

Policy Tracking Sheet

Policy Name:	Bryson Energy		
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Tracking Record				
Policy Version No:	Nature of Change	Approval Date	Approved by	Issue Date
1	New Policy	March 16	Board	March 16
2	Policy review (Additional section added)	March 17	Senior Team	March 17
3	Policy review – no change	March 18	Senior Team	April 18
4	Policy review (Designated Officer/Deputy Officer change)	March 19	Senior Team	March 19
5	Policy review (Designated Officer/Deputy Officer change)	March 20	Senior Team	March 20
6	Policy review Addendum re: Covid19	June 20	Senior Team	June 20
7	Policy review (Designated Officer/Deputy Officer change)	Oct 21	Senior Team	Oct 21
8	Policy review (Additional information: scope and principles)	March 22	Senior Team	March 22
9	Policy review (Additional information: Designed Officer details for other services added)	Dec24	Senior Team	Dec24
10	Policy review (lead organogram added).	Sept25	Compliance.	Sept25
11	Safeguarding Team updated	Aug26	Director	Sept26

Next Review Date: (Maximum of 1 years from last review)	Sept27
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Additional Information

Important evidence for quality assessments/inspections. Updated as per changes to legislation.

Policy Statement

Bryson safeguards and promotes the welfare of any customer / service user / learner, or clients we engage with as part of our services. All staff acting in accordance with this policy and in the spirit of the mission statement are indemnified by the Board.

Confidentiality Statement

Bryson takes seriously its responsibility to safeguard and promote the welfare of clients and believes that the safety and wellbeing of service user / learners of paramount importance.

All staff must be aware that they have a professional responsibility to share information within Bryson, and with other agencies, in order to safeguard our service user / learners. All staff must be aware that they cannot promise a young person/adult to keep secrets which might compromise his / her safety or wellbeing or that of another. Staff will share wellbeing concerns with parents / carers unless to do so could put the young person/adult at greater risk of harm or impede a criminal investigation. If this is the case, Bryson staff should consult their Designated Officer. Personal information about a service user / learner will be disclosed to other members of staff on a 'need to know' basis only.

Scope of Policy

This policy applies to children and young people until they reach the age of 18. Adults at Risk covers a young person/adult of 18 years and over.

The aim of the Child / Adults at Risk Protection Policy is:

- to help protect all service users / learners in a safe environment and keep them from harm.
- to ensure that all staff are aware of their responsibilities in relation to the protection of service users / learners.

An 'Adult at risk of harm' 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.

An 'Adult in need of protection' 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 AND
- c) c) who is unable to protect their own well-being, property, assets, rights or other interests; AND
- d) where the action or inaction of another person or persons is causing, or is likely to cause, him/her to be harmed.

In order to meet the definition of an 'adult in need of protection' either (a) or (b) must be present, in addition to both elements (c), and (d). The decision as to whether the definition of an 'adult in need of protection' is met will demand the careful exercise of professional judgement applied on a case-by-case basis. This will take into account all the available evidence, concerns, the impact of harm, degree of risk and other matters relating to the individual and his or her circumstances. The seriousness and the degree of risk of harm are key to determining the most appropriate response and establishing whether the threshold for protective intervention has been met.

The organisation has a primary responsibility for the care, welfare and safety of its clients. This duty will be carried out through the duty of care policy, which helps to provide a caring, supportive and safe environment. In this environment all individuals are valued for their unique talents and abilities and have the opportunity to learn and develop their full potential. **(Appendix 1)**

Purpose

The purpose of the following procedures on Child / Adults at Risk is to protect clients by ensuring that everyone who works in the Organisation and other personnel have clear guidance on the action which is required where abuse or neglect of a child is suspected.

The overriding concern of all caring adults must be the care, welfare and safety of the client, and the welfare of the client is of paramount consideration. The problem of child / Adults at Risk abuse will not be ignored by anyone who works in the Organisation. It is known that some forms of child / Adult at Risk abuse are also criminal offences.

Responsibilities

Staff must always be mindful of the fact that they hold a position of trust and that their behaviour towards young people / adults at risk in their charge must be above reproach. The Code of Conduct exists to assist staff in respect of the complex issue of child / adults at risk abuse, by drawing attention to the areas of risk for staff by offering guidance on prudent conduct.

