and volunteers.

Induction

1. New staff, performers/tutors and volunteers are given clear instructions on tasks and the limits that apply to them.
2. They will be made familiar with Tumble Circus Safeguarding Policy and Code of Behaviour.

Probationary/Trial Period

1. The development and suitability of staff is reviewed within six months of appointment.
2. The review of performers/tutors and volunteer positions are ongoing through supervision and support.

Supervision and Support

1. Staff members are supervised under a line management system.
2. There is a clearly identified person on Tumble Circus projects to monitor the work of performers/tutors and volunteers.

3. Supervision is regarded as a two way process whereby staff, performers/tutors and volunteers have access to support and opportunity to reflect on what has been achieved and plan future actions.
4. Supervision provides an opportunity for staff, performers/tutors and volunteers to share concerns, anxieties or worries about their work or the environment. These meetings may be formal or informal and include opportunities for staff, performers/tutors and volunteers to discuss issues of importance and identify training needs.
5. Staff members undergo an annual appraisal.

Training

1. Line managers will identify both individual/ organisational training needs of staff, performers/tutors and volunteers. This includes training in policies as appropriate.
2. Staff, performers/tutors and volunteers will be encouraged to undertake relevant identified training to support their development and enhance skills.

APPENDIX 4: Declaration and Consent Form

Tumble Circus are committed to safeguarding children, young people and adults at risk and to ensuring equal opportunity for all applicants. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered materially relevant to the position applied for.

You have applied for a position that is defined as Regulated Activity under the Safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012. This post is not open to anyone who is included on the Children's Barred List.

OR

You have applied for a position that is eligible for an Enhanced Disclosure Check under the Safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012.

(Select as appropriate)

It also falls within the position of an 'excepted' position under The Rehabilitation of Offenders (Exceptions) Order (NI) 1979. This means that you must tell us about all offences and convictions, including those considered 'spent', which are not protected. If you leave anything out it may affect your application.

This information will be verified through an AccessNI Enhanced Disclosure Check (EDC) if you are considered to be the preferred candidate and are being offered the position. The EDC will tell us about your criminal record history (and, if the post is regulated activity, if your name has been included on a Barred List). It is to make sure that individuals who are considered a risk to children and young people are not appointed.

The information received will be treated confidentially and will be assessed alongside normal selection criteria to determine suitability for the position. A separate meeting will be held with you if clarification is required to discuss any issues around your disclosure before a final decision is reached. After the decision has been made the information will be destroyed.

Please complete the attached form and return it with your application. The form also asks you to give your written consent to the AccessNI Check and to agree to further enquiries being made relevant to the declaration, which will only be obtained if you are the preferred candidate. If you do not consent we will not accept your application.

Applicants can also submit a separate statement of disclosure if they wish. This may include details such as the particular circumstances around the conviction(s); how circumstances may have changed; and what has been learnt from the experience. Applicants can contact the Northern Ireland Association for the Care and Rehabilitation of Offenders (NIACRO) for more information.

Declaration of Criminal Convictions, Cautions & Bind-Over Orders

In Confidence

<p>1. Are you included in the Children's Barred List or the Adult's Barred List? YES NO</p> <p>(if yes please give details)</p>

<p>2. Do you have any cases pending? YES NO</p> <p>(if yes please give details)</p>

<p>3. Do you have any convictions, cautions, informed warnings, diversionary youth conferences or bind-over orders that are not subject to 'filtering' (as defined by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979, as amended in 2014)?</p> <p>YES NO</p> <p>If yes, please provide details below, giving as much information as you can, including, if possible, the offence, the approximate date of the court hearing and the court which dealt with the matter.</p>

<p>4. Have you ever been the subject of an Child Abuse investigation or an Adult Abuse investigation which alleged that you were the perpetrator? YES NO</p> <p>If yes, please list full details below including the name of police unit or HSC Trust involved in the investigation. If possible please provide the approximate date/s.</p>

Declaration and Consent

I declare that the information I have given is complete and accurate. I understand that I will be asked to complete an AccessNI Disclosure Certificate Application Form if I am considered to be the preferred candidate. I consent to the appropriate AccessNI check being made and I agree to enquiries relevant to this declaration.

