

**FUEL**



**CHILD PROTECTION POLICY**

**&**

**PROCEDURES**

**Policy Reviewed September 2010  
Next Due for Review in September 2012**

The protection and well-being of children, young people and vulnerable adults is a national and international requirement. The U.N. Convention on the Rights of the Child upholds the best interests of children. It stipulates that “children have the right to be protected from all forms of violence. They must be kept safe from harm. They must be given proper care by those looking after them.”

The Children (NI) Order 1995 asserts that children and young people are best looked after within their own families and communities and there is a clear commitment to putting the interest of the child first and providing support or intervention based on those interests. The Protection of Children and Vulnerable Adults (NI) Order (2003) enhances the arrangements for safeguarding children by providing a legislative basis for pre-employment checking those who work with children and young people.

The Disability Discrimination Act 1995 introduces new laws and measures aimed at ending the discrimination faced by many people with disabilities.

## **Child Protection Policy Statement**

**Staff and volunteers in FUEL are committed to practice which promotes the welfare of young people and protects them from harm. We aim to create a culture where young people are valued, their right to be safe is respected and where we strive to minimise the risk of harm.**

We will do this through:

- Robust recruitment and selection policies and procedures
- Effective Management of Staff and Volunteers
- Provision of child protection training and vetting of staff and volunteers
- Designating a senior member of staff to take a lead role in ensuring that the procedures adopted are fully implemented, reviewed, recorded and updated when necessary
- Robust procedures for Reporting Concerns
- Codes of behaviour for Staff, Volunteers, Children and Young People
- Effective procedures for sharing information with relevant parties
- General Safety and Management of Activities

This policy will be reviewed every two years or sooner if legislation changes.

## **Recruitment and Selection**

FUEL is committed to effective recruitment and selection of staff and volunteers.

All jobs/roles have a clearly defined role description and are circulated as widely as possible. Application forms are sent out together with a declaration form. All candidates who meet the criteria are interviewed by a panel of at least two people. Two written references are lifted and two forms of proof of address and ID and one photographic are checked against the written application.

An Access NI check is carried out on all staff and volunteers who are being offered a regulated position within FUEL. All appointments are subject to a satisfactory check being received.

## **Effective Management of Staff and Volunteers**

Comprehensive induction training is provided to all workers on appointment. This includes information on organisational policies, procedures, guidelines, activities and ethos. This induction will include role clarification.

All appointments are conditional on a satisfactory, agreed, period of work. At the end of this probationary/trial period a review takes place after which the post is confirmed in writing if appropriate.

Child protection training is provided for all workers staff and volunteers and this is reviewed and updated regularly in line with changing legislation. This training will be provided by an accredited child protection trainer and will include an awareness of the signs and symptoms of abuse and the different types of abuse.

A regular and appropriate support and supervision system is in place for all workers.

## **Reporting Concerns**

The designated officer for FUEL is Dianne Ruckchatl who can be contacted at:

2 Quay Lane, Enniskillen, Co Fermanagh, Telephone No 077 0777 22 83

The deputy designated officer is Trevor Armstrong who can be contacted at Lenaghan, Letterbreen, Co Fermanagh BT74 9BP 077 511 33 167

Although important, the consideration of confidentiality should not override the legal principle that “the welfare of the child is paramount” (Children (NI) Order 1995). The right of the child/young person to be protected from harm should take precedence.

It is not the role of staff/volunteers to investigate or to decide if abuse has or has not taken place. Their role is to observe (any changes in behaviour, or incidents), record (facts only) and report (to the designated officer). Records should be kept using the Cause for Concern forms ([appendix 1](#)) and locked away at all times. Actions of staff/volunteers who are told of abuse should be guided by the following key points:

<b>Do</b>	<b>Don't</b>
Stay calm	Panic
Listen	Promise to keep secrets
Accept what you hear	Ask leading questions
Reassure the person	Make a child repeat the story unnecessarily
Record in writing what was said as soon as possible	Delay
Report what was said	Start to investigate
Record your report	

The member of staff/volunteer should pass this report immediately to the designated officer. The designated officer will then liaise with Social Services and other agencies, as appropriate. Please see (appendix 5) for flow chart demonstrating actions to be taken and by whom.