Guiding Principles

There are ten main categories of child / adults at risk abuse including:

- Physical abuse
- Domestic violence or abuse
- Sexual abuse
- Psychological or emotional abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational or institutional abuse
- Neglect or acts of omission
- Self-neglect

Operation Encompass

Bryson Skills Based programmes (Bryson Training) are an Operation Encompass centre from 1st September 2023. Operation Encompass is a partnership between the Police Service of Northern Ireland, the Education Authority, Health and Social Care Trusts, Schools and local colleges, and Non-Statutory Training Providers, and is aimed at supporting **children and young people (under the age of 18)** who are impacted by domestic abuse.

If the PSNI attends a domestic abuse incident and one of our learners is present, they will notify the training provider usually at the start of the next working day. In practice this is a simple and short phone call, to a member of the Safeguarding Team. In the unlikely event that the call is diverted to a staff member who is not a member of the Safeguarding Team, it will be relayed to a Safeguarding Team member as soon as possible. This will enable the Safeguarding Team to provide appropriate and timely support for the learner who may have experienced trauma. Operation Encompass is about putting the needs of children and young people first and providing staff with the information we need to support them. The Safeguarding Team keep a log of all referrals on a password protected document.

Bullying

Bullying is a highly distressing and damaging form of abuse and is not tolerated in Bryson.

In the organisation, it is treated as a form of Child / Adults at Risk abuse and dealt with accordingly as per procedures on bullying. All staff are expected to be vigilant to the possibility of bullying occurring and will take immediate steps to stop it happening, to protect and reassure the victim and to call to account the bully.

If a service user / learner / learner's bullying behaviour persists, the organisation will treat the matter as a child / adults at risk protection issue and investigate the child / adults at risk protection procedures described below.

Parents / guardians of both victim and perpetrator may be personally contacted following investigations into bullying behaviour.

Suicide Awareness

Suicide and deliberate self-harm have significant personal, social and economic consequences. Whilst there seems to be a broad consensus that many suicide deaths are preventable; there is no clear way to predict which individuals are likely to die from suicide and there is no research that demonstrates how suicide can be prevented in any individual.

Many studies have identified factors associated with an elevated risk of suicide but none of these allow a level of prediction that is clinically useful. Despite this, an understanding of the risk factors associated with suicide is useful in targeting interventions at groups with an elevated risk of suicide.

All staff working directly with young people and adults need to:

- better understand self-harm and the underlying reasons for it
- understand what to do if a young person or adult self-harms
- support young people and adults to be emotionally resilient, act sensitively and appropriately

Early Indicators

There may be changes in the behaviour of the young person or adult which are associated with self-harm or other serious emotional difficulties. These include, among other signs:

- change in clothes worn e.g. wearing long-sleeved tops, reluctance to carry out extra curriculum activities
- changes in eating/sleeping habits
- increased isolation from friends/family
- changes in activity and mood e.g. more aggressive than usual
- lowering of training progression
- talking about self-harming or suicide
- abusing drugs or alcohol
- becoming socially withdrawn
- expressing feelings of failure, uselessness or loss of hope
- giving away possessions

Staff may experience a range of feelings in response to self-harm in a young person or adult (e.g. anger, sadness, shock, disbelief, guilt, helplessness, disgust or rejection). It is important for all work colleagues to have an opportunity to discuss the impact that self-harm has on them personally with the Pastoral Care Team.

All staff directly involved in the care, welfare and education of Bryson clients must undertake training in the assessment, management and prevention of suicide and self-harm. This ensures staff are better equipped to identify individuals at risk and better enable them to provide front-line support and refer the client onto the Designated or Deputy Safeguarding Officers.

Procedure for reporting suspected (or disclosed) child / adults at risk abuse

The designated officer for child / adults at risk protection is the Designated or Deputy Officers.

If a client makes a disclosure to a Tutor or other member of staff which gives rise to concerns about possible abuse, or if a member of staff has concerns about a client, the member of staff must act promptly. He/she should not investigate - this is a matter for the Social Services - but should report the concerns immediately to the Designated or Deputy Officer, discuss the matter with him/her and make full notes.

