



Safeguarding Policy – Adults at Risk

POLICY STATEMENT

Ripon Theatre Festival recognises our legal duty and responsibility under the Care Act 2014 to protect an adult's right to live in safety, free from abuse and neglect.

We recognise that among our volunteers and the public we engage with, there will be those who have care and support needs and may be vulnerable to abuse and neglect.

This policy outlines what we will do to fulfil this duty and responsibility and includes procedures for our members, volunteers and those who support our work in any way.

We will:

- Ensure that all members and volunteers are fully aware of their responsibilities in safeguarding the adults we work with and come into contact with, what to do if they have a concern, and how to work in a way which promotes the wellbeing of service users.
- Identify a lead person for adult safeguarding, who will act as the 'referrer' on behalf of the organisation. This will include making an informed decision about the appropriate action to take when a concern is raised, including making a referral to adult social care if there is evidence of abuse or neglect
- Actively co-operate with adult social care when they are undertaking any investigation into concerns raised
- Ensure that those we engage with, families and carers are informed about their right to be free from abuse and neglect, and what to do if they have a concern

PROCEDURE

The following information and procedure is based on the Care Act 2014 and North Yorkshire County Council Safeguarding Adults Board Procedure and Guidance.

Further details can be found with the Joint Multi-Agency

[Safeguarding Adults Policy and Procedures](#)

(West Yorkshire, North Yorkshire and City of York), which can be referred to for additional guidance at www.nypartnerships.org.uk/sab

Depending upon the nature of particular services or the requirements of particular funders or partner agencies, the policy and procedures may need to be supplemented by additional content.

DEFINITIONS

The Care Act 2014 defines our safeguarding responsibilities as follows:

Safeguarding duties apply where a local authority has reasonable cause to suspect that an adult in its area (whether or not ordinarily resident there)

- (a) Has needs for care and support (whether or not the authority is meeting any of those needs),
- (b) Is experiencing, or is at risk of, abuse or neglect, and

- (c) As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

The adult's care and support needs should arise from, or be related to a physical or mental impairment or illness however, they do not need to meet the minimum eligibility criteria as set out in the section chapter 6 (Assessment and eligibility) of the <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>, issued under the Care Act 2014.

The adult who safeguarding duties apply to will hereafter be referred to as the 'adult at risk' in these procedures.

Safeguarding is defined in the Care Act 2014 as:

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.

CATEGORIES OF ABUSE

The Care Act 2014 recognises ten categories of abuse:

Physical abuse including hitting, slapping, and pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.

Domestic Violence including psychological, physical, sexual, financial, emotional abuse and honour based violence.

Sexual abuse including rape and sexual assault or sexual acts to which the adult at risk has not consented, or is incapable of giving informed consent or was pressured into consenting. This may involve contact or non-contact abuse (e.g. touch, masturbation, being photographed, teasing, and inappropriate touching).

Psychological abuse including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Financial or material abuse including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Modern Slavery encompasses slavery, human trafficking; forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory abuse including racist, sexist, that based on a person's disability, culture and other forms of harassment, slurs or similar treatment.

Organisational abuse (previously known as institutional abuse) Neglect and poor professional practice in care settings also need to be taken into account. It may take the form of isolated incidents of poor practice at one end of the spectrum, through to pervasive ill treatment or gross misconduct at the other. It can occur when the routines, systems, communications and norms of an institution compel individuals to sacrifice their preferred lifestyle and cultural diversity to the needs of that institution. Repeated instances of poor care may be an indication of more serious problems.

Neglect and acts of omission including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, and 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.

More information, including some potential indicators of these types of abuse are available in the: <https://safeguardingadults.co.uk/>

RESPONSIBILITIES OF MEMBERS AND VOLUNTEERS

All trustees, volunteers, members, partners and supporters (be they paid or unpaid) connected with Ripon Theatre Festival involved with the adult at risk, **have a duty** to act immediately to inform the person within their organisation responsible for 'referring to the local authority' of any concerns that an adult at risk:

- Has been abused or neglected; or
- Is being abused or neglected; or
- Is at risk of being abused or neglected.

This duty is to 'raise the concern' with the appropriate lead person in our organisation who has the responsibility to make a referral. It does not include any investigation into the concerns.