### **Sharing Information**

Children/young people and their parents/guardians will receive a brief overview of the child protection policy and procedures and grievance procedures (appendix 2).

All confidential records are stored in secure premises. In keeping with Data Protection principles these are only shared when necessary with relevant parties.

As stated, staff and volunteers receive information through the induction process and training.

### **AccessNI**

#### **General Principles**

As an organisation using Access Northern Ireland to help assess the suitability of applicants for positions of trust, (Organisation Name) complies fully with Access NI's Code of Practice regarding the correct handling, use, storage retention and disposal of Disclosure Applications and Disclosure information. We also comply fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, storage, retention and disposal of Disclosure information.

#### **Storage and Access**

Disclosure information is be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

#### **Handling**

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom

Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### **Usage**

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### **Retention**

Once a recruitment (or other relevant e.g. regulatory or for licensing purposes) decision has been taken, we do not keep Disclosure information for any longer than is necessary. Information will not be retained but destroyed once a decision, recruitment or otherwise has been made.

### **Disposal**

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any unsecured receptacle (e.g. waste-bin or confidential sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure or any other relevant non-conviction information supplied by police but not included on the Disclosure. However, despite the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the AccessNI unique reference number of the Disclosure Certificate and the details of the recruitment decision taken.

### **Confidentiality**

Information of a confidential nature will only be communicated on a 'need to know' basis with appropriate organisations and/or individuals.

All information of a personal nature relating to children and young people connected to FUEL will be stored securely within the office at 2 Quay Lane, Enniskillen Co Fermanagh. Confidentiality guidance in relation to young people and disclosure is outlined in [\(appendix 6\)](#)

## **Code of Behaviour for Staff and Volunteers**

This code of behaviour was developed to ensure that all workers know what is expected and what is unacceptable. It has been drawn up in consultation with staff and volunteers.

The following list includes prohibited and recommended behaviour for anyone involved with FUEL's Youth Projects.

Violations of the Code of Conduct may result in disciplinary action,

including suspension or termination of volunteer privileges.

### **Prohibited Behaviour:**

- Consumption of alcohol or illegal drugs while working with youth.
- Providing alcohol or drugs to youth, or allowing consumption of same while under an adult's supervision.
- Mental, physical, verbal, or sexual abuse of any young person.
- Denying any youth the opportunity to participate on the basis of race, colour, national origin, sex, sexual orientation, religion, or disability, or making any comment that is in any way homophobic, sexist, bigoted, racist, or insulting to any young person or allowing any racist, homophobic, bigoted, sexist and sectarian language or behaviour by young people.
- Failure to respect the privacy of youth, especially in situations calling for changing clothes or taking showers (the only exception is when health or safety issues dictate specific action).
- Disciplining a young person by use of physical punishment or failure to provide necessities such as water, food, or shelter.
- Being alone with a single young person where others cannot observe you.
- Leaving a young person unsupervised.
- Inappropriately touching a youth's body. As a rule, this includes any area of the body that would be covered by a bathing suit. It is normally acceptable to touch a youth on the shoulders, arm or upper back. Tickling, wrestling, or teasing a youth is inappropriate. Holding on in or initiating a hug is not appropriate.
- Using profanity, telling inappropriate jokes, sharing intimate details of one's personal life, promoting events in unsuitable venues and using any kind of harassment or sexual references in the presence of youth or parents.
- Releasing a youth to anyone other than the authorized parent or guardian, or to a person designated by the parent/guardian.

### **Recommended behaviour:**

- Ensuring suspicious or unknown individuals do not occupy restrooms with unescorted youth. Always send youth to a restroom in pairs if staff is unable to accompany an individual.
- Using positive reinforcement and encouragement to manage or change behaviour. Avoid comparison or criticism. Praise will encourage positive behaviour and create an atmosphere of cooperation and fun.
- Treating all youth fairly.
- Serving as a role model by maintaining an attitude of respect, responsibility, caring, fairness, sportsmanship and trustworthiness.
- Welcoming and encouraging parents to attend FUEL youth functions.

