

## **Making Theatre Gaining Skills C.I.C. Safeguarding Adults Policy Statement**

This policy enables Making Theatre Gaining Skills C.I.C to demonstrate its commitment to keeping safe the vulnerable adults with whom it works with. Making Theatre Gaining Skills C.I.C acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

It is important to have the policy and procedures in place so that staff, volunteers, service users, and management committee can work to prevent abuse and know what to do in the event of abuse.

The Policy Statement and Procedures have been drawn up in order to enable Making Theatre Gaining Skills C.I.C to:

- Promote good practice and work in a way that can prevent harm, abuse and coercion occurring;
- To ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported;
- And to stop that abuse occurring.

The Policy and Procedures relate to the safeguarding of vulnerable adults. Vulnerable adults are defined as:

- People aged 18 or over;
- Who are receiving or may need community care services because of learning, physical or mental disability, age, or illness;
- Or who are or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

(No Secrets, Department of Health, 2000)

The policy applies to all staff, including managers, management committee members, paid staff, volunteers, sessional workers, and anyone working on behalf of Making Theatre Gaining Skills C.I.C.

In order to implement the policy the Making Theatre Gaining Skills C.I.C will work:

- To promote the freedom and dignity of the person who has or is experiencing abuse;
- To promote the rights of all people to live free from abuse and coercion;
- To ensure the safety and well being of people who do not have the capacity to decide how they want to respond to abuse that they are experiencing;
- To manage services in a way which promotes safety and prevents abuse;
- Recruit staff and volunteers safely, ensuring all necessary checks are made;
- Provide effective management for staff and volunteers through supervision, support and training.

## **Legislation**

The principal pieces of legislation governing this policy are:

- Safeguarding Vulnerable Groups Act 2006
- Care Standards Act 2000
- Public Interest Disclosure Act 1998
- The Police Act – CRB 1997
- Mental Health Act 1983
- NHS and Community Care Act 1990
- Rehabilitation of Offenders Act 1974

## **Making Theatre Gaining Skills C.I.C:**

- Will ensure that all management committee members, trustees, staff, volunteers, service users, and carers/families are familiar with this policy and procedures;
- Will usually gain permission from service users before sharing information about them with another agency;
- Will pass information to relevant services when more than one person is at risk;
- Will inform service users that where a person is in danger, a child is at risk or a crime has been committed, then a decision may be taken to pass information to another agency without the service user's consent;
- Will make a referral to relevant agencies including social services as appropriate;
- Will endeavor to keep up to date with national developments relating to preventing abuse and welfare of adults;
- Will ensure that the Designated Named Person understands her responsibility to refer incidents of adult abuse to the relevant statutory agencies.

The Designated Named Person for Safeguarding Adults in Making Theatre Gaining Skills C.I.C is Hilary Strong, Director. She should be contacted for support and advice on implementing this policy and procedures.

## **Safeguarding Procedures**

### **1. Introduction**

Making Theatre Gaining Skills C.I.C provides an employment skills service to long-term unemployed adults, including those struggling with mental health problems. These procedures have been designed to ensure the welfare and protection of any adult who accesses services provided by Making Theatre Gaining Skills C.I.C. The procedures recognise that adult abuse can be a difficult subject for workers to deal with. Making Theatre Gaining Skills C.I.C is committed to the belief that the protection of vulnerable adults from harm and abuse is everybody's responsibility and the aim of these procedures is to ensure that all managers, management committee members, staff and volunteers act appropriately in response to any concern around adult abuse.

### **2. Preventing abuse**

Making Theatre Gaining Skills C.I.C is committed to putting in place safeguards and measures to reduce the likelihood of abuse taking place within the services it offers and that all those involved within Making Theatre Gaining Skills C.I.C will be treated with respect.

Making Theatre Gaining Skills C.I.C is committed to safe recruitment policies and practices for paid staff and volunteers. This may include DBS disclosures for staff and volunteers, ensuring references are taken up and adequate training on Safeguarding Adults is provided for staff and volunteers. Management committee members will be required to provide references and where appropriate have a DBS disclosure.

The organisation will work within the current legal framework for reporting staff or volunteers that are abusers.

Service users will be encouraged to become involved with the running of the organisation as part of the Participants' Network. Information will be available about abuse and the complaints policy and Safeguarding Adults policy statement will be available to service users and their carers/families.

### **3. Recognising the signs and symptoms of abuse**

Making Theatre Gaining Skills C.I.C is committed to ensuring that all staff, the management committee, and volunteers, have a basic awareness of the signs and symptoms of abuse. Making Theatre Gaining Skills C.I.C will ensure that the Designated Named Person and other members of staff and volunteers have access to key information, and if necessary training, around Safeguarding Adults.

