

## **SAFEGUARDING ADULTS AT RISK POLICY AND PROCEDURE**

---

**Policy created:** 25 Sep 2023

**Review date:** Aug 2026

### **Policy aims:**

Artists Attic Trust will not tolerate the abuse of adults in any form and is committed to safeguarding adults with care and support needs from harm who engage with our activities.

This policy sets out the roles and responsibilities of Artists Attic Trust to promote the welfare of adults with care and support needs and protect them from abuse and neglect. All office holders, staff and volunteers of Artists Attic Trust are expected to understand their responsibilities in safeguarding adults and follow this policy.

### **Definitions**

The Care Act 2014 provides a definition and framework for Safeguarding Adults:

Safeguarding adults at risk means protecting a person's right to live in safety, free from abuse and neglect. An adult is anyone of 18 years of age or over. (Anyone under 18 years of age will be covered by our Safeguarding Children Policy).

It involves protecting adults at risk from abuse or neglect and putting plans in place to prevent harm in the future. It involves helping people to live as well as possible and to remain healthy and have their independence maintained.

Safeguarding adults at risk is everyone's business. We all have a duty to report concerns if we think someone is being abused or neglected.

### **Who is an Adult at Risk?**

An adult at risk is someone

- Who has needs for care and support (whether or not those needs are currently being met),
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs are unable to protect themselves against the abuse or neglect or the risk of it.

### **An adult at risk could include:**

- An older person who is frail due to ill health, physical disability or cognitive impairment
- Has a learning disability
- Has a physical disability and/or sensory impairment
- Has mental health needs including dementia

- Has a long-term illness or condition
- Lacks the mental capacity to make particular decisions and is in need of care

*This list is not exhaustive*

We will enable all our office holders, staff and volunteers and those who work with us to make informed and confident decisions regarding safeguarding issues and take all suspicions and allegations of abuse seriously. We expect everyone whether office holders, staff and volunteers and anyone working with or on behalf of Artists Attic Trust) to have read, understood and adhere to our safeguarding procedures.

Artists Attic Trust will take every reasonable step to ensure that adults at risk are protected where:

- Our own team are directly involved in a project, programme or provision of services;
- We work together with another organisation or agency.

We will endeavour to safeguard adults at risk by:

- Valuing them, listening to and respecting them;
- Adopting this policy and adhering to our safeguarding procedures;
- Ensuring we have a safer recruitment process for every person recruited by Artists Attic Trust and ensuring all the necessary checks are made where applicable
- Providing effective management of staff and volunteers through supervision, support and training;
- Sharing information about safeguarding good practice with freelance staff, volunteers, and other relevant parties;
- Ensure organisations we work with or partner have appropriate safeguarding policies and procedures in place;
- Reviewing this policy and procedures at least once a year and in line with any new legislation.

### Making Safeguarding Personal

Making Safeguarding Personal (MSP) means it should be person-led and outcome-focussed. We aim to empower people and provide them with the information they need to make decisions on how to be safe from abuse and reduce risks.

### Mental Capacity Act

Adults must be assumed to have capacity to make their own decisions and be given all practical help before anyone treats them as not being able to make their own decision. Where an adult is found to lack capacity to make a decision then we will work in line with the Mental Capacity Act 2005 and seek support and guidance where necessary.

### Safeguarding Principles

Artists Attic Trust will adhere to the six key principles of safeguarding:

#### 1. **Empowerment**

People being supported and encouraged to make their own decisions and informed consent.

#### 2. **Prevention**

It is better to take action before harm occurs. To this end, two staff members must be

present for any meeting with an individual held on the Trust's premises and organised outside the published schedule of workshops and events..

**3. Proportionality**

The least intrusive response appropriate to the risk presented.

**4. Protection**

Support and representation for those in greatest need.

**5. Partnership**

Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

**6. Accountability**

Accountability and transparency in safeguarding practice.

Consent, Confidentiality and Information Sharing

The Safeguarding Lead will be responsible for making decisions about sharing information with external agencies including the police and local authority. The contact details for the Safeguarding Lead can be found on wall notices in the premises and in this Safeguarding Policy published on the website.

