

Adult Safeguarding Policy

1. Aims

- 1.1 DCD is a UK based charity which supports professional dancers to successfully transition into alternative careers. DCD performs this role by delivering a programme of Transition Support Services for all professional dancers including One to One Support, Upskilling, Workshops, Networking and Retraining Grants. All DCD staff, volunteers and coaches potentially come into contact with vulnerable adults who use our services and this policy is particular relevant to those members of staff which come into one to one contact with dancer clients.
- 1.2 DCD will not tolerate the abuse of adults in any of its forms and is committed to safeguarding adults with care and support needs from harm.
- 1.3 This policy outlines the steps DCD will make to safeguard an adult with care and support needs if they are deemed to be at risk or are at risk. This policy sets out the roles and responsibilities of DCD in working together with other professionals and agencies in promoting the adult's welfare and safeguarding them from abuse and neglect.
- 1.4 DCD will ensure that decisions made will allow adults to make their own choices and include them in any decision making. DCD will also ensure that safe and effective working practices are in place.
- 1.5 This policy is intended to support staff and volunteers working for DCD to understand their role and responsibilities in safeguarding adults. All staff and volunteers are expected to follow this policy.
- 1.6 The key objectives of this policy are for all employees and volunteers of DCD:
 - To have an overview of adult safeguarding
 - To be clear about their responsibility to safeguard adults
 - To ensure the necessary actions are taken where an adult with care and support needs is deemed to be at risk

2. What is Safeguarding adults?

- 2.1 'Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.' - Care and Support Statutory Guidance, Department of Health, updated February 2017
- 2.2 All adults should be able to live free from fear and harm. But some may find it hard to get the help and support they need to stop abuse.
- 2.3 An adult may be unable to protect themselves from harm or exploitation due to many reasons, including their mental or physical incapacity, sensory loss or physical or learning disabilities. This could be an adult who is usually able to protect themselves from harm but maybe unable to do so because of an accident, disability, frailty, addiction or illness.
- 2.4 DCD adheres to following the six key principles that underpin safeguarding work (See Care Act guidance)
 - Empowerment

- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

- 2.5 DCD will not tolerate the abuse of adults and staff and volunteers should ensure that their work reflects the principles above and ensure the adult with care and support needs is involved in their decisions and informed consent is obtained. DCD should ensure that the safeguarding action agreed is the least intrusive response to the risk. Partners from the community should be involved in any safeguarding work in preventing, detecting and reporting neglect and abuse. DCD should be transparent and accountable in delivering safeguarding actions.

3. Making Safeguarding Personal (MSP)

- 3.1 MSP means a case should be person-led and outcome-focused. The individual should be involved in identifying how best to respond to their safeguarding situation by giving them more choice and control as well as improving quality of life, wellbeing and safety.
- 3.2 DCD will not tolerate the abuse of adults and will ensure that adults are involved in their safeguarding arrangements and each individual is dealt with on a case by case basis. As adults may have different preferences, histories and life styles, the same process may not work for all.

4. Who do adult safeguarding duties apply to?

- 4.1 The Care Act 2014 sets out that adult safeguarding duties apply to any adult who:
- has care and support needs, and
 - is experiencing, or is at risk of, abuse and neglect, and
 - is unable to protect themselves from either the risk of, or the experience of abuse or neglect, because of those needs.

5. Who do I go to if I am concerned?

- 5.1 The named responsible person for safeguarding duties for DCD is the Executive Director, Jennifer Curry.
- 5.2 All staff and volunteers should contact the Executive Director for any concerns/queries they have in regards to safeguarding adults. A log of the concern must be kept and can be found in Appendix 2.
- 5.3 The Executive Director will be responsible for making decisions about notifying adult social services if required and consider alternative actions, where necessary.
- 5.4 The Executive Director will also ensure that the adult safeguarding policies and procedures are in place and up to date. They will ensure a safe environment is promoted for staff and volunteers and adults accessing DCD services. The Executive Director will ensure they are up to date with the relevant training.

6. What should I do if I am concerned?

- 6.1 Staff and volunteers at DCD who have any adult safeguarding concerns should:
- 6.1.1 Respond
- Take emergency action if someone is at immediate risk of harm/in need of urgent medical attention. Dial 999 for emergency services
 - Get brief details about what has happened and what the adult would like done about it, but do not probe or conduct a mini-investigation

- Seek consent from the adult to take action and to report the concern. Consider whether the adult may lack capacity to make decisions about their own and other people's safety and wellbeing. If you decide to act against their wishes or without their consent, you must record your decision and the reasons for this.

6.1.2 Report

- The member of staff should speak to the safeguarding lead, the Executive Director, to report any potential safeguarding concerns.

