



# Adult Safeguarding Policy

## This Policy

This policy must be read and understood by all members of staff at Off Beat Dance. We will make sure this policy is accessible to all staff and participants, where appropriate, and will ensure that all teachers/staff members can understand this policy by discussing it with all new staff members and making it available to access on website. All staff and volunteers at Off Beat Dance must adhere to this policy and understand their duties and responsibilities regarding safeguarding. A copy of this policy will be available at all times at [www.offbeatdance.co.uk](http://www.offbeatdance.co.uk).

**All staff and volunteers have a strict duty never to subject an adult to any form of harm or abuse. Failure to adhere to these procedures will be treated as gross misconduct.**

**Last Updated April 2024.**

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## **Important Contact Details:**

### **Principal at Off Beat Dance / Designated Safeguarding Lead**

Stephanie Goodall

**Email:** [offbeatdance@outlook.com](mailto:offbeatdance@outlook.com)

### **Local Adult Social Care, Staffordshire Cares**

**Tel No:** 0300 111 8010

### **Out of Hours Team**

**Tel No:** 0345 604 2886.

### **Other Organisations:**

Support for children, young adults and adults including those affected by sexual, emotional and physical abuse.

### **Support Line**

01708 765200

[www.supportline.org.uk](http://www.supportline.org.uk)

### **The Survivors Trust**

Support & advice for anyone who has experienced rape or sexual abuse.

0808 801 0818

[www.thesurvivorstrust.org](http://www.thesurvivorstrust.org)

In emergencies, please call **999**, especially where there is an immediate risk of harm, or threat to life.

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### **Our Responsibility**

At Off Beat Dance we recognise we have a responsibility to protect and safeguard the welfare of all adults with care and support needs that we work with under the Care Act 2014. We must safeguard individuals, promote their well-being and wherever possible consider their views, wishes, feelings and beliefs whilst doing so. We will take appropriate steps to safeguard any adult who is believed to be at risk of experiencing abuse or neglect and will ensure all safeguarding actions we take allow adults the freedom to make their own choices and will include them in all decision making. All adults have a right to live free from harm and abuse, some may find it hard to get the help and support they need or may be unable to protect themselves from harm and abuse. We recognise our responsibility to support these individuals to receive the safeguarding support they need.

### **Safeguarding Adults**

An adult is anyone attending Off Beat Dance over the age of 18.

‘Safeguarding adults’ 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 the experience of abuse or neglect, while at the same time making sure that the adults well-being is promoted including, where appropriate, having regard for 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 2017.)

All safeguarding work should be underpinned by an ethos of empowerment, prevention, proportionality, protection, partnership and accountability. The Care Act 2014 sets out a duty for any adult who:

- Has care and support needs (whether or not these are known to the local authority where they reside)
- Is experiencing or is at risk of experiencing abuse or neglect
- and as a result, is unable to protect themselves due to their care and support needs.

Any safeguarding action should be person-led and outcome-focused. We should help the individual to receive the kind of help and support that is right for them.

At Off Beat Dance, we will do this by:

- Stopping abuse and neglect where possible.
- Preventing harm and reducing this risk of abuse or neglect to adults with care and support needs
- Safeguarding adults in a way that supports them in making choices and having control about how they want to live
- Promoting an approach that concentrates on improving life for the adults concerned.
- Providing information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of an adult
- Addressing what has caused the abuse or neglect (14.11: Department for Health Care and Support Statutory guidance, issued under the Care Act 2014)

At Off Beat Dance, all concerns and allegations of abuse will be taken seriously. It is the responsibility of all staff and volunteers to take steps to protect adults with care and support needs, to keep them safe from hazards and to take appropriate action in the event of an accident. It is the responsibility of all staff and volunteers to take reasonable steps to protect adults with care and support needs from harm and abuse while in contact with our school and our staff and to report any incident of or suspicion of abuse to the Designated Safeguarding Lead, or in their absence, directly to the appropriate statutory authority.

### A Brief Guide to Abuse and Neglect

- **Psychological abuse** - This includes assault, hitting, slapping, pushing, misuse of medication, restraint, or only letting them do certain things at certain times.
- **Financial abuse** - This includes theft, fraud, internet scamming, coercion in relation to an adult's financial affairs (including wills, property, inheritance, or financial transactions) or the misuse or stealing of property, possessions or benefits.
- **Modern slavery** - This covers slavery (including domestic slavery), human trafficking, and forced labour. Traffickers and slave masters use whatever they can to pressurise, deceive and force individuals into a life of abuse and inhumane treatment.
- **Discriminatory abuse** - This includes types of harassment or insults because of, but not limited to, someone's race, gender or gender identity, age, disability, sexual orientation or religion.
- **Organisational abuse** - This includes neglect and poor care in an institution or care setting such as a hospital or care home, or if an organisation provides care in someone's home. The abuse can be a one-off incident or repeated, ongoing ill treatment. The abuse 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** - This includes ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, or the withholding of the necessities of life, such as medication, adequate nutrition, and heating.
- **Self-neglect** - This covers a wide range of behaviour which shows that someone isn't caring for their own personal hygiene, health or surroundings. It includes behaviour such as hoarding.

