

LEADA

**ADULT
SAFEGUARDING
POLICY**

A safeguarding adults concern is any worry about an adult who has or appears to be subject to or is at risk of abuse and neglect. The aims of Adult Safeguarding are to:

- Stop abuse or neglect wherever possible;
- Prevent harm and reduce the risk of abuse or neglect to adults
- Promote an approach that focuses on improving life for adults at risk

LEADA Cambs CIC aims to provide a co-ordinated approach to the reporting of any instances or suspicion of abuse against adults who are perceived as being at risk whilst attending any Drama or Vocal classes or events.

Safeguarding principles:

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.
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.

Purpose

The main aims of this policy are:

- To ensure that all staff and volunteers working with LEADA Cambs CIC know and understand their responsibilities in working together to safeguard adults who are perceived as being at risk.
- To ensure that all staff and volunteers know how to respond to such concerns, understanding adults' rights to make a choice and take responsibility for their actions while causing no danger to themselves or others and their right to privacy and know where to seek appropriate advice or support.
- To ensure that all staff and volunteers know how to raise an alert regarding a concern in relation to an adult at risk.

The name of the designated person is Amy Field, Director of LEADA Cambs CIC. She is the Safeguarding Lead and is responsible for ensuring that safety measures are in place for adults attending LEADA classes and Viva La Voce vocal classes. Contact Amy Field Amy@leada.biz

Amy will work with Tutors for those classes and organize Safeguarding training for staff and volunteers so that they know:

- i. their personal responsibility,
- ii. the GROUPS procedures in reporting.
- iii. the need to be vigilant in identifying cases of abuse
- iv. how to support a vulnerable adult who tells of abuse
- v. to keep written records of concerns about vulnerable adults in the Concerns Book (noting the date, event, and action taken), even where there is no need to refer the matter to Social Services immediately;
- vi to ensure all records are kept secure and in locked locations;
- vii to adhere to the procedures set out by social services for Cambridgeshire County Council when an allegation is made against a member of staff / volunteer.
- viii to ensure applications for staff or volunteer posts are DBS Checked and two references are followed up.
- ix when and how to notify the local Adult Social care team:

Emergency no:

03450 455202.....(out of hours).....01733 234724.

Emergency contacts:

- If you feel that a person(s) or property is in immediate danger, call 999
- For mental health crisis, contact the [First Response Service](#) by dialling 111 and choosing option 2
- For Social Care out of hours/duty team or Safeguarding Emergencies: 01733 234724

Reporting Procedure:

If there is a concern:

- It must be recorded in the concerns book with the name of the person perceived at risk and the name of the person reporting, the date and time it was reported and any details as relevant and appropriate
- If it is felt that action needs to be taken, it should be reported to the Safeguarding Lead, Amy Field or to the Principal Tutor and entered in the Concerns book
- If action needs to be taken urgently, the Adult Social Care Team must be notified on the contact numbers above.
- If the person is in danger the police should be called
- If there is a concern regarding abuse from a staff member, it must be reported to the Tutor or the Principal Tutor and the Safeguarding Lead

- If the member of staff concerned is the Principal Tutor, the Safeguarding Lead must be informed

Q&A How to respond: Examples (to be discussed with a Volunteer supporter)

Should I share what a “friend” has told me? I was told “in confidence”

A member of the class often attends the worse for wear having drunk too much. She arrives at this class with a black eye. What should I do? Is she vulnerable?

Someone keeps borrowing from a class member and others are noticing this. What can be done?

A member of the class takes over and some class members feel scared of her. Should I do something?

A member of the class complains about someone who is being too friendly and won't leave them alone. Is this a concern? What steps should be taken?

Answers to these questions are arrived at through discussion in training sessions.

In all scenarios, if cause for concern is suspected, then it is a cause for concern and should be reported to the safeguarding lead and logged in the concerns book.

If a “victim” of abuse is sharing what has happened, they must be warned that we may need to report the incident if we think the victim is a risk.

If a vulnerable person looks like they have been a victim of physical abuse, or they are at risk, they will be supported by the tutor, the Director for Adult Welfare (Keith) and the Safeguarding lead (Amy) but a decision to progress rests with the victim, who, depending on the level of vulnerability, will be assumed to have the capacity to make their own decision regarding taking the matter further.

This policy will be reviewed every two years

Directors:

Linda Ekins, Creative Director, PrincipalTutor

Amy Field, Safeguarding Lead and Child Protection

Steve Ekins, Finance and IT Director

Charlie Tooke, Production

Keith Holgate, Adult Welfare

Mental Health First Aiders: Linda Ekins, Keith Holgate

Reviewed: May 2023.