## **Code of Behaviour for Children and Young People**

Our vision of FUEL is of a safe place where young people can meet and enjoy themselves without fear of exploitation, hostility, prejudice or violence. In order to achieve this, the young people who use the FUEL hub and take part in its activities are expected to keep the following rules: (These were developed with Young People)

1. **Keep yourselves and others safe:**

- a. No alcohol or drugs in you or on you – don't bring alcohol or drugs onto the FUEL premises or help others to do so. Anyone who is, or appears to be, under the influence of alcohol or drugs will not be allowed to enter or remain on the FUEL premises.
- b. Don't take any actions that are likely to endanger yourself or anyone else.
- c. Follow the instructions of adult volunteers and staff especially at FUEL activities or events outside of FUEL hub.
- d. Don't take part in sexual activity or heavy petting while at FUEL.
- e. Avoid bringing valuable items to FUEL with you.
- f. No one aged 18 or over is permitted at FUEL without the permission of adult volunteers or staff.
- g. Accept the issue of tamper evident security wristbands when issued at events.
- h. Respect the rules and one way systems on door and door 'close' times at night.

**2. Respect the rights of others and respect difference. (Everyone at FUEL is different and equal )**

- a. Treat other FUEL users as individuals and respect difference. Don't use language or behaviour which judges or criticizes them for their appearance, dress, musical or cultural tastes, religion, gender, sexual orientation or race. Racist, homophobic, bigoted, sexist and sectarian language or behaviour will not be acceptable at FUEL.  
Don't wear any clothing or symbols that might cause offence or encourage sectarianism or bigotry.
- b. Don't make, pass on, engage with or host comments either inside or outside, FUEL or on the internet that would be likely to cause hurt to any individual, (either other user, adult volunteer or staff) or to damage FUEL and its activities.
- c. No violence or threats are ever acceptable at FUEL.
- d. Do not use FUEL or its promotion as a vehicle for personal political opinion, religion or other view which is not part of FUEL's aspirations.
- e. Do not claim to represent FUEL at anytime, in any place or in any media, newspaper or radio or television without prior permission of adult project manager.

**3. Respect the Project, FUEL's venue and property or anywhere we are visiting outside of hub**

- a. Do not remove any property that does not belong to you from FUEL venue or event.
- b. The same rules apply while we are visiting with the additional requirement to respect the property / place where we are.
- c. Do not use the project or connections you have made through FUEL for promotion of any other objectives; personal, other charities, business or political.

**Users Gross Misconduct - Guidelines**

The following list gives examples of behaviour that are normally regarded as gross misconduct:

- 1. Fighting, violence or threat of violence
- 2. Assault on another person
- 3. Bringing alcohol or drugs in to FUEL hub or to FUEL event

4. Deliberate damage to FUEL or property used by FUEL
5. Bringing the FUEL or the adults responsible into disrepute by actions or words
6. Serious negligence or disregard of the FUEL rules that causes, or could have caused, unacceptable loss, damage or injury.
7. Serious act of insubordination, including the failure to follow or observe reasonable instructions of the leader in charge, the project manager, door staff, or volunteers on duty.

In the event that a member of the or user is alleged of gross misconduct by a leader in charge or other authority, the member shall be automatically suspended; pending investigation/disciplinary hearing according to FUEL's policy unless when superseded by PSNI Policies and procedures

### **Disciplinary Policy**

As FUEL the project, its users, trustees and volunteers are all valuable we will move to protect them by disciplinary action. If the rules are broken we will enforce one of the following options depending how much risk was created or damage was done by breaking the rules. We may telephone parents and ask for the young person to be taken home.

- Warning or
- Final warning or
- Limited ban from FUEL or
- Total ban from attending FUEL, its events or activities inside or outside the venue

Young people have the right to appeal this via our grievance or complaints procedure a copy of which is available on request or on the FUEL website.

### **General Safety and Management of Activities**

#### **Responsibility**

Ultimate responsibility for young people's health and safety lies with the leader in charge of the programme.

Health and safety issues need to be discussed and agreed with the young people both in the planning and delivery of programmes.

#### **Supervision**

There should be adequate supervision by a leader at all times. This will vary depending on the needs of the group, age, vulnerability, gender breakdown and the nature of the activities involved.

