

[**www.familysupportni.gov.uk**](http://www.familysupportni.gov.uk) ***is an online directory which enables front line staff, young people and their families to find details of support services in Northern Ireland.***

**Please complete this form to include your service**

|  |  |
| --- | --- |
| **Name of Organisation**  |  |
| **Name of Project delivered** **(if applicable)** |  |
| **Address (service delivered)** |  |
| **Town / City**  |  |
| **Postcode**  |  |
| **Regional Office Address****(If different from above)** |  |
| **Contact Person**  |  |
| **Tel No** *(to be displayed on website)* |  |
| **Email**  |  |
| **Website**  |  |
| **Facebook Page** |  |

**Type of Organisation**

Charity Private

Statutory Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Community/Voluntary

**Main Age Group (s) of children/young people that benefit from your service**

**(May be ‘All Ages’)**

**Age Range :- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Method of Access (Referral)**

(please tick all appropriate boxes)

GP Self

Health Visitor Social Worker

Hospital Other, please specify -

School

**Please indicate below ONE Primary Service provided by your organsiation to the general public or a specified client group.**

|  |  |
| --- | --- |
| **Main Categories** |  |
| Adoption Fostering & Looked After Children | Health and Wellbeing |
| Bereavement  | Health Visiting |
| Cancer Support Service | Housing |
| Carers | LGBT |
| Child Protection | Mental Health |
| Counselling | Parenting Support |
| Disability - Learning Disability, Autism, ADHD | Partnership Organisation |
| Disability - Physical & Sensory | Prison Support Services |
| Domestic/Sexual Abuse | Self Harm & Suicide |
| Drug/Alcohol Misuse | Separating Families |
| Eating Disorders | Sure Start |
| Educational Support | Transition |
| Employment/Training | Youth Offending |
| Ethnic Minority Support | Youth Services |
| Family Support |  |
| Family Support Hub |   |
| Financial/Welfare Advice |  |

**Please give an overview of the aims of the family support services provided by your organisation – Please use keywords which will be found when a “keyword search” is done on the website**

***We can also ‘tag’ Keywords to your profile on*** [www.familysupportni.gov.uk](http://www.familysupportni.gov.uk) ***which will help direct relevant people towards your service.***

e.g. if you provide a support service for blind people you may include :-

**Keywords**: Blind; Sight Loss; Partially sighted; Vision impairment; Visually Impaired

*Try to anticipate what words service users will search by …*

**Keywords to attach to profile** :-

## Please tick below the geographical areas covered by your service

All of N Ireland

*Please tick all relevant areas below:*

|  |  |  |  |
| --- | --- | --- | --- |
| Antrim  |  | Down  |  |
| Ards  |  | Dungannon  |  |
| Armagh  |  | Fermanagh  |  |
| Ballymena  |  | Larne  |  |
| Ballymoney  |  | Limavady  |  |
| Banbridge  |  | Lisburn  |  |
| Belfast  |  | Magherafelt |  |
| Carrickfergus  |  | Moyle  |  |
| Castlereagh  |  | Newry & Mourne  |  |
| Coleraine  |  | Newtownabbey  |  |
| Cookstown  |  | North Down  |  |
| Craigavon  |  | Omagh  |  |
| Derry  |  | Strabane  |  |

**Other Geography**

(If you organisation covers a geography lower than areas listed above please list these areas covered below (towns/villages/ward areas):

**Signature**

I agree that the details provided above be made available across this website.

**Sign**…………………………………….……….  **Date** ………………………..

**Please note**: - **All** questions on attached Safeguarding Check

List **must b**e completed in order for your organisation to be

included on the Family Support NI Website

**FAMILY SUPPORT NI WEBSITE – SAFEGUARDING ARRANGEMENTS**

**(SELF ASSESSMENT TOOL)**



 Name of Organisation/Agency:

Name of Lead/Contact Officer:

 Address

|  |  |
| --- | --- |
| **Ques.1** Does your organisation provide services to children, young people and families? (This applies to those who work with children and young people, whether in paid or voluntary capacity) ***If you are unsure as to whether this applies to your organisation please go to*** [***https://www.safeguardingni.org***](https://www.safeguardingni.org) ***for further guidance and information.*** | Please state**YES** or **NO :**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_If **NO** go to SignatureIf **YES** go to **Ques.2** |
|  | **Key Safeguarding Arrangements** | **YES/NO (Comment**) |
| **Ques. 2** Organisation | Does your organisation have a written policy on the organisation’s commitment to safeguarding children and young people?Does your organisation outline the procedures and guidelines that the organisation will implement to safeguard children and young people in line with legislative requirements? |  **YES NO** **YES NO** |
| **Ques.3** Child Protection Procedures | Does your organisation have a named officer for safeguarding and child protection? |  **YES NO** |
| **Ques. 4** Recruitment of Staff and Volunteers | Does your organisation consistently apply a thorough and clearly defined method of recruiting staff and volunteers? *This should be in line with legislative requirements and best practice that includes an appropriate AccessNI disclosure check is carried out if required* |   **YES NO** |
| **Ques. 5** Accountability | Does your organisation have clearly defined procedures for raising awareness of, responding to, recording and reporting concerns about actual or suspected incidents of abuse? |  **YES NO** |
| **Ques. 6** Staff Training on Safeguarding and Child Protection | Does your organisation have procedures in place for the effective management, support, supervision and training of staff and volunteers that includes safeguarding and child protection training? |  **YES NO** |
| **Ques. 7** Inter-Agency Working | Does your organisation have written guidelines that outline how relevant information is shared appropriately with parents, children, young people, staff, volunteers and other agencies ? |  **YES NO** |

***Please note: If you indicate ‘NO’ at any Ques. 2 - 7 we cannot include your service on*** [***www.familysupportni.gov.uk***](http://www.familysupportni.gov.uk)*. (See* [*https://www.safeguardingni.org*](https://www.safeguardingni.org) *for further guidance and information).*

**Signed : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PRINT NAME : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Return to :** **info@familysupportni.gov.uk**