



SAFEGUARDING: A CODE OF PRACTICE

What do I do if...?

- If you suspect a young person or adult with a disability is being abused
- A person with a disability confides in you
- Someone has a concern
- Or makes a complaint about any adult or about you

IT IS YOUR DUTY TO REPORT IT!!

If a person tells you, they are being abused, you should do the following:

DO

1. Stay Calm
2. Listen and hear
3. Allow them to speak without interruption and accept what they say.
4. Be understanding and reassuring – tell the person that they did the right thing in telling you but do not give your opinion.
5. Let the person know the information will be taken seriously and give information about what will happen next;
6. Ensure the safety of the person;
7. Be aware that medical and forensic evidence might be needed;
8. Let the person know that they will be kept involved at every stage;
9. Record in writing (date and sign your report) and report to the Line Manager/Nominated
10. Pass your notes to your Designated Safeguarding Manager, making sure you sign and date them.
11. Act without delay
12. Make sure that Stepping Stones NI activities pose no further risk to the welfare of young people.

DO NOT

1. Stop someone disclosing to you;
2. Promise to keep secrets;
3. Press the person for more details or make them repeat the story;
4. Pass on the information to anyone who does not have a legitimate need to know;
5. Contact the alleged abuser;
6. Attempt to investigate yourself;
7. Leave details of your concerns on a voicemail or by email;

It is the policy of Stepping Stones NI to safeguard the welfare of all people who access services by protecting them from neglect and from physical, sexual and emotional harm.

If you are concerned about a person's safety and well-being, or there is a concern, complaint or allegation about an adult or yourself, you should do the following.

1. Tell your Designated Safeguarding Officer immediately.
2. Complete an incident report form of what you witnessed, heard or were told.
3. Sign, date and email /or pass your incident report form to your Designated Safeguarding Officer.
4. Make sure that Stepping Stones NI pose no further risk to the welfare of trainees and clients.

If the young person is at immediate risk of significant harm, contact your Designated Safeguarding Officer.

Any person has the right to report concerns or suspicions about another member in confidence and be free from harassment.

You must refer any concern or complaint to your Designated Safeguarding Officer

DO NOT investigate it yourself.

Who to raise your safeguarding concerns to....

Safeguarding Staff

- **Adult Safeguarding Champion:** Chief Officer: Paula Jennings
- **Appointed Person:** Designated Safeguarding Manager – Director of Social Enterprise and Operations: Emmett Mullally
- **Appointed Person:** Deputy Designated Safeguarding Manager – Director of Services: Jenna Pike
- **Designated Safeguarding Officer Seymour Street** – Pink Elephant Head of Department: Jackie Smyth
- **Designated Safeguarding Officer Antrim Street** – Training Services Coordinator: Jane Gilmore
- **Designated Safeguarding Officer Gatelodge Café**– Catering Operations Manager: Martha Tumelty

If you are in any doubt about what to do, contact your line manager immediately.