#### **Definition of Abuse**

"Abuse is a violation of an individual's human and civil rights by any other person or persons" (No Secrets: Department of Health, 2000)

#### **Abuse includes:**

- Physical abuse: including hitting, slapping, punching, burning, misuse of medication, inappropriate restraint;
- Sexual abuse: including rape, indecent assault, inappropriate touching, exposure to pornographic material;
- Psychological or emotional abuse: including belittling, name calling, threats of harm, intimidation, isolation;
- Financial or material abuse: including stealing, selling assets, fraud, misuse or misappropriation of property, possessions or benefits;
- Neglect and acts of omission: including withholding the necessities of life such as medication, food or warmth, ignoring medical or physical care needs;
- Discriminatory abuse: including racist, sexist, that based on a person's disability and other forms of harassment, slurs or similar treatment;
- Institutional or organisational: including regimented routines and cultures, unsafe practices, lack of person-centred care or treatment.

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

#### **4. Designated Named Person for safeguarding adults**

Making Theatre Gaining Skills C.I.C has an appointed individual who is responsible for dealing with any Safeguarding Adults concerns. The Designated Named Person for Safeguarding Adults within Making Theatre Gaining Skills C.I.C is Hilary Strong, Director:

Hilary Strong

Emergency contact number 07808 481221

Sarah Fisher (deputy)

Emergency contact number 07968 012161

**Should either of these named people be unavailable then management committee members, trustees, staff or volunteers should contact relevant services including adult social care and the police.**

The roles and responsibilities of the named person(s) are:

- To ensure that all staff including volunteers are aware of what they should do and who they should go to if they have concerns that a vulnerable adult may be experiencing, or has experienced abuse or neglect;
- To ensure that concerns are acted on, clearly recorded and referred to an Adult Social Care team or to the allocated social worker/care manager where necessary;

- To follow up any referrals and ensure the issues have been addressed;
- Consider any recommendations from the Safeguarding Adults process;
- To reinforce the utmost need for confidentiality and to ensure that staff and volunteers are adhering to good practice with regard to confidentiality and security. This is because it is around the time that a person starts to challenge abuse that the risks of increasing intensity of abuse are greatest;
- To ensure that staff and volunteers working directly with service users who have experienced abuse, or who are experiencing abuse, are well supported and receive appropriate supervision;
- If appropriate staff or volunteers will be given support and afforded protection if necessary under the Public Interest Disclosure Act 1998: they will be dealt with in a fair and equitable manner and they will be kept informed of any action that has been taken and its outcome

## **5. Responding to people who have experienced or are experiencing abuse**

Making Theatre Gaining Skills C.I.C recognises that it has a duty to act on reports, or suspicions of abuse or neglect. It also acknowledges that taking action in cases of adult abuse is never easy.

How to respond if you receive an allegation:

- Reassure the person concerned
- Listen to what they are saying
- Record what you have been told/witnessed as soon as possible
- Remain calm and do not show shock or disbelief
- Tell them that the information will be treated seriously
- Don't start to investigate or ask detailed or probing questions
- Don't promise to keep it a secret

If you witness abuse or abuse has just taken place the priorities will be:

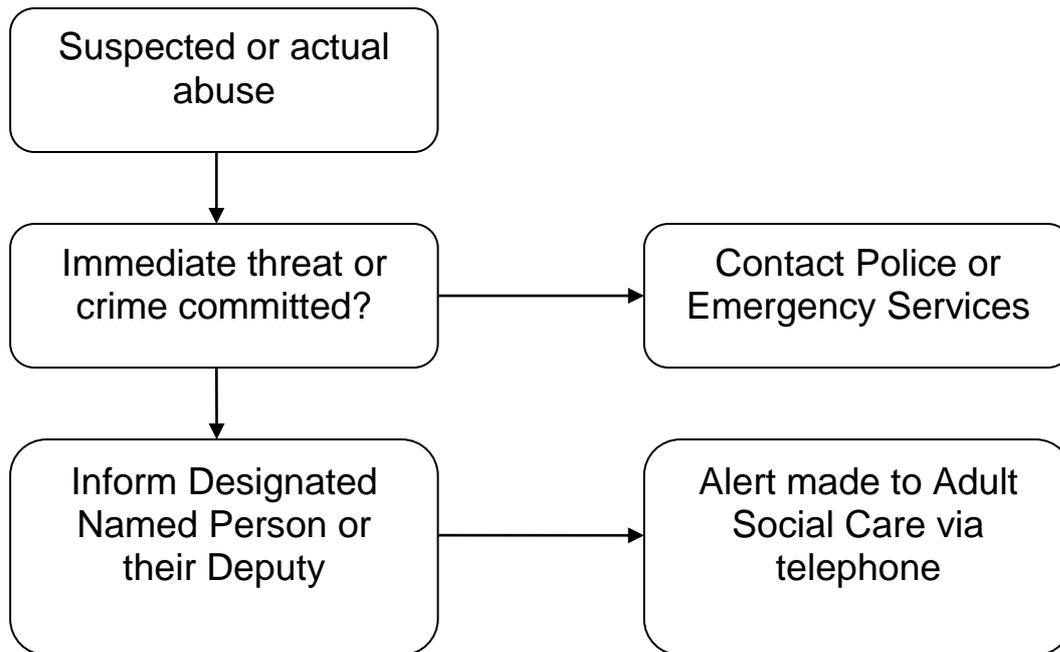
- To call an ambulance if required
- To call the police if a crime has been committed
- To preserve evidence
- To keep yourself, staff, volunteers and service users safe
- To inform the Designated Named Person in your organisation
- To record what happened in the MTGS incidences log (kept by Hilary Strong)