Signature:	Date:
Name:	
Any surname previously known by:	
Position applied for:	

**APPENDIX 5:
Volunteer Reference Request Form**

_____ has expressed an interest in becoming a volunteer, and has given your name as a referee.

If you are happy to complete this reference, all the information contained on the form will remain confidential and will only be shared with the applicant's immediate supervisor should they be offered a volunteer position. We would appreciate you being extremely candid in your evaluation of this person.

How long have you known this person?

In what capacity?

What attributes does this person have that would make them a suitable volunteer?

How would you describe their personality?

Please rate this person on the following? (please tick one)

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Can motivate others					
Commitment					
Energy					
Trustworthiness					
Reliability					

This is a regulated activity under the Safeguarding Vulnerable Groups (NI) Order 2007 and involves substantial access to children and/or adults at risk. As an organisation committed to the welfare and protection of children and adults-at-risk, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children, young people or adults at risk:

Yes

No

If you have answered 'Yes' we will contact you in confidence.

We may need to contact you to clarify any of the information provided. Please indicate a convenient time for us to do this:

Under the Data Protection Act, this reference may be made available to the applicant, if requested.

Signature:	Date:
Name:	
Telephone number:	
Email Address:	

APPENDIX 6: Employee Reference Request Form

_____ has applied for a position at Tumble Circus, and has given your name as a referee.

If you are happy to complete this reference, all the information contained on the form will remain confidential and will only be shared with the applicant's immediate supervisor should they be offered a position. We would appreciate you being extremely candid in your evaluation of this person.

Position applied for:

1 In what capacity do you know the applicant, e.g. line manager, supervisor, professional colleague?

2 How long have you known the applicant?

3 Length of Service
Start Date:
End Date:

4 Reason for leaving:

5 Most recent position held:

6 Summary of main duties:

7 Please comment on the following areas as relevant to the post. Please be as specific as possible.

- Applicant's main strengths:

- Areas for improvement:

- Applicant's ability to meet the competencies and skills of the post (see job description):

8 Please detail any concerns about any aspects of their work, where relevant to the post:

9 Please detail any particular supervision or support needs that the applicant may have had if different to above:

10 Has the applicant been subject to any formal action in relation to discipline or competence at any time?
If yes, please give details:

--

11 Has the applicant had a satisfactory attendance record?
--

This is a regulated activity under the Safeguarding Vulnerable Groups (NI) Order 2007 and involves substantial access to children and/or adults-at-risk. As an organisation committed to the welfare and protection of children and adults at risk, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children, young people or adults at risk:

Yes

No

If you have answered 'Yes' we will contact you in confidence.

Under the Data Protection Act, I am aware that this reference may be made available to the applicant, if requested. We may contact you to clarify any of the information provided.

Signature:	Date:
Name:	
Position Held:	
Organisation/Business:	
Telephone number:	
Email Address:	

APPENDIX 7: Safeguarding Contact Details

Designated Safeguarding Officer (DSO)

Tina Segner
Tumble Circus
27 Sandhill Parade
Belfast BT5 6FG

07779226508 / tina@tumblecircus.com

Designated Safeguarding Board Member (DSBM)

Julie McKegney
Tumble Circus
27 Sandhill Parade
Belfast BT5 6FG

07455 534479 / julie.mckegney@gmail.com

If Tumble Circus Designated Safeguarding Officers are unavailable in an Emergency:

Northern Ireland Health and Social Care (HSC) Trusts

Gateway Services for Children's Social Work

Out of Hours Emergency Service (after 5pm/ weekends/ public & bank holidays):

02895 049999 – single, regional number came into effect 25/05/13

Belfast HSC Trust

Telephone (for referral) 028 90507000

Areas Greater Belfast area

Website www.belfasttrust.hscni.net

Further Contact Details (for ongoing professional liaison)

Greater Belfast Gateway Team

110 Saintfield Road, Belfast BT8 6HD

South Eastern HSC Trust

Telephone (for referral): 03001000300

Areas: Lisburn, Dunmurry, Moira, Hillsborough, Bangor, Newtownards, Ards Peninsula, Comber, Downpatrick, Newcastle and Ballynahinch

