

Adult Safeguarding Policy and Procedures

Name of organisation: Arts 2 Heal Reviewed: Feb 2025

Section heading	Content
1. Introduction	Arts 2 Heal makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe. Arts 2 Heal comes into contact with vulnerable adults through the following activities: Recruitment for participants and delivery of arts-health projects for vulnerable adults. This policy seeks to ensure that Arts 2 Heal undertakes its responsibilities with regard to protection vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.
2. Confirmation of reading	I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for Arts 2 Heal Please complete the details below and return this completed form to Banu Adam (Project Manager). Employee Name : Employee Signature: Date:
3. Legislation	The principal pieces of legislation governing this policy are: ○ Safeguarding Vulnerable Groups Act 2006 ○ Care Standards Act 2000 ○ Public Interest Disclosure Act 1998 ○ The Police Act – CRB 1997 ○ Mental Health Act 1983 ○ NHS and Community Care Act 1990 ○ Rehabilitation of Offenders Act 1974

4. Definitions	Safeguarding is about embedding practices throughout the organisation to ensure the protection of vulnerable adults wherever possible. In contrast, adult protection is about responding to circumstances that arise. Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture. It can take a number of forms, including the following: <table border="1"> <tr> <td>Physical Abuse</td><td>includes hitting, slapping, pushing, kicking, misuse of medication, unlawful or inappropriate restraint, or inappropriate physical sanctions</td></tr> <tr> <td>Domestic Abuse</td><td>is an incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is or has been an intimate partner or family member. Domestic violence and abuse may include psychological, physical, sexual, financial, emotional abuse; as well as so called 'honour' based violence, forced marriage and female genital mutilation</td></tr> <tr> <td>Sexual Abuse</td><td>includes rape and sexual assault or sexual acts to which the adult at risk has not consented, or could not consent or was pressured into consenting</td></tr> <tr> <td>Psychological Abuse</td><td>includes 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 from services or supportive networks Financial and material abuse includes theft, fraud, exp</td></tr> <tr> <td>Financial and material Abuse</td><td>includes theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits</td></tr> <tr> <td>Modern Slavery</td><td>includes human trafficking, forced labour and domestic servitude. Safeguarding Adults at Risk Policy and Procedure, V 3.3, Aug 2018 Page 6 of 30 Traffickers and slave masters use whatever means at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhuman treatment</td></tr> <tr> <td>Neglect and acts of omission</td><td>includes ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication,</td></tr> </table>	Physical Abuse	includes hitting, slapping, pushing, kicking, misuse of medication, unlawful or inappropriate restraint, or inappropriate physical sanctions	Domestic Abuse	is an incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is or has been an intimate partner or family member. Domestic violence and abuse may include psychological, physical, sexual, financial, emotional abuse; as well as so called 'honour' based violence, forced marriage and female genital mutilation	Sexual Abuse	includes rape and sexual assault or sexual acts to which the adult at risk has not consented, or could not consent or was pressured into consenting	Psychological Abuse	includes 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 from services or supportive networks Financial and material abuse includes theft, fraud, exp	Financial and material Abuse	includes 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	includes human trafficking, forced labour and domestic servitude. Safeguarding Adults at Risk Policy and Procedure, V 3.3, Aug 2018 Page 6 of 30 Traffickers and slave masters use whatever means at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhuman treatment	Neglect and acts of omission	includes ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication,
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		adequate nutrition and heating
	Discriminatory abuse	includes abuse based on a person's race, sex, gender, disability, faith, sexual orientation, or age; other forms of harassment, slurs or similar treatment or hate crime
	Organisational abuse	Includes neglect and poor 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
	Self-neglect	covers a wide range of behaviours, such as neglecting to care for one's personal hygiene, health or surroundings and includes behaviours such as hoarding. A safeguarding response in relation to self-neglect may be appropriate where a person is declining assistance in relation to their care and support needs, and the impact of their decision, has or is likely to have a substantial impact on their overall individual wellbeing
	Radicalisation	Radicalisation is comparable to other forms of exploitation, such as grooming and Child Sexual Exploitation. Prevent is part of the Government's counter-terrorism strategy CONTEST and aims to provide support and re-direction to vulnerable individuals at risk of being groomed into terrorist activity before any crimes are committed. Vulnerable individuals are groomed directly or through social media to be persuaded of the legitimacy of a radical's cause to inspire new recruits and have extreme views embedded.
	Definition of Vulnerable Adults A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This may include a person who: • Is elderly and frail • Has a mental illness including dementia • Has a physical or sensory disability • Has a learning disability • Has a severe physical illness • Is a substance misuser • Is homeless	