The Designated or Deputy Officers will discuss the matter with the Director as a matter of urgency to plan a course of action and will ensure that a written record is made.

The Director, in consultation with the Designated or Deputy Officers, will decide whether, in the best interest of the client, the matter needs to be referred to Social Services. **If there are concerns that the client might be at risk, the organisation is obliged to make a referral.** Unless there are concerns that a parent or guardian may be the possible abuser, the parents / guardian will be informed immediately.

The Director may seek clarification or advice and consult the Designated or Deputy Officer or a Senior Social Worker or counsellor before a referral is made. No decision to refer a case to Social Services will be made without the fullest consideration and on appropriate advice. **The safety of the service user / learner is our first priority.**

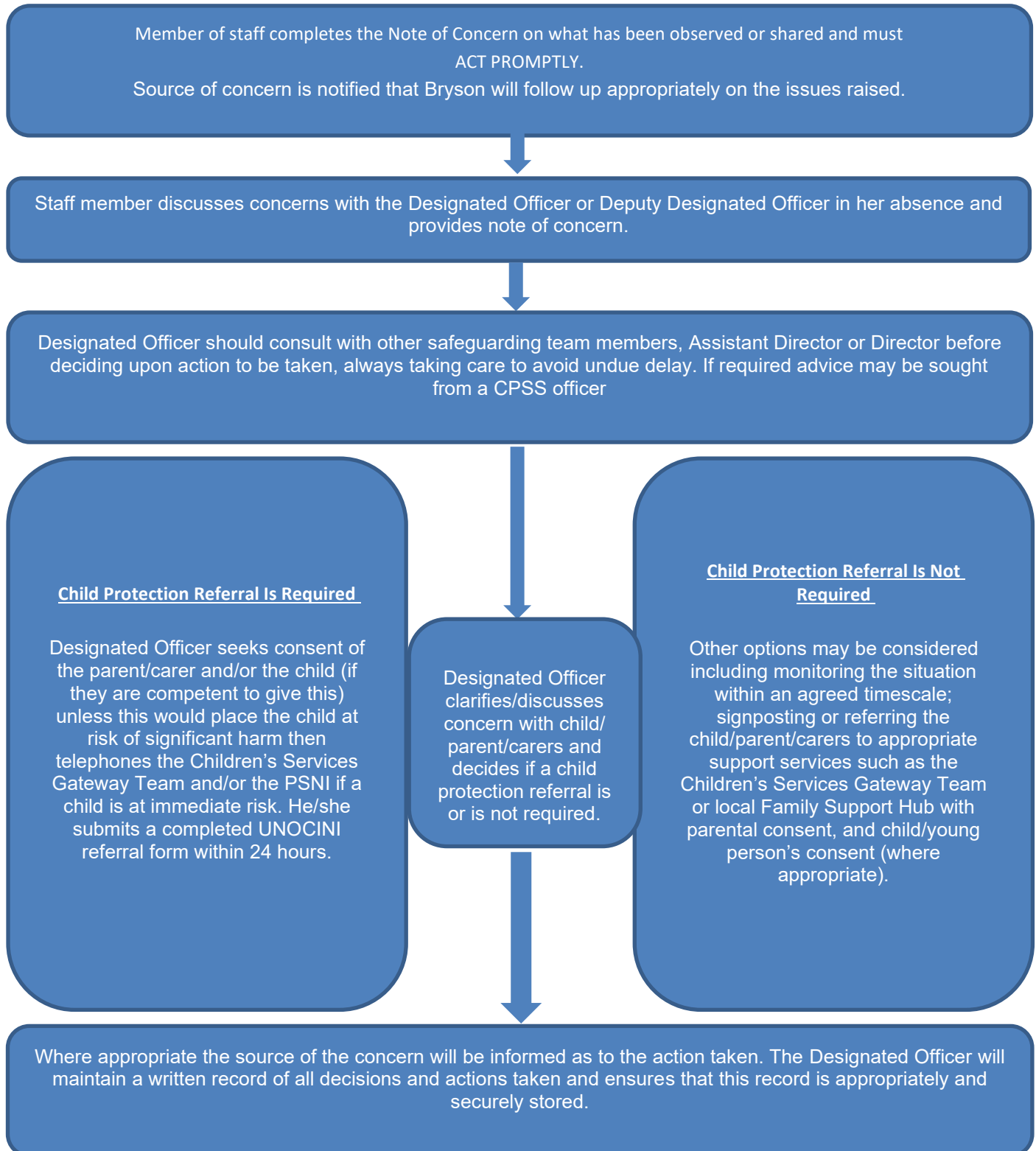
Where there are concerns about possible abuse, the Designated Officer will inform Social Services; Appendix 2 must be completed and Director advised.