Ripon Theatre Festival nominated 'referrer':

Name: Katie Scott

Position: Volunteer/Festival Director

Contact telephone: 07799 528937

Contact email: katie@ripontheatrefestival.org

Ripon Theatre Festival nominated deputy 'referrer':

Name: Tina Salden

Position: Volunteer

Contact telephone: 07788 934735

Contact email: tina@ripontheatrefestival.org

Ripon Theatre Festival Lead Member for Safeguarding:

Name: Katie Scott

Position: Volunteer/Festival Director

Contact telephone: 07799 528937

Contact email: katie@ripontheatrefestival.org

In addition to this duty, **the 'referrer'** will:

- ensure the immediate safety and welfare of the adult at risk,
 - carry out initial information gathering
 - decide whether a safeguarding referral to adult social care is required
 - seek the consent of the adult at risk. This should always be obtained unless there is an overriding public interest, or an issue of mental capacity. Refer to the multi-agency procedures and guidance for more information.
- N.B.** It is important to recognise that any person with mental capacity has the right to make their own decisions, even if this may not be regarded as in their best interests.
- Ask the adult at risk what outcome they want from any actions taken.
 - make the referral to social care if required.
 - consider any other actions required to support the needs of the adult at risk
 - keep careful records.

WHAT TO DO IF YOU HAVE A CONCERN

You may become aware of a concern in a number of ways:

- The adult at risk tells you themselves
- A member of public (e.g. carer, family member, friend) raises it with you
- You may have directly observed something

When you have a concern:

- Raise it immediately with the person designated as the 'Referrer' in your organisation, and your line manager if different. Do not discuss the concern with anybody else.
- If the concern implicates any of the above people, follow the organisation's whistle blowing policy.
- Ensure any immediate safety and welfare needs of the adult at risk are met
- Make a clear written record of the concern, how it was raised and any actions taken.

The **referrer** will then undertake the duties outlined above in section 5.1

However, any member, volunteer or person engaged with Ripon Theatre Festival (paid or volunteer) may report a suspicion of abuse to social care irrespective of the opinion of other members.

MAKING A REFERRAL

Social services departments have been designated as the lead agencies with responsibility for co-ordinating a response to allegations or concerns of abuse.

The designated 'Referrer' in the organisation has the responsibility of informing the appropriate adult social care referral points, as follows:

If you or the person you are concerned about is in danger and immediate action is required, you should ring the emergency services on **999**.

If you or the person you are concerned about is not in immediate danger, you should ring our customer services centre on **01609 780780**. This includes outside of office hours.

All members and professionals associated/working with adults should use the Raising a Safeguarding Concern Form which is available from:

<https://www.northyorks.gov.uk/safeguarding-vulnerable-adults>

The Referrer will work within the following timescales for reporting allegations or suspicions of abuse:

- **Immediate** if the adult is at risk of serious physical harm, or a serious criminal act has taken place, and evidence will need to be kept safe. **Remember, if it's an emergency, dial 999**
- **Within 24 Hours** if it relates to a specific incident which is, or may be still going on, or may happen again

Members and volunteers will be supported in these circumstances. If social care need further involvement from members or volunteers following a report of abuse, the safeguarding lead person and / or a referrer will discuss with the social care department the nature of their needs and how they might be met.

Allegation of Abuse Made Against a Member or Volunteer

Members and volunteers may be subject to abuse allegations. We will offer support in these circumstances, but any allegation will be reported to social care, and every assistance will be given in their investigation. If appropriate, the disciplinary procedure may be implemented.

CONFIDENTIALITY

Confidentiality is central to our work, and the attention of all members and volunteers is drawn to the Confidentiality Policy.

PREVENTING ABUSE BY MEMBERS AND VOLUNTEERS

It is important that any member or volunteers who are likely to be working alone with vulnerable people are thoroughly vetted before being engaged. This means as well as references being checked there will also be a requirement for offences to be declared and a Disclosure and Barring Service (DBS) check undertaken.

It should be noted that having a criminal record does not prevent someone from being recruited as a member or volunteer in all circumstances. Members or volunteers should seek the advice of the Festival Director in cases of doubt.

It may be very hard for members or volunteers to report a concern about a colleague to the Festival Director but, as with all the other difficulties people will come across, the safety and protection of a vulnerable person must be the priority in any decision that is made.

All members and volunteers will be made aware of the organisation's Ground Rules, which outlines how members and volunteers are expected to conduct themselves to minimise and prevent the possibility of abuse or neglect of people we engage with.

For detailed Adult Safeguarding Multiagency procedures see:

Joint Multi-Agency

[Safeguarding Adults Policy and Procedures \(West Yorkshire, North Yorkshire and City of York\)](#), which can be referred to for additional guidance at www.nypartnerships.org.uk/sab

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