The ratio of staff and volunteers to children with disabilities is dependent on the needs of the individual child. (Our Duty To Care: 2007).



## **First Aid**

The appointed persons to take charge of first aid arrangements at FUEL are Catherine Moore or Pam Gunn. The appointed persons should not attempt to give first aid for which they have not been trained.

It is leader's responsibility to make themselves aware of any medical needs children and young people have and any medication they are currently taking. This information should be collated at the start of the year and updated when new members come in and as and when changes arise. Information concerning allergies and reaction to foods i.e. peanuts should also be collected.

An accessible first aid kit should be available at all activities. During club activities the first aid kit is kept on the upper shelf in the shelves in the tuck shop.

In regard to first aid please also see FUEL's Drug and Alcohol Policy. Please see (appendix 7) for an incident report form re drug or alcohol abuse.

## **Safety of Equipment**

Equipment is safe and used for the purpose for which it was intended. It is checked regularly. Power breakers must be used when amps and microphones are plugged into power sources.

All members of staff/volunteers should check equipment before use.

Children and young people are made aware of the safe use of equipment to minimise misuse where harm could occur. Young people are trained how to set up entertainment equipment safely and check risks. All work of young people is supervised by adult in charge.

## **Competency and Qualification of Leaders**

Leaders should be competent to undertake the activities they are leading. Where activities have to be led by qualified leaders, such as specialist activities, qualifications are up to date and verifiable.

The leader bringing the groups to these activities is responsible to ensure this is so.

## **Transport**

Any transport used should be roadworthy, fit for purpose and covered by the appropriate insurance. It is the responsibility of the worker arranging the transport to ensure this is so.

## **Emergencies**

Do not hesitate to seek advice from your Line Manager or other senior members of staff in dealing with emergency situations.

Record details of all accidents or injuries using the accident/incident record form (appendix 3) and give a copy to your line manager.

## **Risk Assessment**

It is good practice to carry out a Risk Assessment before youth work activities to judge whether it is a high or low risk activity and as a result ensure proper controls are in place to reduce risk. (Appendix 4).

**Cause for Concern Form**

**Staff Details**

Name

Position

**Young person's details**

Name

Age

Address

Tel No:

Name of Project/Group

Parent/Guardian

Address

Phone No:

**Give details of your 'Cause for Concern'**

What prompted the concerns? What exactly did the young person say and do? Physical signs? Behavioural signs? Indirect signs?

Any medical attention required? Give details. Who was consulted?

What future action do you believe is required?

Have the parents been contacted? If so, what was said?

Has the child been spoken to? If so what was said?

Has anyone else been consulted? If so, give details.

Signed:

Date:

## **FUEL**

### **Fermanagh Underage Entertainment Life**

#### **Grievance Procedure**

#### **Appendix 2**

This procedure is to provide a parent/guardian or young person who considers that she/he has a grievance, with the opportunity to have it examined quickly and effectively, and where a grievance is deemed to exist, to have it resolved if possible, at the earliest practicable time.

##### **Stage 1**

When a parent/guardian or young person feels aggrieved on any matter she/he should discuss the problem initially with the youth worker or volunteer responsible for the programme. They will attempt to resolve the issue, consulting where necessary the other members of management. The worker should reply to the grievance as soon as possible, and in any case, within three working days from the time the grievance was first raised.

##### **Stage 2 – Involvement of Line Manager**

If the parent/guardian or young person with the grievance is not satisfied with the reply from the youth worker or volunteer, or has not received a reply within three working days she/he may request that the matter is raised with the Youth Worker's line manager.

On receipt of such a request the Line Manager shall make arrangements to hear the grievance. It is the responsibility of the Line Manger to make arrangements for the hearing to be held within ten working days of the grievance being raised with him/her.

##### **Stage 3 – Involvement of the Director**

If the parent/guardian or young person with the grievance is not satisfied with the reply from the youth worker's Line Manager or has not received a reply within three working days she/he may request that the matter be raised with the appropriate Director.

The Director, on receipt of such a request shall make arrangements to hear the grievance. It is the responsibility of the Director to make arrangements for the hearing to be held within ten working days of the grievance being raised with him/her.

