
Safeguarding Adults

Policies and Procedures

bbodance 2024-25

Introduction

This policy must be read and understood by all. This policy statement applies to anyone working on behalf of bbodance, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students. We will make sure this policy is accessible to all staff, parents and students, where appropriate, and will make sure that all staff members and guest teachers can understand this policy by:

- providing training on adult safeguarding
- discussing adult safeguarding in staff meetings
- disseminating information in hand outs and fact sheets

All staff, contractors and volunteers at bbodance must adhere to this policy and must understand their duties and responsibilities regarding safeguarding. A copy of this policy will be available at all times on the bbodance website.

Our Responsibility

At bbodance we expect all staff, contractors and volunteers to actively work to prevent abuse from occurring and to be prepared to respond proportionately if abuse or neglect has occurred.

At bbodance we recognise we have a responsibility to protect and safeguard the welfare of adults with care and support needs under the Care Act 2014. We must safeguard individuals who require our support, promoting their wellbeing, views, wishes, feelings and beliefs (where possible) whilst doing so. We will take appropriate steps to safeguard any adult who is believed to be at risk or 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.

At bbodance we have two main safeguarding duties:

Safeguarding of people when they are visiting our premises or using our services

Responding to any signs of abuse that may indicate that abuse is occurring outside of bbodance

All staff and volunteers have a strict duty never to subject an individual to any form of harm or abuse. Failure to adhere to this policy and safeguarding adult's law and guidance will be treated as gross misconduct.

The law

This policy is based on information and guidance related to:

- The Care Act 2014 (England)
- Adult Safeguarding Prevention and Protection Partnership 2015 (Northern Ireland)
- Adult support and protection Act 2007 (Scotland)
- Social Services and Wellbeing Act 2014 (Wales)
- The Mental Capacity Act 2005 (England and Wales)
- Adults with incapacity Act 2000 (Scotland)
- Mental Capacity Act 2016 (Northern Ireland)

Adults

An adult is anyone of 18 years and over. Extended provision for children and young people, for example through the SEND code of practice does not usually make a difference to where new safeguarding referrals should be made. **Referrals for under 18 years should be directed to children's social care those over 18 years to adult social care.** It is essential that children and young adults with care and support needs do not 'fall through the gap' due to a lack of understanding around their personal circumstances. Information should always be shared regarding safeguarding concerns. Please also see the bbo dance Safeguarding Children Policy. In Scotland where the usual age of adulthood is 16, safeguarding children legislation and guidance still applies to the age of 18 however it may be that safeguarding support is provided by adult social care services. It is important that both safeguarding children and safeguarding adults policies are carefully considered and adhered to.

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 is unable to protect themselves due to their care and support needs.

Adult Safeguarding

'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 wellbeing 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: This means:

Empowerment

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

Prevention

It is better to take action before harm occurs.

Proportionality

The least intrusive response appropriate to the risk presented.

Protection

Support and representation for those in greatest need.

Partnership

Services offer local solutions through working closely with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

Accountability

Accountability and transparency in delivering safeguarding.

Any safeguarding action should be person lead and outcome focuses. At bbodance we will help the individual to receive the kind of help and support that is right for them.

We will do this by:

- Stopping abuse and neglect where possible by seeking permission to share information with the police or adult social care
- Preventing harm by being observant and curious with our students, making time for conversation and 'checking in' on emotional wellbeing
- Safeguarding adults in a way that supports them in making choices and having control about how they want to live by encouraging conversation and only acting with consent where ever possible
- Using our skills and services as a dance organisation to promote an approach that concentrates on improving life for the adults concerned
- Raise public awareness so that our dance community, alongside other professionals, play their part in preventing, identifying and responding to abuse and neglect
- 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
- Address what has caused the abuse or neglect if it is within our organisation or our remit to do so

At bbodance 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 adults with care and support needs from harm and abuse while in contact with our organisation and our staff and to report any incident of or suspicion of abuse to the Designated Safeguarding Person, Fiona Knowler or in their absence directly to the appropriate statutory authority.

Abuse and neglect:

Abuse and neglect could be:

- Physical abuse
- Sexual abuse
- Psychological abuse
- Financial abuse
- Modern slavery
- Discriminatory abuse
- Organisational abuse
- Neglect and acts of omission
- Self-neglect

Signs, Symptoms, and Indicators of Abuse and Neglect could be

- 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

There could be many different potential signs, symptoms and indicators of harm and abuse in adults and it is important to remember that many adults experience multiple types of harm and abuse at the same time so may display a range of indicators. Further information on the types of abuse and neglect and signs, symptoms and indicators can be found here <https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse>

Safeguarding action:

All staff, contractors and volunteers must:

- be alert to signs of abuse and neglect
- ask questions and question behaviour
- record your concerns
- ensure you have a person's basic details and consent
- talk to your designated safeguarding lead.