PROCEDURE FOR REPORTING AN INCIDENT OF CHILD / ADULT AT RISK ABUSE

Child / Adults at Risk makes a disclosure to member of staff or member of staff has concerns about child / Adults at Risk either as a result of one observation or many observations over a period of time.

Appendix 3 – Adults, UNOCINI form - Child

Staff member does not investigate



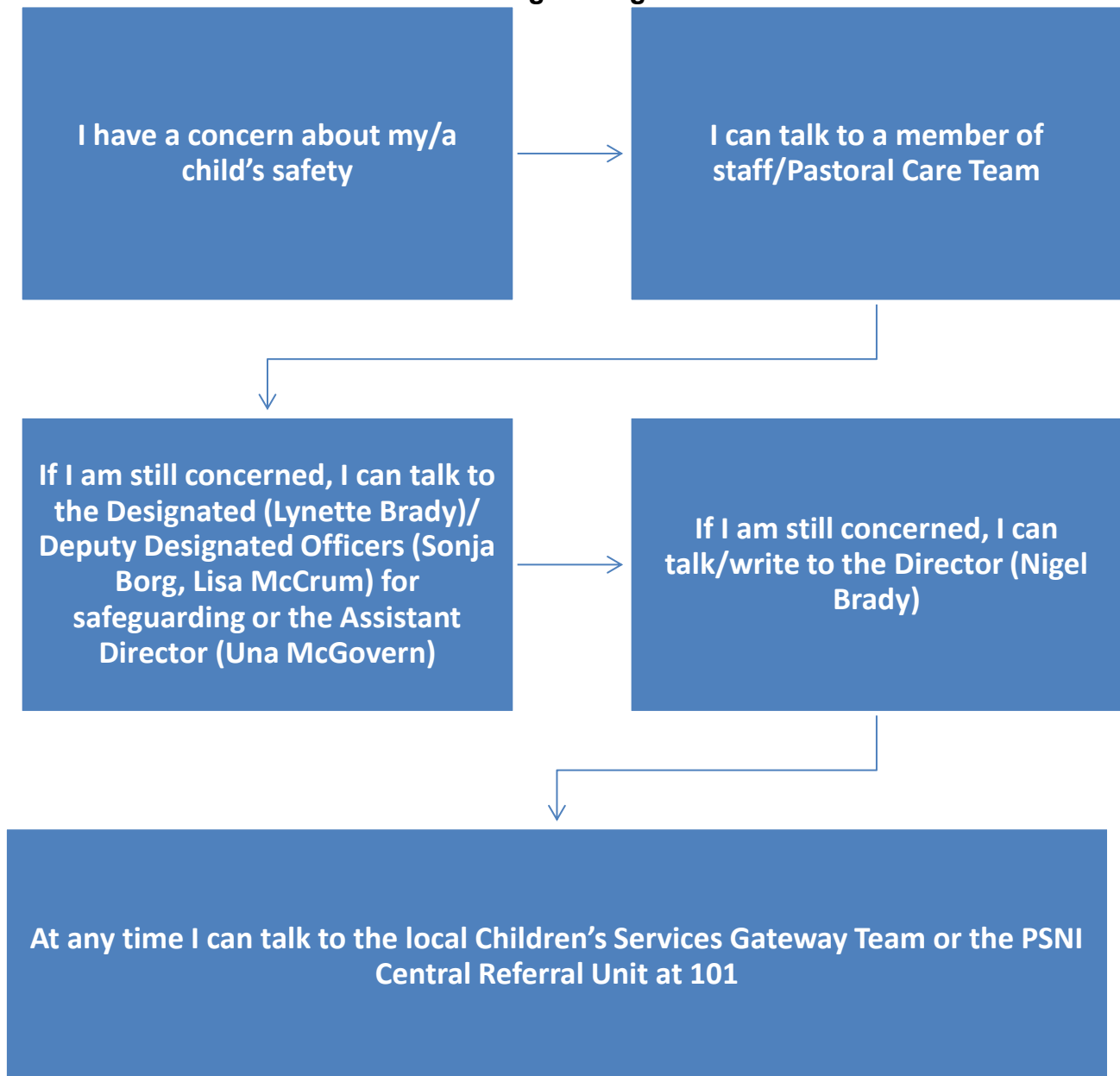
Re. Bryson Training - If a learner or parent has a potential safeguarding concern within Bryson