### Safeguarding Adults

#### A Brief Look At Signs, Symptoms, and Indicators of Abuse and Neglect

- Depression
- Self-harm
- Suicide attempts
- Fear or anxiety
- Being dirty, smelly, unkempt
- Lacking proper clothing for the time of year
- Lacking money to meet their basic needs
- Injury
- Sleeplessness
- Changes in mood, behaviour or appearance

### **Designated Safeguarding Lead (DSL)**

At Off Beat Dance, our Designated Safeguarding Lead is *Stephanie Goodall*. As the Designated Safeguarding Lead, they have additional training in safeguarding and Designated Safeguarding Lead training.

### **Referring a Concern to your DSL.**

Our Designated Safeguarding Lead will act on behalf of Off Beat Dance in referring concerns or allegations of harm to Adult Social Care or the police as appropriate. If the Designated Safeguarding Lead is in any doubt, information should be shared with Adult Social Care for a second opinion. It is not the role of the DSL to investigate, only to collect information, clarify details of the concern, and facilitate information sharing. In the absence of the DSL, the individual who has the concern is responsible for contacting Adult Social Care and the information should be shared with the DSL retrospectively. The contact number for the local Adult Social Care, **Staffordshire Cares** is **0300 111 8010** and for the out-of-hours team the number is **0345 604 2886**.

### **Managing Recruitment**

All individuals working at Off Beat Dance, who have contact with adults with care and support needs, are required to hold a valid, clear DBS check. All staff and volunteers will be recruited in line with safer recruitment guidance. No staff will be employed or able to volunteer if they are barred from working with adults with care and support needs, and in the event of an incident where a member of staff has to be dismissed (or chooses to leave) because they have harmed a person, the DBS will be notified.

### **Seeking Medical Attention**

If anyone has a physical injury, and there are concerns of abuse, medical attention should be sought immediately. Any safeguarding concerns should be shared with ambulance or hospital staff and then must be reported to Adult Social Care. Nothing should be allowed to delay urgent medical treatment.

### **Consent and Information**

Sharing Issues of consent are essential to effective safeguarding practice. Consent must be sought for any activity that is outside the usual parameters of our work. Basic consents for day-to-day activities can be sought through enrolment process, and appropriate organisational guidance shall be provided to ensure that those consenting have clear information on what they are consenting to. Significant harm is no exception to this. Before making a referral to Adult Social Care, consent must be sought. Adult Safeguarding Process is a consent-based process and support cannot be provided for an individual who doesn't want it. Conversations about consent must be recorded.

Consent need not be sought, and action should be taken, where:

- There is immediate risk to that individual or others, often known as a public protection issue.
- Asking for consent is at that time unsafe
- The individual lacks the mental capacity to consent therefore you do so on their behalf.

Any information shared will be relevant, necessary and proportionate. You must record your decision and the reasons for it, whether or not you choose to share information. If you share you should record what you shared and who you shared with. Staff and volunteers must be aware there are many barriers for individuals who may wish to share experience of abuse or neglect to seek help and support. Patience and reassurance are essential.

### **Adults with Care and Support Needs May:**

- have a learning disability
- have a mental health need or dementia or a personality disorder
- have a long- or short-term illness
- have an addiction to a substance or alcohol; or
- be elderly and frail due to ill health, disability or ill mental health

### **The Mental Capacity Act 2005**

Is a legal framework which protects people who may lack capacity to make decisions themselves. The presumption is that adults have mental capacity to make informed choices about their safety and how they live their lives. Mental Capacity and a person's ability to give informed consent are at the heart of decisions and actions taken under this policy. A person's ability to make a decision may be affected by duress and undue influence. Adults with capacity would normally make their own informed decision as to whether they consented to be involved in the adult safeguarding process. If it is reasonably believed that the decision is being made because of threats or coercion expert advice should be sought.



### **Staff and Volunteer Responsibility**

All staff and volunteers at Off Beat Dance have a duty to:

- Contact local authorities and emergency services if necessary
- Offer support, information and reassurance to the individual
- Record accurate and thorough details and safely store/share to relevant authorities information about what has happened, where possible being mindful not to disrupt potential evidence
- Gain consent to share information where possible or act in the individual's best interests where consent is unable to be given.
- Pass on concerns immediately to the designated safeguarding lead, or in their absence, adult social care or police.
- Raise your concern with Adult social care where an individual requests this support or in their best interests under the Mental Capacity Act 2005 if they are unable.

### **Allegations Against Staff Members/Volunteers**

If any member of Off Beat Dance has concerns about staff or volunteers, such as:

- Believing they have behaved in a way that has harmed or may cause harm to an individual
- Having possibly committed a criminal offence against or relating to an adult with care and support needs
- Behaved toward an adult with care and support needs in a way that indicates he/ she is unsuitable to work with people. This includes actions taken place within Off Beat Dance classes or outside of the community.

The allegation or concern should be reported to the staff member with responsibility for dealing with allegations immediately. This is Stephanie Goodall.

Neither the member of staff who has raised the concern/ allegation nor the member of staff who is alleged against should be allowed to question individuals or be part of any further investigation. The designated safeguarding lead for Off Beat Dance, Stephanie Goodall will report the matter to the Local Authority safeguarding Adults Team. Their number is **0300 111 8010**. If an allegation or concern arises about a member of staff, outside of their work at our organisation, and this may present a risk of harm to others for whom that member of staff is responsible, the general principles outlined in this policy will still apply.

### **Confidentiality**

At Off Beat Dance we expect all members of staff and volunteers to maintain confidentiality at all times and to act in line with the General Data Protection Regulations and to share only that which is necessary, proportionate and relevant.

POLICY SIGNED BY STEPHANIE GOODALL

LAST UPDATED APR 2024