

THEATRE ARTS ACTION TRUST



ADULTS AT RISK of HARM AND SAFEGUARDING POLICY AND PROCEDURES

JULY 2023

ADULTS AT RISK OF HARM AND SAFEGUARDING POLICY

This policy has been developed by Theatre Arts Action Trust (TAAT) a registered charity (No 1076399) operating as The Headgate Theatre.

The aim of the policy is to create an environment that keeps all adults safe from harm and enable staff and volunteers to know and understand when to implement safeguarding adults reporting procedures

It is the Policy of TAAT that all adults, regardless of age, ability, gender, racial heritage, religious beliefs, sexual orientation are welcome in our theatre. Everybody will be treated with respect and protected from harm.

Theatre Arts Action Trust recognises that it may facilitate or directly provide a service to adults at risk of harm within The Headgate Theatre. In doing so, Theatre Arts Action Trust aims to adopt the highest possible standards and take all reasonable steps to ensure the protection, safety and welfare of its beneficiaries, staff, and volunteers.

The Trustees and staff accept their responsibility to develop and raise awareness of the issues involved with adults at risk of harm.

1. Definition and Legislation and Other Related Policies

The main legislation underpinning this policy is the Care Act 2014 and the primary safeguarding duties lie with the Local Authority.

Please note that the term “adult at risk of harm” has been replaced with “adults at risk of harm” which is the definition from the Care Act (2014) and which makes it clear that abuse of adults links to circumstances rather the characteristics of the people experiencing the harm. Examples of adults at risk of harm include those who lack the mental capacity to make decisions about their life and maybe unable to protect themselves from significant harm or exploitation

Adult Safeguarding duties apply to an adult who:

- has needs for care and support
- is experiencing, or is at risk of abuse or neglect and;
- as a result of these care and support needs is unable to protect themselves from either the risk of or the experience of, abuse or neglect

All organisations and individuals directly involved with any adult with care and support needs have a clear responsibility to work together to reduce the risk of abuse and neglect, recognising and reporting abuse and neglect and co-operating with the Local Authority.

The Adults at Risk of Harm and Safeguarding Policy is supported by other TAAT policies which help to support an environment in which everyone can feel safe and supported. These include

- Safeguarding for Children and Young People
- Equality
- Health and Safety
- Data Protection
- Grievance
- Recruitment and selection
- Comments, compliments and complaints
- Volunteers

1.1 Key principles of Adult Safeguarding

To ensure the safety of adults at risk of harm, the Headgate Theatre is guided by the six key principles set out in The Care Act 2014

- Empowerment – People are supported and encouraged to make their own decisions and consent is informed
- Prevention – It is better to take action before harm occurs
- Proportionality – The least intrusive response appropriate to the risk presented
- Protection – Support and representation for those in greatest need
- Partnership – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse
- Accountability – Accountability and transparency in delivering safeguarding

2. Objectives

- To provide an environment in which adults at risk of harm feel safe, respected and valued
- To ensure that the safety and dignity of adults at risk of harm is maintained at all times
- To ensure that staff and volunteers take responsibility to protect adults at risk of harm
- To exercise a duty of care and to follow procedures to ensure that there is a consistent and effective response to any concerns, allegations, or disclosures of abuse.
- To ensure and record that all staff, trustees and volunteers are made aware of our policy and procedures.
- To regularly monitor and evaluate Headgate Theatre's own practices and procedures.

3. How we will safeguard adults, including volunteers, at risk of harm

TAAT will ensure that;

- an appropriate risk assessment (see Appendix 2) will be undertaken where it is deemed necessary and any support arrangements will be at TAAT's discretion
- any adult can manage unaided at Headgate events or that they will arrange for a responsible person to accompany them
- if an adult at risk of harm makes contact with Headgate Theatre via social media, it should be reported to the Headgate Manager, who will ensure it is followed up and the appropriate action taken
- confidential data that is collected on adults at risk of harm, including addresses, dietary needs, medical conditions etc. should be treated in confidence and with respect and shared between responsible persons only on a need-to-know basis
- a copy of this policy is made available publicly on our website, for all participants to read.

NB The Headgate Theatre is not responsible for providing a “responsible person”.

4. Procedures

- Hirers will be requested to produce a copy of their insurance and Safeguarding policy/policies (Children’s and or Adult at risk of harm) where appropriate at the time of booking, and this policy may be requested to be viewed again at any time. All relevant paperwork required by Southend, Essex, and Thurrock Safeguarding can, and will, be requested to be checked at any time to ensure compliance is being maintained
- .All staff and volunteers should be aware of the Adult at Risk of Harm Safeguarding Policy during induction and of the procedure to follow for reporting possible/alleged cases of harm or abuse.
- Updated training will be provided at regular intervals.
- A copy of this policy is made publicly on our website for all our participants to read.