Where possible, we must always respect someone's right to confidentiality and seek their consent to share information. Confidentiality can be overridden if there is evidence that sharing information is necessary in exceptional circumstances. These are:

- If an adults lacks mental capacity to protect themselves
- If a crime has been committed (or about to be)
- If there are concerns about abuse in an organisation
- If there are concerns about a member of staff /volunteer
- If abuse is occurring in a setting where care takes place
- If other people are at risk (including a child)
- If someone is in a life - threatening situation and in need of emergency services

Record Keeping

Artists Attic Trust is committed to keeping accurate and factual records of all safeguarding concerns that are reported. All safeguarding records will be kept securely and confidentially online with access only by the Safeguarding Lead and Trustees. Records must be factual, accurate and legible and include a printed name, job title, date, time and signature.

Safer Recruitment

Artists Attic Trust aims to do everything possible to minimise the risk of involving unsuitable people in our work with adults at risk. All staff and volunteers will have clear role/job descriptions which will be assessed for regulated activity. DBS checks will be undertaken for individuals who are undertaking regulated activity, these will be renewed every two years.

We will carry out safer recruitment practices for all volunteers and staff including application form, obtaining references, undertaking interviews and regular supervision.

If a DBS disclosure reveals any convictions, cautions, reprimands or warnings then Artists Attic Trust will review the implication of the disclosure in line with our safeguarding policy and the organisations operations and determine what, if any, involvement the applicant can have with our organisation.

It is important to have clear job descriptions and volunteer role descriptions – that way it is easier to assess if the role requires a DBS. You can use the eligibility tool: [Gov.uk: which DBS check is right for your employee](#) or view the [government guidance for charities](#).

See Appendix 2 of this document

### Training

All staff, committee members and volunteers will receive appropriate safeguarding training in line with their role and responsibilities at Artists Attic Trust which will include basic awareness training as a minimum requirement.

### Reporting a Concern

Any member of staff, committee member or volunteer who becomes aware that an adult is being abused or is at risk of being abused or has a safeguarding concern must raise the matter immediately with their Supervisor or the Safeguarding Lead. Artists Attic Trust Safeguarding Procedures (see appendix 1) will be followed.

### Review of Disclosure and Barring Service (DBS) Checks

If a DBS disclosure reveals any convictions, cautions, reprimands or warnings of which Artists Attic Trust has not been informed (by the applicant) prior to the DBS being requested, Artists Attic Trust will seek to have a dialogue with the individual and to receive an explanation before reaching a decision, which may be a refusal to offer that individual employment/ volunteering opportunities Artists Attic Trust.

If Artists Attic Trust is made aware of any convictions, cautions, reprimands and warnings by the applicant prior to a DBS request, using the confidential declaration form, the Artists Attic Trust will review the implication of the disclosure in line with the Safeguarding Policy and the organisations operations and will determine what, if any, involvement the applicant may have in our activities. The applicant will be notified of the decision within 14 days of receiving the DBS disclosure. If the decision is made that the risk is manageable, a risk assessment will be put in place. Whatever the decision, a written record of the decision making should be made.

### Staff having concerns about another member of staff

Staff or Volunteers having concerns about another member of staff will report these to the Safeguarding Lead (or to any Trustee if the Concern is about the Safeguarding Lead).

### Allegations against staff

Any allegation made against a member of staff or volunteer will be investigated as a matter of urgency and the staff/volunteer may be required to be suspended during the investigation. Any suspicion that an adult at risk has been abused by a member of staff or a volunteer must be reported to the Safeguarding Lead who will take the necessary steps to ensure the safety of the adult and any children who may be at risk. The safeguarding procedures will be followed which involve referring the allegation to The Community Health and Social Care Hub and the Local Authority Person In Position of Trust Lead who may involve the police. If the Safeguarding Lead is the subject of the allegation then the concern must be made directly to Gateway to care and the PiPOT whose responsibility it is to:

- Provide advice and guidance
- Liaise with the police and other agencies
- Provide assistance regarding suspension and referral to the Disclosure and Barring Service.

This may then result in a criminal investigation, safeguarding investigation and/or disciplinary or misconduct investigation.

Whistleblowing

All staff and volunteers should feel able to raise concerns about poor safeguarding practice within Artists Attic Trust and concerns will be taken seriously by the trustees.

Review of Policy

This policy will be reviewed annually and amended when necessary. It may also be reviewed should any new, relevant legislation require this.