We aim to work closely with parents/guardians in supporting all aspects of their child's development and well-being. Any concerns a parent may have will be taken seriously and dealt with in a professional manner.

If a parent has a concern they can talk to any member of staff/Pastoral Care Team, the Designated or Deputy Designated Officer for safeguarding or the Director.

At any time a parent may talk to a social worker in the local Gateway team or to the PSNI Central Referral Unit. Details of who to contact are shown in the flowchart below:

If a Learner or Parent Has a Potential Safeguarding Concern:



If you have escalated your concern as set out in the above flowchart and are of the view that it has not been addressed satisfactorily, you may revert to Bryson Complaints Policy.

This policy should culminate in the option for you to contact the NI Public Services Ombudsman (NIPSO) who has the legislative power to investigate your complaint.

If there is a concern about a child's safety or suspect child abuse within the local community, it should be brought directly to the attention of the Children's Services Gateway Team.

Staff Code of Practice

This Code of Conduct applies to all staff of Bryson Energy.

This Code of Conduct does not form part of an employees' contract of employment.

Scope

The Code of Conduct is designed to give clear guidance on the standards of behaviour all Bryson (BRYSON) staff are expected to observe. BRYSON staff are role models and are in a unique position of influence and trust and must adhere to behaviour that sets a good example to all the service user / learners within the organisation. As a member of BRYSON, each person has an individual responsibility to maintain their reputation and the reputation of the organisation, whether inside or outside working hours.

Safeguarding Service Users / Learners

This Code helps all staff to understand what behaviour is and what is not acceptable with regard to the disciplinary rules set out by the organisation.

- All staff who work in Bryson set examples of behaviour and conduct which can be copied by service user / learners
- All staff who work directly with children and / adults will receive appropriate training in safeguarding processes and procedures.
- All staff who work directly with children and / adults will be required to have a suitable background check (AccessNI) at the required level.
- Staff must avoid using inappropriate or offensive language at all times
- All staff must demonstrate high standards of conduct in order to encourage our service user / learners to do the same
- All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct
- All staff have a duty to safeguard service user / learners from physical, sexual and emotional abuse, neglect and exploitation
- All staff should treat service user / learners with respect and dignity and must not seriously demeanor undermine service user / learners, their parents/carers or colleagues
- All staff should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of service user / learners, embarrassing or humiliating service user / learners, discriminating against or favouring service user / learners
- All staff must take reasonable care of service user / learners under their supervision with the aim of ensuring their safety and welfare. Staff should also complete risk assessments where appropriate in accordance with Bryson policies

The duty to safeguard service user / learners includes the obligation to report concerns about a service user / learner or colleague to a member of Bryson's Safeguarding team which is: -