6.1.3 Record

- Fill in the form attached in Appendix 2 outlining the concerns and hand this to the Executive Director.
- As far as possible, records should be written contemporaneously, dated and signed.
- Keep records about safeguarding concerns confidential and in a location where the alleged abuser will not have access to the record. Access should not be given to any unauthorised person for accessing confidential information

6.1.4. Refer

- In making a decision whether to refer or not, the designated safeguarding lead should take into account:
 - (a) the adult's wishes and preferred outcome
 - (b) whether the adult has mental capacity to make an informed decision about their own and others' safety
 - (c) the safety or wellbeing of children or other adults with care and support needs
 - (d) whether there is a person in a position of trust involved
 - (e) whether a crime has been committed
- This should inform the decision whether to notify the concern to the following people:
 - the police if a crime has been committed and/or
 - the local authority of the person concerned for possible safeguarding enquiry
 - relevant regulatory bodies such as Care Quality Commission, Ofsted, Charity commission
 - family/relatives as appropriate (seek advice from adult social services)

6.2 The designated safeguarding lead should keep a record of the reasons for referring the concern or reasons for not referring.

6.3 Incidents of abuse may be one-off or multiple and may affect one person or more. Staff and volunteers should look beyond single incidents to identify patterns of harm. Accurate recording of information will also assist in recognising any patterns.

6.4 It may be difficult for adults with care and support needs to protect themselves and to report abuse. They rely on you to help them.

7. Roles and responsibilities of Staff & Volunteers

7.1 All staff, management, trustees and volunteers at DCD are expected to report any concerns to the named person for safeguarding. If the allegation is against one of DCD staff, volunteers, trustees or directors, seek advice from DCD safeguarding lead, the Executive Director. If the allegation is against the safeguarding lead, seek advice from the board of trustees and/or the local authority.

- 7.2 The Executive Director should be responsible for providing acknowledgement of the referral and brief feedback to the person raising the original concern. Feedback should be given in a way that will not make the situation worse or breach the Data Protection Act. If the police are involved, they should be consulted prior to giving feedback to the referrer to ensure any criminal investigation is not affected.
- 7.3 The local authority will decide on who will lead on a safeguarding enquiry should it progress to that stage. DCD should not conduct its own safeguarding enquiry unless instructed to do so by the local authority.
- 7.4 Staff and volunteers should ensure that the adult with care and support needs is involved at all stages of their safeguarding enquiry ensuring a person-centred approach is adopted.

8. Complaints procedure

- 8.1 DCD promotes transparency and honesty when things go wrong. All staff and volunteers should apologise and be honest with service users and other relevant people when things go wrong.
- 8.2 If a staff member or volunteer or any other member of the organisation is unhappy with a DCD decision about a safeguarding concern, refer them to:
<https://thedcd.org.uk/complaints-procedure/>
- 8.3 DCD is committed to ensuring that staff and volunteers who in good faith whistle-blow in the public interest, will be protected from reprisals and victimisation. For further information please consult the Whistleblowing Policy.

9. Confidentiality and information sharing

- 9.1 DCD expects all staff, volunteers, and trustees to maintain confidentiality at all times. In line with Data Protection law, DCD does not share information if not required.
- 9.2 It should however be noted that information should be shared with authorities if an adult is deemed to be at risk of immediate harm. Sharing the right information, at the right time, with the right people can make all the difference to preventing harm. For further guidance on information sharing and safeguarding see: <https://www.scie.org.uk/care-act-2014/safeguarding-adults/sharing-information/keymessages.asp>

10. Recruitment and selection

- 10.1 DCD is committed to safe employment. Safe recruitment practices, such as Disclosure and Barring checks reduce the risk of exposing adults with care and support needs to people unsuitable to work with them.
- 10.2 DCD has a policy which that covers all potential Trustees, paid staff and volunteers DCD ensures that all potential new staff, volunteers and trustees;
- Complete an application form or a letter of application. This includes: address, evidence of relevant qualifications paid work and voluntary work experience and all criminal convictions.
 - Undergo an interview (formal or informal) involving at least two interviewers.

- Provide at least two references which are followed up before a post is offered. One reference is from the last employer or an organisation that has knowledge of the applicant's work.
- If undertaking a regulatory activity or if their is post eligible, consent to a Disclosure and Barring Service check (formally CRB check) and sign up to the update service and agree to DCD requesting an annual update.

10.3 DCD understand that a person who is barred from working with children or vulnerable adults is breaking the law if they work or volunteer, or try to work or volunteer with these groups. It also understands that an organisation which knowingly employs someone who is barred to work with those groups will also be breaking the law.