Reference to the Director is the final stage of the grievance.

Full details of FUEL's complaints procedure is available on the FUEL Website.

**FUEL**

**Fermanagh Underage Entertainment Life**

**Appendix 3**

**Accident/Incident Record Form**

Name of Group \_\_\_\_\_

Name of group Leader \_\_\_\_\_

Date, Time and location of incident \_\_\_\_\_

\_\_\_\_\_

Name and address(es) of witness(es)

(a) \_\_\_\_\_

(b) \_\_\_\_\_

(c) \_\_\_\_\_

Please state in your own words what happened including details of names and status of those involved.

Describe what action was taken (e.g. details of first-aid, police or medical involvement).

Signed \_\_\_\_\_ Date \_\_\_\_\_

Role \_\_\_\_\_

## FUEL RISK ASSESSMENT

### Appendix 4

**Name:**

**Venue:**

**Date:**

1 Activity/ Area	2 Hazards Activity/area that could cause harm	3 Who could be harmed	4 Likelihood of occurrence	5 Likely severity of injury	6 Risk level	7 Precautions to be taken	8 Reasons for judgement e.g. past experience

Columns 4 & 5 should be expressed on a scale of 1-5 (1=low, 5= high). To calculate the risk level, multiply the figure in column 4 by that in column 5. The resultant risk level is recorded in column 6. If a resultant risk level is above 6, care needs to be taken with justifying this in column 7 & 8. If the total exceeds 10, consult with manager before doing activity. In support of your judgements about risk levels, you will want to refer to: accident records, other workers experiences, own past experiences, extend and type of supervision, other staff and volunteers, health and safety inspections and any other evidence deemed relevant.



Be familiar with FUEL's full Child Protection Policy Confidentiality and Frazer Competence Guidelines, Vulnerable Adults Policy, Operations Manual, Employee Handbook Suicide and Self Harm Policies

**STAGE 1**

Concern Raised to Youth Facilitator

**Cause for Concern?  
Accident or  
Incident?**

DO	DON'T
Do Stay calm, try not to show shock	Don't Panic and Don't make Judgements
Do Listen and assess as per ASSIST if Appropriate	Don't Criticise
Do Accept what you hear	Don't Ask leading questions
Do Reassure the young person they were right to tell Do call 999 if immediate risk to life	Don't Promise to keep secrets Don't Make a young person repeat the story unnecessarily
Do Alert your co facilitator of an issue ASAP Do alert any need for extra to Project Manager	Don't Delay in reporting to designated officer
Do Report what was said as soon as possible	Don't Start to investigate or take action
Do Record in writing what was said as soon as possible- after informing designated officer	Don't take any action before instructions are given by the designated officer

**REPORT ALL CAUSE FOR CONCERNS ACCIDENTS OR INCIDENTS TO THE DESIGNATED OFFICER or DEPUTY DESIGNATED OFFICER**

**STAGE 2**

Designated Officer Decides what action is to be taken

Designated Officer assesses the information, decides course of action and informs facilitator of actions

No further action to be taken at this time re concern or re incident or accident

Other actions by Designated Officer to promote the child's welfare – referrals to Gateway / social services or police and / or to other organisations and / or parents informed etc

Facilitator documents the cause for concern, accident or incident, with all relevant dates and times and of all the names, dates and times of those spoken to and referrals made and completing referral forms as per referral

**STAGE 3**

Cases are Reviewed

Weekly or as necessary depending on level of concern, youth facilitators jointly review cause for concern forms and report any continued or new concerns that arise -as per stage one, two and three

**FUEL and FIND CONFIDENTIALITY POLICY**

**WARNING – FAILURE TO ADHERE TO THESE GUIDELINES WILL RESULT IN DISCIPLINARY ACTION**

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**STAGE 2**

Designated Officer

Designated Officer assesses the information, decides course of action and informs

All professionals working with young people should have an understanding of young people's desire to remain in control of information. Perceived lack of confidentiality can be a barrier to accessing care. Professionals and young people should know that confidentiality will always be respected, except when the young person is in a life threatening or dangerous situation. If information is shared in this context every effort must be made to gain the consent of the young person concerned.