- Designated Officers
- Deputy Designated Officers
- Director

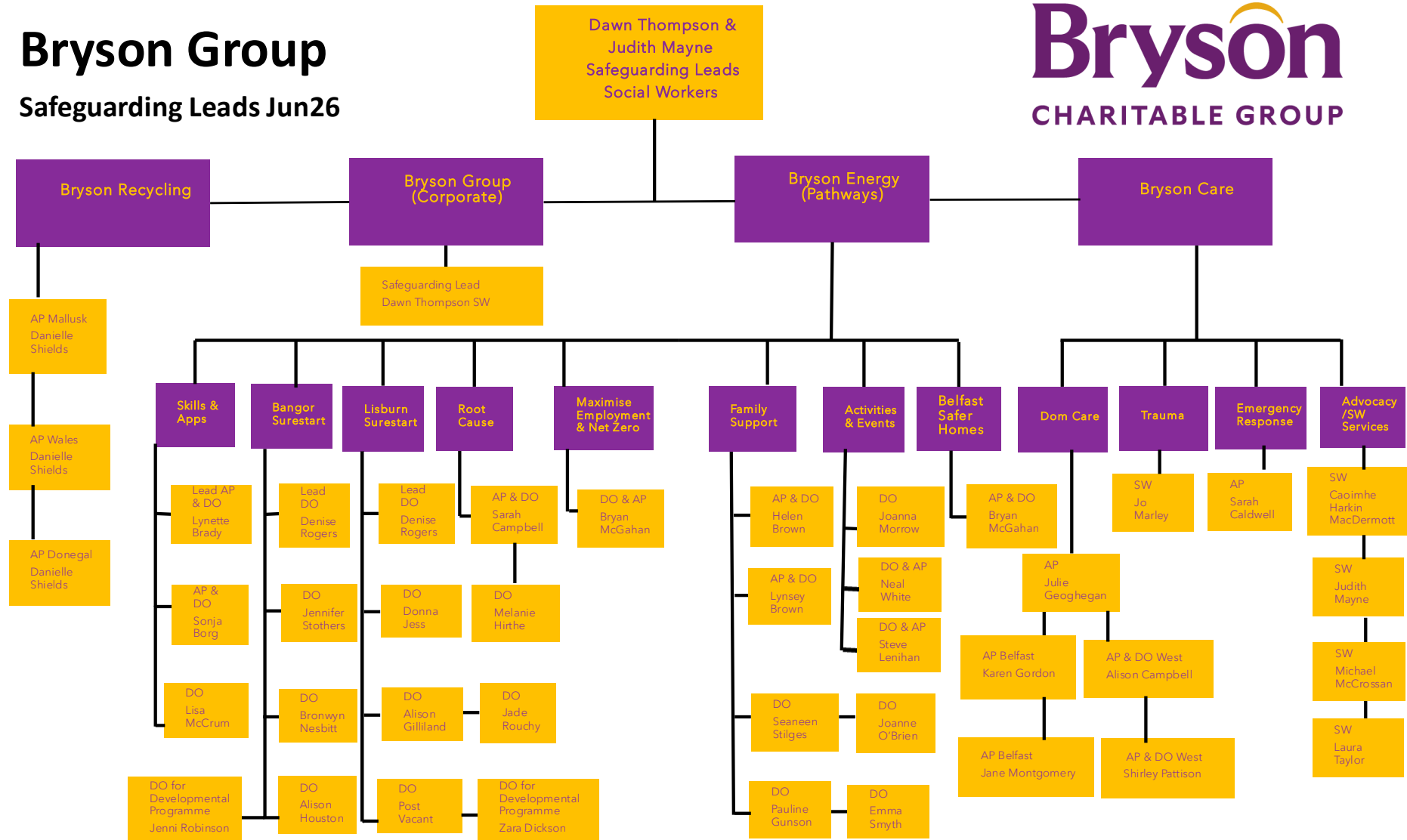
Training programmes

- Lynette Brady – Designated Officer
- Sonja Borg – Deputy Designated Officer
- Lisa McCrum – Deputy Designated Officer

Ref. Safeguarding arrangements across Bryson Energy / Bryson Charitable Group – please refer to below Safeguarding Organogram.

Bryson Group

Safeguarding Leads Jun26



Relationships with Service user / Learners

All staff must declare any relationships that they may have with service user / learners outside of Bryson; this may include mutual membership of social groups, tutoring, or family connections. Staff should not assume that Bryson are aware of any such connections. A declaration form may be found in **Appendix 4** of this document.

Relationships with service user / learners must be professional at all times, sexual relationships with service user / learners are not permitted and may lead to an abuse of trust and criminal conviction.

Service Users / Service user / Learner Development

All staff must comply with Bryson policies and procedures that support the well-being and development of Service Users / Service user / learners.