Website www.setrust.hscni.net

Further Contact Details (for ongoing professional liaison):

Greater Lisburn Gateway Team

Stewartstown Road Health Centre, 212 Stewartstown Road, Dunmurry, Belfast BT17

0FG Tel: 028 90602705/ Fax: 028 90629827

North Down Gateway Team

James Street, Newtownards, BT23 4EP

Tel: 028 91818518/ Fax: 028 90564830

Down Gateway Team

Children's Services, 81 Market Street, Downpatrick, BT30 6LZ

Tel: 028 44613511/ Fax: 028 44615734

Northern HSC Trust

Telephone (for referral) 03001234333

Areas: Antrim, Carrickfergus, Newtownabbey, Larne, Ballymena, Cookstown, Magherafelt, Ballycastle, Ballymoney, Portrush and Coleraine

Website www.northerntrust.hscni.net

Further Contact Details (for ongoing professional liaison):

Central Gateway Team

Unit 5A, Toome Business Park, Hillhead Road, Toomebridge, BT41 3SF

Tel: 028 7965 1020/ Fax: 028 7965 1036

South Eastern Gateway Team

The Beeches, 76 Avondale Drive, Ballyclare, BT39 9DB

Tel: 028 93340165/ Fax: 028 9334 2531

Northern Gateway Team

Coleraine Child Care Team, 7A Castlerock Road, Coleraine, BT51 3HP

Tel: 028 7032 5462/ Fax: 028 7035 7614

Southern HSC Trust

Telephone (for referral): 08007837745

Areas: Craigavon, Banbridge, Dromore, Lurgan, Portadown, Gilford, Armagh, Coalisland, Dungannon, Fivemiletown, Markethill, Moy, Tandragee, Ballygawley, Newry City, Bessbrook, Annalong, Rathfriland, Warrenpoint, Crossmaglen, Kilkeel and Newtownhamilton

Website www.southerntrust.hscni.net

Further Contact Details (for ongoing professional liaison):

Craigavon/Banbridge Gateway Team

Brownlow H&SS Centre, 1 Legahory Centre, Craigavon , BT65 5BE

Tel: 028 38343011/ Fax: 028 38324366

Newry/Mourne Gateway Team

Dromalane House, Dromalane Road, Newry, BT35 8AP

Tel: 028 30825000 Option 1/ Fax: 028 30825016

Armagh /Dungannon Gateway Team

E Floor, South Tyrone Hospital, Carland Road, Dungannon, BT71 4AU

Tel: 028 87713506/ Fax: 028 87713671

Central Gateway Team

Gosford Place, The Mall West, Armagh, BT61 9AR

Tel: 028 37415285/ Fax: 028 37522544

Western HSC Trust

Telephone (for referral): 028 71314090

Areas Derry, Limavady, Strabane, Omagh and Enniskillen

Website www.westerntrust.hscni.net

Further Contact Details (for ongoing professional liaison)

Derry Gateway Team

Whitehill, 106 Irish Street, Derry, BT47 2ND, Tel: 028 71314090/ Fax: 028 71314091