A confidentiality policy should remain relevant, and its development should involve the whole team including all professionals and agencies involved in the service, and the young people who use the service. It should clarify the rights and responsibilities of young people, professionals, and parents and other carers.

### **Rights of Children**

Both adults and children have rights detailed in the European Convention of Human Rights (ECHR) and the Human Rights Act (1998). Children and young people up to the age of eighteen are also viewed as requiring special protection.

In addition, in the UK, governments, public bodies and agencies should ensure full compliance with the Articles of the United Nations Convention on the Rights of the Child.

Information should be available to young people about how confidentiality works within the service, including the sharing of necessary information. Young people should be given an explanation that confidentiality may differ for health professionals and other agencies.

Young people should be aware of recording and reporting systems and storage of records within the service, in accordance with the Data Protection Act (1998). This includes having access to their personal health records. This Act also states that parents are not permitted to see a child's health record unless the child has given consent or the child is deemed too young to understand how to make a request.

Young people should be provided with information about where to go if they wish to make a complaint. For "breaches in confidentiality" the NI Children's Law Centre (Chalky) can provide relevant advice and information. (Info on [www.thefindcentre.com](http://www.thefindcentre.com) under Legal and Welfare section)

The young person should be reassured that complaining about any breach of confidentiality will not threaten their access to services or discriminate against them in any way.

## **CONFIDENTIALITY POLICY**

### **Parental Rights and Responsibilities**

Within the context of the UNCRC and the Children Act NI, parents hold primary responsibility for the welfare of the child and it would be expected that in normal practice professionals and agencies would seek the permission of parents before providing treatment or counselling or someone under the age of 16 (even if it is not legally required).

In considering the sexual health of young people, however, young people typically do not want their parents involved. In such circumstances it may be part of the job of the professionals to work with the young person to share information and involve family members where it is in their best interests.

In some situations maintaining confidentiality may be misinterpreted by parents as a lack of co-operation or a failure to act in the best interest of a young person. Health professionals will apply the

Fraser Guidelines to young people under 16 without parental consent or knowledge. The Age of Legal Capacity and the Rights of the Child would also apply.

### **Professional Responsibilities**

Guidance on handling personal health information; The overriding principle of the code is that the information should not be shared without consent except in certain circumstances. Professionals are required to work within their Code of Professional Practice.

### **Fraser Guidelines**

These guidelines arose from a case in the House of Lords in the 1980s. They are a set of criteria often used to assess whether a young person can be provided with confidential services and treatment without parental consent.

A professional would be justified in giving treatment without parental knowledge, provided the professional is satisfied that:

- The young person understands the advice being given
- The young person cannot be persuaded to involve parents/carers or allow the medical practitioner to do so on their behalf
- It is likely that the young person will begin to or continue having sex with or without treatment/contraception
- Without treatment the young person's physical or mental health is likely to suffer
- The young person's best interest requires contraceptive advice, treatment or supplies without parental consent
- The young person can demonstrate that he/she is competent to give consent, and
- The young person's decision is made freely and without pressure.

Professionals have a wider duty to protect vulnerable people from harm. This does not depend on age, but on assessment of the current or potential risk to the individual. Breaching confidentiality without consent is a serious matter and information shared with health professionals should remain in confidence other than in exceptional circumstances.

## **CONFIDENTIALITY POLICY**

**Guidance for staff and young people: What are exceptional circumstances?**

- There are signs of physical neglect or emotional or mental abuse/distress or sexual harm.
- The young person is at significant risk/harm if they return to the situation where physical, emotional/mental or sexual abuse is present.
- The young person is threatening suicide or appears to have attempted suicide or self-harmed.
- The young person is a risk to others.
- The health professional feels strongly that the young person may be in serious danger but has not enough information to make a decision.

Staff must consider what information is available from their own and other agencies to ensure a pattern of harm or injuries is not being missed. If information is to be shared, the young person should be informed why, and encouraged to give consent, and to remain involved in the decision-making about information sharing if possible.

### **Responsibility for Confidentiality**

Confidentiality does not lie with the individual but with the team of health professionals working with the individual services.