All staff must co-operate and collaborate with colleagues and external agencies where necessary to support the development of service users / service user / learners.

Honesty and Integrity

All staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of Bryson property and facilities.

Gifts from suppliers or associates of Bryson must be declared to the Director with the exception of "one off" token gifts from service user / learners or parents. Personal gifts from individual members of staff to service user / learners are inappropriate and could be misinterpreted and may lead to disciplinary action. A record will be kept of all gifts received.

Conduct outside of Work

All staff must not engage in conduct outside work which could seriously damage the reputation and standing of Bryson or the staff's own reputation or the reputation of other members of Bryson. (**Appendix 4**)

In particular, criminal offences that involve violence, possession or use of illegal drugs or sexual misconduct are to be regarded as unacceptable.

Staff may undertake work outside Bryson, either paid or voluntary, provided that it does not conflict with the interests of the organisation. It should not contravene the working time regulations or affect an individual's work performance in Bryson. Staff should seek advice from the Director when considering work outside Bryson.

E-Safety and Internet Use

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the organisations Social Media and ICT Policy at all times both inside and outside of work.

Staff must not engage in inappropriate use of social network sites which may bring themselves, the organisation, or employer into disrepute. Staff should ensure that they adopt suitably high security settings on personal profiles.

Staff should exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others. This may also include the use of dating websites where staff could encounter service user / learners either with their own profile or acting covertly.

Contact with service user / learners must be via Bryson authorised mechanisms. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with service user / learners.

If contacted by a service user / learner by an inappropriate route, staff should report the contact to the Director immediately.

Photographs/stills or video footage of service user / learners should only be taken using Bryson equipment for purposes authorised by the organisation. Any such use should always be transparent and only occur where parental/participant consent has been given. The resultant files from such recording or taking of photographs must be retained and destroyed in accordance with the organisations Records Management Policy and Disposal Schedules

Confidentiality

Members of staff may have access to confidential information about service user / learners in order to undertake their everyday responsibilities. In some circumstances staff may be given additional highly sensitive or private information. They should never use confidential or personal information about a service user / learner or family for their own, or others' advantage.

Information must never be used to intimidate, humiliate, or embarrass the service user / learner.

Confidential information about service user / learners should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the service user / learner's identity does not need to be disclosed the information should be used anonymously.

There are some circumstances in which a member of staff may be expected to share information about a service user / learner, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated child protection responsibilities.

If a member of staff is in any doubt about whether to share information or keep it confidential he or she should seek guidance from a senior member of staff. Any media or legal enquiries should be passed to management.

Adults need to be aware that although it is important to listen to and support service users / service user / learners, they must not compromise confidentiality or request service user / learners to do the same under any circumstances.

Additionally concerns and allegations about adults should be treated as confidential and passed to the Designated Officer without delay.

Dress and Appearance

All staff must dress in a manner that is appropriate to a professional role and promoting a professional image.

- Staff should dress in a manner that is not offensive, revealing or sexually provocative
- Staff should dress in a manner that is absent from political or other contentious slogans

Disciplinary Action

Staff should be aware that a failure to comply with this Code of Conduct could result in disciplinary action including but not limited to dismissal.

Compliance

All staff must complete **Appendix 5** pro – forma to confirm they have read, understood and agree to comply with the code of conduct. This form should then be signed, dated and returned.

All staff are provided with copies of the organisations' Safeguarding and Whistleblowing Policies and other relevant policies that impact upon the duty of care to service user / learners for example Social Media and ICT policies.

APPENDIX 1

TRAINING - Pastoral Care

Bryson Energy seeks to foster vocational and personal achievement while meeting the needs of individual service user / learners within a well structured, fully supportive pastoral care system designed to promote the overall development and welfare of each service user / learner and to ensure that service user / learners are protected from harm. Pastoral care permeates all aspects of the organisation and contributes to the creation of a supportive atmosphere within the Training Organisation for both staff and service user / learners.

A Learning Support Manager is responsible for co-ordinating pastoral care throughout the organisation working closely with staff within the Pastoral Care Team who have particular responsibility for the service user / learner in all aspects of their training programme.