5. Reporting Procedure

It is the responsibility, under a duty of care, for any member of staff or adult volunteer, to take action if they suspect the abuse of an adult at risk of harm. Abuse may be witnessed or a disclosure may have been made by the person themselves or by someone else who has been told about it or witnessed abuse.

If you do suspect abuse, you should:

- make sure the person is safe.
- as soon as possible after the disclosing conversation, make a note of what was said, using the adult’s own words. Be careful to record facts. If you are recording hearsay (*someone else said...*) or opinion, make this clear.
- note the date, time, any names that were involved or mentioned, and who you gave information to.
- make sure you sign and date your record. (Appendix 1)
- Inform the Duty Manager or Headgate Manager if available. Where the issue relates to a hiring group, they should be advised of the concern at the time. If there is no-one on site prompt contact should be made with **Anthony Saitta 01206 543483** or if he is not available **Michael Poole 07787 522335** or **Paul Button (Headgate Manager) 07940519846**. **In the event that none of the above can be contacted contact should be made to ‘Adult Social Care’ 03456037630 or 03457585592** and for out of hours **03456061212** and advise the action taken to **paul@headgatetheatre.co.uk**.
- Preserve any evidence.
- Ensure the record of concern is given to the nominated person for safeguarding of adult at risk of harm if available, or to the Duty Manager.
- The person responsible for safeguarding adult at risk of harm will liaise with the relevant agencies and forward the record of concern for information.

It is important for staff and volunteers to avoid making assumptions and discussing concerns indiscriminately. Confidentiality and respect for the adult at risk of harm(s) involved, is of the utmost importance.

The adult at risk of harm has the right:

- To be made aware of this policy.

- To have alleged incidents recognized and taken seriously.
- To receive fair and respectful treatment throughout.
- To be involved in any process as appropriate.
- To receive information about the outcome.

6. ALLEGATIONS AGAINST STAFF/VOLUNTEERS

This may include anyone directly employed by The Headgate Theatre in a paid or voluntary capacity. Allegations must therefore be taken seriously and appropriate action taken.

However, it may be difficult for the Nominated Person/Deputy or person in charge (usually a Headgate Representative) to distinguish whether an allegation against a member of staff or volunteer is due to poor working practices or abuse. It may be one of a series of instances, which, put together, can cause concern.

Allegations should remain confidential. There may be difficulties in reporting colleagues, but the way in which they are dealt with should be professional and fair and most importantly protect the welfare of the adult. Everyone needs the reassurance of their organisation that they would be supported for their action if they disclosed information about a colleague.

7. Review of Policy

The policy will be reviewed at least annually by the Trustees, with a summary of any proposed changes occasioned by revision in legislation, guidance or learning from practical application of the policy being prepared by the Nominated Person.

Adopted by the Trustees24th July 2023

Next Review Date.....January 2024

Appendix 1 - Adult/Children's Safeguarding Report Form

To be completed as fully as possible if you have concerns regarding an adult or child. If it is safe to do so, it is important to inform the person about your concerns and that you have a duty to pass the information onto the nominated person. The nominated person will consider the information and determine the most appropriate course of action.

Section 1 - Details of adult or child (you have concerns about)	
Name of adult or child	
Address	
Date of Birth/Age	
Contact Number	
Section 2 – Details of the person completing this form/Your details	
Name	
Contact phone number(s)	
Email address	
Your role in the organisation	
Section 3 – Details of concern	
<p>Please explain why you are concerned. Please give details (including date and time) about what you have seen/been told/other that makes you believe the adult or child is at risk of harm or is being abused or neglected. Please use overleaf if necessary.</p> <p style="text-align: right;">Signed.....</p>	
Section 4 – Action Taken	
<p style="text-align: right;">Signed.....</p>	

Nominated Safeguarding Lead – Anthony Saitta - 01206 543483

Appendix 2 - Risk Assessment Template

List each risk and identify actions to reduce the likelihood and/or impact

RISK ASSESSMENT FORM FOR VOLUNTEER OR ADULT AT RISK OF HARM (Insert Name of Adult and Role)							
Location/Site: Headgate Theatre			Date of Assessment:		Assessor(s):		
Activity/ Task/ Situation	What are the hazards?	Who might be harmed and how?	What is the Headgate already doing?	What further action is necessary?	Action by whom	Action by when	Completed

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Activity/T ask/ Situation	What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Completed