All situations of abuse or alleged abuse will be discussed with the Designated Named Person or their deputy. If a member of the management committee, staff member or volunteer feels unable to raise this concern with the Designated Named Person or their deputy then concerns can be raised directly with Adult Social Care. The alleged victim will be told that this will happen. This stage is called the alert.

If it is appropriate and there is consent from the individual, or there is a good reason to override consent, such as risk to others, a referral (alert) will be made to Adult Social Care.

If the individual experiencing abuse does not have capacity to consent a referral will be made without that person's consent, in their best interests.

The Designated Named Person may take advice at the above stage from Adult Social Care and/or the Safeguarding Adults Unit and/or other advice giving organisations such as Police.



## 6. Managing allegation made against member of staff or volunteer

Making Theatre Gaining Skills C.I.C will ensure that any allegations made against members or member of staff will be dealt with swiftly.

Where a member of staff or a volunteer is thought to have committed a criminal offence the police will be informed. If a crime has been witnessed the police should be contacted immediately.

The safety of the individual(s) concerned is paramount. A risk assessment must be undertaken immediately to assess the level of risk to all service users posed by the alleged perpetrator. This will include whether it is safe for them to continue in their role or any other role within the service whilst the investigation is undertaken.

The Designated Named Person will liaise with Adult Social Care to discuss the best course of action and to ensure that the Making Theatre Gaining Skills C.I.C's disciplinary procedures are coordinated with any other enquiries taking place as part of the ongoing management of the allegation.

Making Theatre Gaining Skills C.I.C has a whistle blowing policy and staff and volunteers are aware of this policy. Staff will be supported to use this policy.

## 7. Self Protection advice to staff

Making Theatre Gaining Skills C.I.C issues the following self-protection advice to all staff, management committee members, and volunteers. This advice is as follows:

- Do not spend excessive amounts of time alone with vulnerable adults away from others;
- Do not take vulnerable adults alone in a car on journeys, however short;
- Do not take vulnerable adults to your home;
- Where any of these are unavoidable, ensure they only occur with the full knowledge and consent of someone in charge in the organisation.

**You should never:**

- Engage in rough, physical or sexually provocative games, including horseplay;
- Allow or engage in inappropriate touching of any form;
- Make sexually suggestive comments to a service user, even in fun;
- Let allegations a service user makes go unchallenged or unrecorded; always act;
- Do things of a personal nature that service users can do for themselves.

## **8. Recording and managing confidential information**

Making Theatre Gaining Skills C.I.C is committed to maintaining confidentiality wherever possible and information around Safeguarding Adults issues should be shared only with those who need to know.

All allegations/concerns should be recorded in the incidences log. The information should be factual and not based on opinions, record what the person tells you, what you have seen and witnesses if appropriate.

The information that is recorded will be kept secure and will comply with data protection.

## **9. Disseminating/Reviewing policy and procedures**

This Safeguarding Adults Policy and Procedure will be clearly communicated to staff, volunteers, service users, and carers. The Designated Named Person will be responsible for ensuring that this is done.

The Safeguarding Adults Policy and Procedures will be reviewed annually by the Management Committee. Hilary Strong will be involved in this process and can recommend any changes. The Designated Named Person will also ensure that any changes are clearly communicated to staff, trustees and volunteers. It may be appropriate to involve service users in the review and service users and parents/carers need to be informed of any significant changes.

**Last reviewed: September 2019**

**Date of next review: September 2020**