At bbodance our Designated Safeguarding Lead (DSL) is Fiona Knowler. **All safeguarding concerns must be shared with Fiona Knowler.** Our DSL will act on behalf of bbodance 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 the role of the DSL 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. Safeguarding concerns should be shared with the adult social care team in the area where the individual with concerns lives or to the police as appropriate.

For concerns at bbodance headquarters: The contact details for Adult Social Care in Wandsworth are 02088717707 or acessteam@wandsworth.gov.uk. Information can also be shared via the Wandsworth.gov.uk website page 'report a concern about adult abuse'.

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 with consent and then must be reported to Adult social care. Nothing should be allowed to delay urgent medical treatment.

Safer recruitment

All individuals working at or for bbodance 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, DBS will be notified. For further information please see the bbodance safer recruitment policy.

Consent and Information Sharing

Issues of consent are essential to effective safeguarding practice. Consent must be sought for any activity that is out of the usual parameters of our work. Basic consents for day-to-day activities for example photography can be sought through enrolment process for events / classes/ activities and appropriate organisational guidance shall be provided to ensure 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. Care and support needs could create barriers for example for:

an older person

a person with a physical or learning disability or sensory impairment

someone with mental health needs including dementia or personality disorder

a person with a long term health condition

someone who misuses substances and alcohol to the extent where it effects their day to day life

a carer providing unpaid care for a family member or friend.

Barriers to sharing a concern could be emotional and social as well as physical communication barriers or barriers created by a care or support need.

The Mental Capacity Act 2005 is a legal framework which protects people who may lack capacity to make decisions themselves. **The Mental Capacity Act requires, in order for individuals' freedoms and rights to be protected, that we always presume 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.

Safeguarding duties

All staff and volunteers at bbodance have a duty to support safeguarding process by:

- Contacting the police or phoning an ambulance or taking some other form of emergency safety measure if required
- Offering support, information and reassurance to the individual
- Collecting details about what has happened where possible being mindful not to be disruptive of potential evidence
- Gaining consent to share information where possible or act in the individual's best interests where they are unable to consent.
- Telling our designated safeguarding lead, or in their absence, adult social care or the police about concerns where appropriate
- Recording as much detail as possible as soon as possible with accurate information. See Appendix 1 for a form to complete to aid in this.
- Raising your concern with Adult social care where an individual requests this support or in their best interests under the Mental Capacity Act if they are unable.
- Sharing with the police where appropriate.

Allegations against Staff Members/Volunteers

If any member of staff has concerns about another member of staff or volunteer at bbodance 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 could be within the workplace within the community or their own families).

The allegation or concern should be reported to Fiona Knowler (DSL), or Nicholas Espinosa (Trustee with responsibility for Safeguarding) as outlined in the managing allegations policy. 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 bbodance will report the matter to the Local Authority safeguarding adult's team. 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. For further information on the management of allegations please see the bbodance managing allegations policy.

Data protection

At bbodance 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 there for share only that which is necessary, proportionate and relevant. More guidance on information sharing can be found at [Safeguarding adults: sharing information | SCIE](#)

This policy will be reviewed annually in August.

Safeguarding Concern Form

If you have a concern, please complete the details below as fully as possible and submit to Fiona Knower.

Please complete this form as fully as you can but if you don't know **all** the details, please submit the form including just the information you know. Never delay or decide not to send the form because you don't have all the details.

Your details:

Full Name:

Address (inc. postcode):

Contact email:

Contact phone number:

Your role (e.g., The school you work at and your position there):

The details of the individual you are concerned about/ the person who has been harmed:

Full Name:

Date of birth:

Address (inc. postcode):

Name of the dance school they attend:

Name of school principal:

The details of the individual who you believe may have / has harmed a child, young person or at-risk adult:

Name:

Address:

Phone number:

Relationship to the individual:

Is this person in a position of trust? (e.g., are they a teacher, teaching assistant, chaperone or event volunteer).

Yes / No

If so, what is the name of the school they work at?

Please describe your concern as accurately as possible:

What happened:

When did it happen:

Who was present:

Where did this happen:

Please include any additional details explaining what you are worried about, what you understand or don't understand and anything that is complicated or confusing to you.

Please describe any action you have already taken for example first aid provided for an injury:

Please describe any details of any conversation you have held with the child / young person/ at risk adult:

If this concern is regarding a child / young person have you sought consent from their parent / guardian to share this information?

Yes/ no

If not, why not? Please provide details?

If this concern is regarding an adult, were they able to consent to you sharing this information?

Yes/ no

If not, why not? Please provide details:

What action have you taken so far? (For example, contact with your local social care or early help team, raising a safeguarding referral or contacting the NSPCC for advice).

What has been the outcome of those actions to date?

Signed:

Dated:

This information will be used as outlined in the bbodance safeguarding policies