In order to share information appropriately to help young people understand confidentiality, professionals should provide information about the team; who is included and their roles and explain at the outset what information may be shared with the team, how this will be done, and that information will be shared on a 'need to know' basis, even within the team. Information to be shared should be anonymised as much as possible, and the number of people who might expect to share information should be kept to a minimum. Ensure that young people know the circumstances when information may need to be shared more widely, and explain that in this circumstance, their consent and co-operation will be sought first.

### FUEL Drug or Alcohol Incident Report Form

**This form should be completed for any drug related incident and returned to the Project Manager or Designated Officer on Duty. Seek advice from your manager if unsure if an incident should be reported.**

**Location Where Incident Occurred ..... Date & Time.....**

**Type of incident - tick one or more to indicate the type of incident:**

- A Medical Emergency (intoxication/drug reaction)
- B Ambulance/doctor called
- C First aid given
- D Suspicion - OFF premises
- E Suspicion - ON premises
- F Discovery - OFF premises
- G Discovery - ON premises
- H Young Person's disclosure
- I Parent/carer/friend expression of concern

Name of young person (not usually required) - to be completed only if appropriate and only with due regard to confidentiality and child protection guidelines, assessment of level of risk, and discussion with young person.

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**Name of Drug / Alcohol involved (if known)** \_\_\_\_\_

**Sample found?** No / Yes

If Yes:  
Where found: \_\_\_\_\_

Where retained: \_\_\_\_\_

or  
Where/how destroyed: \_\_\_\_\_

Date & Time: \_\_\_\_\_

Name of staff destroying substance: \_\_\_\_\_

Name of witness: \_\_\_\_\_

**Parent carer informed?** No / Yes

If Yes:

Name of staff in contact \_\_\_\_\_

Time and date parents/carers contacted \_\_\_\_\_

**PSNI Involved?** Yes / No Name of Officer ..... Incident No .....

**Brief description of situation** (attach more detailed description on separate sheet if needed)

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**Other action taken/ agencies informed/ referral / follow up planned**

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Date and time of incident: \_\_\_\_\_

**Report form completed by:** \_\_\_\_\_

**Signed**..... **Date**.....

(adapted from sample "Record of drug-related situation" form, Managing and Making policy for drugs related incidents in schools, Standing Conference on Drug Abuse (SCODA) 1999

## Appendix 8

### Contact Numbers

Gateway Team 02871 314090

PSNI 028 66 322823

#### Social Workers

Family Intervention Team 028 66 34 4000

Erne Hospital 028 66 38 2000

Aisling Centre Enniskillen 028 6632 5811

Altnagevlin Hospital Londonderry 028 7134 5171

Belfast City Hospital Belfast 028 9032 9241

Belvoir Park Hospital Belfast 028 9049 1942

Community Services Coleshill, Enniskillen 028 6634 4000

Enniskillen Health Centre Enniskillen 028 6632 5638

Erne Family Centre Enniskillen 028 6634 4082

Erne Hospital Enniskillen 028 6632 4711

#### Fermanagh Bereaved

Parents Support Group Enniskillen 028 6632 1566

Homestart Enniskillen 028 6634 6818

#### Housing Executive Office

(West Regional Office) Enniskillen 028 6632 5700

Lifestart Enniskillen 028 6632 0290

Musgrave Park Hospital Belfast 028 9066 9501

NSPCC Craigavon 028 3834 1338

Parents Advice Centre Belfast 028 9031 0891

Royal Victoria Hospital Belfast 028 9024 0503

South Tyrone Hospital Omagh 028 8772 2821

Speech Therapy & Language Enniskillen 028 6638 4096

Tempo Road Day Centre Enniskillen 028 6632 8729

Tyrone County Hospital Omagh 028 8224 5211

**West Doc (Out of Hours) Enniskillen 028 71 865195**

**Suicide Liaison Officer Barry McGale 028 7132 0138**

**See Bereaved by Suicide Section of FIND website for more resources**

**Public Health Agency Contact Cathy Mullan 028 71 860086**

**See Get Help Now Section of FIND Website for relevant contacts for Young People**

**[www.thefindcentre.com](http://www.thefindcentre.com)**