Pastoral Care Team

Learning Support Manager:	Sonja Borg – co-ordinates Pastoral Care system
Designated Officer:	Lynette Brady – assists Pastoral Care system
Learning Support Administrator:	Lisa McCrum – provides a channel of communication between learners and staff and liaison with parents
Development Officer:	Rab Guiney – responsible for ongoing contact, development of Personal Training Plan and placement
Support Staff:	Adele Mahoney, Michelle McConnell, Roslyn McGarry, Karla O'Hanlon, Seaneen Magennis, Craig Reid, Emma Duncan – provide a channel of communication between learners and staff, personal development, employability and Essential Skills.
Assistant Director:	Una McGovern – Overall responsibility for Pastoral Care provision

Bryson support and co-operate with parents/guardians in providing a relevant and appropriate programme for all our service user / learners.

The Pastoral Care Programme addresses issues relevant to the needs of each service user / learner and provides opportunities to develop the ability to relate to and work with others.

Fully qualified Youth Workers are employed by Bryson on a full-time basis. Youth Counselling is available to all service user / learners through referral by the Pastoral Care Team or self-referral.

APPENDIX 2

CHILD / ADULTS AT RISK PROTECTION INCIDENT RECORD SHEET

NOTE:

- Information should be written on the presumption that parents / guardians and relevant professionals can request access to it
- Notetaker's personal feelings and reactions should not be noted
- Information should be factual, neutral in language and concise.

Staff Name _____ Position _____

Day(s)-----

Date(s) -----

Times(s):-----

Location:-----

Service user / learner Name:-----

Programme:-----

Age:----- Gender: Male / Female

Child/young person's / adults at risk statement:

Name(s) and position(s) of personnel advised/involved in the situation/referral:

Action taken (dates, times, informed):

Signed _____ Dated _____

Position _____

Received by Designated or Deputy Officer:

Signed _____ Dated _____

APPENDIX 3

CHILD / ADULTS AT RISK PROTECTION POLICY - *Restricted Information*

Notification of suspected/admitted known abuse of child(ren) / adults at risk to Social Services

This form should be completed on the basis of information readily available and should not be **delayed** on the basis of incomplete information.

Learner(s) Surname: _____

Learner(s) Forename(s): _____

Date(s) of Birth: _____

Present Location: _____

Parent/Guardian's Name: _____

Address: _____

Postcode: _____

Tel No: _____

GP's Name: _____

GP Address: _____

Tel No: _____

Professional agencies known to be involved with the family: (contact name, address and telephone number)

Reason for referral:

Action already taken:

Referred in writing/by telephone to _____ on _____

Parents advised of referral? Yes/No

Child/young person / adults at risk advised of referral? Yes/No

Signature of person referring: _____

Position _____ Date _____

Address _____

Learner(s) name(s): _____

Date(s) of Birth: _____

Address _____

I acknowledge receipt of your notification in respect of the Learner(s) named above.

Signature: _____ Designation: _____ Date: _____

APPENDIX 4

Relationships with service user / learners outside of work declaration

It is recognised that there may be circumstances whereby staff and volunteers of Bryson are known to service user / learners outside of work. Examples include membership of sports clubs, family connections, or private tutoring.

Staff must declare any relationship outside of Bryson that they may have with service user / learners.

Employee Name	<i>Service user / learner Name</i>	Relationship

I can confirm that I am fully aware of the code of conduct relating to contact out of Bryson with service user / learners in line with this policy.

If I am tutoring a service user / learner outside of Bryson I am aware that the following must be adhered to:-

- I do not, at any point, teach the service user / learner in question as part of my daily timetable
- I emphasise to parents that this is done completely independently of Bryson
- No monies come through Bryson at any point, informally (e.g. via the child) or formally
- No private tutoring is to take place on Bryson premises

I confirm that if these circumstances change at any time I will complete a new form to ensure BRYSON are aware of any relationships.

Signed Date

Print Name

Once completed, signed and dated, please return this form to the Assistant Director

APPENDIX 5

Confirmation of compliance

I hereby confirm that I have read, understood and agree to comply with the organisations code of conduct.

Name

Position/Post Held.....

Signed

Date

Once completed, signed and dated, please return this form to the Assistant Director