10.4 If DCD dismisses a member of staff or volunteer because they have harmed a child or vulnerable adult, or would have done so if they had not left, it must make referral to the Disclosure and Barring Service.

11. Training, awareness raising and supervision

11.1 DCD ensures that all staff receive basic “communicating with vulnerable adults” training, as they may come across adults with care and support needs. Adults using DCD’s services may report things of concern to staff or volunteers who should be equipped with the basic knowledge around safeguarding adults and be confident to identify that abuse is taking place and action is required. All staff and volunteers should be clear about the core values of DCD and commitment to safeguarding adults.

11.2 Any member of staff that identifies further training needs should discuss this with the Executive Director. For more details please consult DCD’s Training & Development Policy.

11.3 It is also useful to discuss training with staff who have attended training sessions to ensure they are embedding this in practice.

11.4 Similarly, staff and volunteers may encounter concerns about the safety and wellbeing of children. For more information about children’s safeguarding, refer to DCD’s Children’s Safeguarding Policy.

12. Useful contacts

12.1 If you are worried about an adult please call Camden Adult Services 020 7974 4000 and select option 1, or email adultsocialcare@camden.gov.uk

Appendix 1

What are the types of safeguarding adults abuse?

The Care and Support statutory guidance sets out the 10 main types of abuse:

- Physical abuse
- Neglect
- Sexual abuse
- Psychological
- Financial abuse
- Discriminatory
- Organisational
- Domestic violence
- Modern Slavery
- Self-neglect

However, you should keep an open mind about what constitutes abuse or neglect as it can take many forms and the circumstances of the individual case should always be considered.

For more information, read section 14.17 of the Care and Support Statutory Guidance.

What are the possible signs of abuse?

Abuse and neglect can be difficult to spot. You should be alert to the following possible signs of abuse and neglect:

- Depression, self-harm or suicide attempts
- Difficulty making friends
- Fear or anxiety
- The person looks dirty or is not dressed properly,
- The person never seems to have money,
- The person has an injury that is difficult to explain (such as bruises, finger marks, 'non-accidental' injury, neck, shoulders, chest and arms),
- The person has signs of a pressure ulcer,
- The person is experiencing insomnia
- The person seems frightened, or frightened of physical contact.
- Inappropriate sexual awareness or sexually explicit behaviour
- The person is withdrawn, changes in behaviour

You should ask the person if you are unsure about their well-being as there may be other explanations to the above presentation.

Who abuses and neglects adults?

Abuse can happen anywhere, even in somebody's own home. Most often abuse takes place by others who are in a position of trust and power. It can take place whether an adult lives alone or with others. Anyone can carry out abuse or neglect, including:

- partners;
- other family members;
- neighbours;
- friends;
- acquaintances;
- local residents;
- people who deliberately exploit adults they perceive as vulnerable to abuse;
- paid staff or professionals; and
- volunteers and strangers

Appendix 2
Adult Safeguarding Incident reporting form

Your name:	Name of organisation:
Your role:	
Contact information (you): <i>Address:</i> <i>Postcode:</i> <i>Telephone numbers:</i> <i>Email address:</i>	
Adults name:	Adults date of birth:
Adult's ethnic origin:	Does adult have a disability:
Adult's gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	
Contact information : <i>Address:</i> <i>Postcode:</i> <i>Telephone numbers:</i> <i>Email address:</i>	
Are you reporting your own concerns or responding to concerns raised by someone else: <input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	
If responding to concerns raised by someone else: <i>Please provide further information below</i>	
<i>Name:</i> <i>Position or relationship to the adult:</i> <i>Telephone numbers:</i> <i>Email address:</i>	

Date and times of incident:
Details of the incident or concerns: <i>Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.</i>
Adult's account of the incident:
Please provide any witness accounts of the incident:
Please provide details of any witnesses to the incident: <i>Name:</i>

<i>Position or relationship to the adult:</i>	
<i>Address:</i>	<i>Postcode:</i>
<i>Telephone number:</i>	<i>Email address:</i>
Please provide details of any person involved in this incident or alleged to have caused the incident / injury:	
<i>Name:</i>	
<i>Position or relationship to the adult:</i>	
<i>Date of birth (if child):</i>	
<i>Address:</i>	<i>Postcode:</i>
<i>Telephone number:</i>	<i>Email address:</i>
Please provide details of action taken to date:	
Has the incident been reported to any external agencies? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please provide further details:	
<i>Name of organisation / agency:</i> <i>Contact person:</i> <i>Telephone numbers:</i>	

<i>Email address:</i>			
<i>Agreed action or advice given:</i>			
Your Signature:		Print name:	
Date:			

Contact your organisation's Designated Safeguarding Lead in line with DCD's reporting procedures.