



Ulster-Scots Agency
Boord o Ulstèr-Scotch



Foras na Gaeilge



KEEPING YOU SAFE IN

DECEMBER 2015



We ,
will keep you safe using these guidelines.

Your designated officer is



What's it all about?

Everybody has the right to be safe - protected from all types of harm.

When people come to it is our job to make sure they are safe with us. This includes children and young people. Sometimes adults also need special protection because they have a disability or are elderly.

This paper lets you know what WE are doing to keep YOU safe.



Being fair

..... believes that everyone has a right to be treated fairly - no matter

- what age they are
- whether they are a boy or a girl
- what country they come from or what race they are
- whether they are able-bodied or have a disability
- what religion they believe in
- whether they are straight, gay, bisexual or transsexual
- whether they are rich or poor



Keeping secrets

Our staff and volunteers cannot promise to keep secrets.

If a person tells them that someone is being harmed - they can't keep that a secret - they **HAVE** to tell someone who can then help the person who is being harmed.

But they won't tell everybody here - just the person who can help.

Types of harm

Thankfully we are all safe most of the time but we know that sometimes children, young people and some adults can be at risk of different types of harm.

Physical abuse

This is when somebody deliberately hurts a person. It could be something like hitting or shaking.

Emotional abuse

This is when somebody deliberately hurts a person's feelings and makes them feel bad. It could be about making them feel scared or that they're not loved or that they're not good enough.

Sexual abuse

This is when somebody tricks or forces a person into doing sexual things. It could be about making them touch private parts of the body or making them look at pictures of people doing things like that.

Neglect

This is when somebody doesn't look after another person properly. It could be about not giving them food when they are hungry, or not keeping them safe from danger or not minding them when they are sick or not being kind to them when they are scared or sad.

What we are doing to keep you safe from harm

- We have put one of our staff in charge of keeping you safe. They are called the **Designated Officer** - and they have had special training so they know exactly what to do if someone is being harmed.
- **If you tell us** you are being harmed we will listen carefully and take you seriously. We will tell the Designated Officer who will then help you and let your parents or carers know (unless your parent or carer is the person hurting you).
- We will make careful checks to make sure that our **staff and volunteers** are people we can trust to work with children, young people and adults who need special protection.



- We will make sure our staff and volunteers get special **training** on how to keep you safe.
- We will make sure that the things you do with are safe and we will check if there is any **risk of accidents**. If there is an accident, our staff will know what to do to keep everyone safe.
- We will make sure that parents or carers know what we are doing and that they **agree** to you taking part.
- Every so often we will ask staff and volunteers, you and your parents or carers **what you think** of how we do things in..... . And we will listen to what you all tell us.
- We will make sure that our staff and volunteers know how to deal with **bullying**.
- Our staff and volunteers will know how to **use photos** of you e.g. on our web-site in a way that doesn't let strangers find out all about you.
- We have special rules for our staff and volunteers about giving you a **lift** or taking you away on **trips**.
- We also have rules for keeping you safe when you are using the **Internet** and things like Facebook, Twitter or **emails and texts**.



Some things we would like you to do ...



We want you to enjoy coming to and to have fun!

You can help this happen by...

- being loyal and giving your friends a second chance
- being friendly - welcoming new people
- being kind - especially when people need some comfort
- not pushing people to do things they don't want to do
- taking care of our equipment
- treating **everybody** with respect - no exceptions!
- never using bad language or calling people hurtful names
- not bullying or being rough when playing
- coming on time or letting us know if you're going to be late
- wearing the right clothing for an activity
- paying for events in good time
- not smoking while you're with us
- not taking alcohol or drugs while you're with us
- keeping yourself safe
- letting us know if anyone is behaving badly towards someone or is bullying or taking risks
- never being violent or aggressive

**Remember - you have the right to be safe,
to be believed and to ask for help.**



Useful numbers

If you want to talk to someone or want to let them know that you or someone you know might be being harmed - you can ring these numbers...



In Northern Ireland

If someone needs help in an emergency Police - **999**
Police (when it's not an emergency) - **101**
NSPCC Helpline - **0800 3891 701**
ChildLine - **0800 1111**

Republic of Ireland

If someone needs help in an emergency An Garda Síochána - **999**
An Garda Síochána (when it's not an emergency) - **112**
Childline (ROI) Freephone **1800 66 66 66**
ISPC Helpline (ROI) **01 6767 960**



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2-4 Sráid na Banríona
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Telephone: **028 9089 0970**
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Participation Network • Children in Northern Ireland
Unit 9, 40 Montgomery Road, Belfast BT6 9HL
Telephone: **028 9040 1290** • www.ci-ni.org.uk