Date	Reason for amendment	Approved
25 Sep 2023		By trustees 26 Sep 2023
2 May 2024	Refresh	By trustees 2 May 2024
11 Aug 2025	Safeguarding principles, Prevention - three adults to be present.	By trustees 18 Aug 2025

## Appendix 1

### Artists Attic Trust Safeguarding Adults at Risk – Procedures

Artists Attic Trust is committed to ensuring that safeguarding is paramount when conducting or delivering any activity that involves working with adults at risk.

#### *Procedures for staff, stakeholders/volunteers*

It is the responsibility of the Trustees and the nominated Lead Artists on any project to ensure that the safeguarding procedure is adhered to and to support staff/stakeholders/volunteers in upholding their professional conduct.

What to do upon suspicion or disclosure:

#### **Please note:**

- **It is your duty to report disclosure of abuse.**
- **It is not for you to decide whether or not a suspicion or allegation is true. All suspicions or allegations must be taken seriously and dealt with according to this procedure.**
- **If any concerns are raised it must be discussed immediately with the Designated Safeguarding Lead.**

Artists Attic Trust is not a statutory agency and has no right to undertake investigations into concerns regarding Adult and Child Protection. Referrals should be directed to the appropriate local Children or Adult Social Services Contact Centres.

#### Safeguarding Procedures

- The Safeguarding Lead is Trafford Parsons and all concerns must be referred to him. Trafford can be contacted on: **07961 176676** and email **info@traffordparsons.com**
- Concerns should be reported as soon as it is safe to do so, and within 24 hours.
- The safeguarding report form should be used to report safeguarding concerns relating to Adults at risk. In an emergency please do not delay in informing the Police and/or Ambulance. All the information provided must be treated as confidential and reported to the Safeguarding Lead within one working day.
- If you are unable to contact a member of staff, use the contact numbers at the end of the form.
- The form should be completed at the time or immediately following the disclosure, but after all necessary emergency actions have been taken. Please complete the form as fully as possible.
- Remember staff/volunteers must make clear to the adult at risk that they cannot guarantee confidentiality.

Details of safeguarding contacts in Kirklees

In an event where the Designated Safeguarding Lead is unavailable, and you have a concern that an adult in Kirklees is being abused or mistreated speak to someone at one of the following numbers:

**For Adult Safeguarding Concerns:**

The Community Health and Social Care Hub  
 0300 304 5555  
 Kirklees Emergency Duty Service  
 01484 414933(outside of office hours)

Report online:

[In an emergency call the police on \*\*999\*\*](https://my.kirklees.gov.uk/service/Care_and_support>Contact the Community Health and Social Care Hub</a></p>
</div>
<div data-bbox=)

If a person is not in immediate danger call the police on **101**.

<b>Kirklees Duty and Advice Team</b> 01484 456848	<b>Kirklees Emergency Duty Service</b> 01484 414960 (outside office hours)
<b>NSPCC email:</b> <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>	<b>NSPCC Helpline:</b> 0808 800 5000

## Appendix 2

### **Signs of Abuse**

**Physical abuse** – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

**Domestic violence** – including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence.

**Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

**Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

**Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**Modern slavery** – slavery, human trafficking, forced labour and domestic servitude. People are bought and sold for sexual exploitation, forced labour, street crime, cannabis cultivation, grooming and pimping, domestic servitude, forced marriage or even the sale of organs and human sacrifice. [How to report Modern Slavery](#).

**Discriminatory abuse** – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

**Organisational abuse** – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

**Neglect and acts of omission** – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating



**Self-neglect** – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. It involves no other perpetrator.

## **OTHER SAFEGUARDING CONSIDERATIONS**

### **Channel/Prevent General Awareness**

Prevent is supporting people who may be vulnerable to radicalisation. Radicalisation is when someone starts to believe or support extreme views. They could be pressured to do things illegal by someone else. Or they might change their behaviour and beliefs. If you have a concern you should raise this with your Safeguarding Lead/ Supervisor/Manager.

### **Further resources, training and guidance**

Kirklees Safeguarding Adults Board website – lots of good resources including factsheets

[Kirklees Safeguarding Adults Board](#)

NCVO – national guidance tools and tips for the third sector on safeguarding:

[The National Council for Voluntary Organisations: Safeguarding](#)

Government guidance on handling a safeguarding allegation within a charity:

[Gov.uk: Guidance on handling safeguarding allegations](#)

Disclosure and Barring Service (including eligibility tool):

[Gov.uk: Disclosure and Barring Service](#)

NACRO advice on recruiting people with a criminal record and how to deal with disclosures:

[NACRO: Support for employers](#)