Omagh Gateway Team

Tyrone and Fermanagh Hospital, 1 Donaghane Road, Omagh, BT79 ONS

Tel: 028 66344103/ Fax: n/a

Enniskillen Gateway Team

2 Coleshill Road, Enniskillen BT747HG, Tel: 028 66344103/ Fax: n/a

www.dhsspsni.gov.uk

**APPENDIX 8:
Other Useful Contacts**

ACE (Advisory Centre for Education) Advice on bullying	www.ace-ed.org.uk Helpline 0808 800 5793
Anti-bullying Alliance	www.antibullyingalliance.org
Behaviour Management	www.parenting-ed.org
Bullying Good advice for children on bullying is outlined here - how to recognise it, and what to do if you are the victim or know of someone who is. For those unwilling to tell anybody, help is available on the site via email.	www.bullying.co.uk
Child Exploitation Online Protection	www.ceop.gov.uk
Child Protection in Sport Unit (CPSU) Newsletter email "subscribe" to cpsu@nspcc.org.uk	pstephenson@nspcc.org.uk www.thecpsu.org.uk 028 90351135
Childline Northern Ireland Got a problem? Childline has helped hundreds of thousands of children in trouble or danger. If you feel you can't face ringing them, check out their website. There are fact sheets on many subjects including bullying.	www.childline.org.uk Helpline 0800 11 11 1st Floor, Queens House , 14 Queen Street, Belfast BT1 6ED. Tel: 0870 336 2945
Children's Law Centre	www.childrenslawcentre.org Philips House, York St, Belfast, BT15 1AB CHALKY Helpline 0808 808 5678
Counselling for young people	www.contactyouth.org
Department Of Culture Arts and Leisure	www.dcalni.gov.uk
Domestic Violence	www.womensaid.org.uk
Drugs and alcohol	www.contactyouth.org
Health	www.kidsallergies.co.uk
Health and Social Care Trust Gateway Teams Belfast HSC Trust Gateway Team Northern HSC Trust Gateway Team South-Eastern HSC Trust Gateway Team Southern HSC Trust Gateway Team Western HSC Trust Gateway Team	028 90507000 0300 1234333 0300 1000300 08007837745 028 71314090
Internet Safety	www.iwf.org.uk
Kidscape (Bullying) Open Monday to Friday between 10am and 4pm.	www.kidscape.org.uk 020 7730 3300
National Children's Bureau	www.ncb.org.uk
NI Anti-Bullying Forum	www.niabf.org.uk
NI Commissioner for Children & Young People	www.niccy.org
NSPCC Child Protection Helpline	www.nspcc.org.uk Helplines Help for adults concerned about a child Call on 0808 800 5000 Help for children and young people

	Call Childline on 0800 1111 Helpline 0808 800 5000
NCPSS Female Genital Mutilation Helpline	Call the FGM helpline on 0800 028 3550 or email fgmhelp@nspcc.org.uk.
Parentline Plus Advice for parents on supporting a child who is being bullied.	www.parentlineplus.org.uk Freephone 0808 800 2222
Parenting NI Parenting NI is a leading organisation for parent support in NI. Offering a freephone helpline service, counselling and parenting programmes.	www.parentingni.org/ Freephone 0808 8010 722
Parents Centre	www.parentscentre.gov.uk
Special Education Needs	www.throughtheroof.org
Suicide and self-harm	www.pipsproject.com www.samaritans.org
There4Me NSPCC On line advice service for 11- 16 year olds	www.there4me.org.uk
Volunteer Development Agency 028 90236100	For further information on developing Safeguarding policy and procedures.

Appendix 9: Risk Assessment Template

RISK ASSESSMENT (RA) TITLE:	
Activity:	Site/Venue:
Contact Person:	
Date:	
People at Risk: Staff and participants	

Hazard	Risk	Initial Rating (L, M, H)	Existing Control Measures	Final Rating (L, M, H)	Additional Action Required (action by whom and completion date)

Please return this receipt with the declaration signed below, and ensure you keep a copy of this risk assessment

DECLARATION

- I have read the above risk assessment, and I understand and accept the control measures that I as a group leader will need to follow.
- I have identified any additional risks specific to our group and assessed these risks in the space provided in the table.

Name: _____

Signature: _____

Date: _____

**APPENDIX 10:
Consent Form for the Use of Photographs or Video**

Tumble Circus recognises the need to ensure the welfare and safety of all children and young people. In accordance with our safeguarding children and adults at risk policy we will not permit photographs, video or other images of children and young people to be taken without the consent of the parents/carers and children.

Tumble Circus will follow the guidance for the use of photographs, a copy of which is available from Tina Segner. Tumble Circus will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately, you should inform Tina Segner on +44 7865 679174 immediately.

I (parent /carer) _____
consent to Tumble Circus
photographing or videoing
(Insert name of child) _____

Signed: _____

Date: _____

I (insert name of child) _____
consent to Tumble Circus
photographing or videoing my involvement in
(Activity) _____

Signed: _____

Date: _____