5. Responsibilities	All staff (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures. We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices. Additional specific responsibilities Trustees have responsibility to ensure: The policy is in place and appropriate. The policy is accessible. Liaison with and monitoring with the Senior Manager. Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented. The Manager has responsibility to ensure: The policy is accessible and is implemented. The policy is monitored and reviewed Allocation of resources to ensure the policy can be effectively implemented. Promote the welfare of vulnerable adults Ensure all staff including volunteer staff have access to appropriate training/ information Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately. Keep up to date with local arrangements for safeguarding and DBS checks. Develop and maintain links with relevant agencies such as MIND for post project sign posting of participants and for support and advice to further support and information to the participants. Take forward any concerns about responses. The Designated Manager is Banu Adam banu@arts2heal.org 07434 046388 This person's responsibilities also include: To manage all aspects of the day to day running of the organisation, including staff (paid/unpaid). To facilitate the arts-health projects. To liaise and network with relevant organisations. To liaise with GPs and mental health practitioners To evaluate the projects for effectiveness.
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6. Implementation Stages	The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. Safe recruitment • Arts 2 Heal ensures safe recruitment through the following processes: Providing the following safeguarding statement in recruitment adverts or application details –‘recruitment is done in line with safe recruitment practices.’ • Job or role descriptions for all roles involving contact with vulnerable adults will contain reference to safeguarding responsibilities. • There are person specifications for roles which contain a statement on core competency with vulnerable adult protection/ safeguarding • Shortlisting is based on formal application processes/forms and not on provision of CVs • Interviews are conducted according to equal opportunity principles and interview questions are based on the relevant job description and person specification • DBS checks will be conducted for specific roles for all staff (paid or unpaid) working vulnerable adults. Portable/ carry over DBS checks from another employer will not be deemed to be sufficient. It is a criminal offence for individuals barred by the ISA to work or apply to work with vulnerable adults in a wide range of posts. • No formal job offers are made until after checks for suitability are completed (including DBS and 2 references). Disclosure and Barring Service Gap Management The organisation commits resources to providing Disclosure and Barring Service check on staff (paid or unpaid) whose roles involve contact with vulnerable adults. In order to avoid DBS gaps, the organisation will • In addition to checks on recruitment for roles involving contact with vulnerable adults, for established staff the following processes are in place A 3 year rolling programme of re-checking DBS's is in place for holders of all identified posts. • Existing staff (paid or unpaid) who transfer from a role which does not require a DBS check to one which involves contact with vulnerable adults will be subject to a DBS check.

7. Communications training and support for staff	Arts 2 Heal commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding Induction will include: - Discussion of the Safeguarding Policy (and confirmation of understanding) - Discussion of other relevant policies - Ensure familiarity with reporting processes, the roles of line manager. - Initial training on safeguarding including: safe working practices, safe recruitment, understanding the guide for adult safeguarding. Training All staff who, through their role, are in contact with vulnerable adults will have access to safeguarding training at an appropriate level. Communications and discussion of safeguarding issues Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice: - Team meetings - One to one meeting (formal / informal) - Encourage open discussion - Refresh sessions - Supervision during projects Support - We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include: - Debriefing support for paid and unpaid staff so that they can reflect on the issues they have dealt with. - Seeking further support as appropriate e.g. access to counselling. Staff who has initiated protection concerns will be contacted by the manager within 1 week.
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8. Professional boundaries	Professional boundaries are what define the limits of a relationship between a support worker and a client. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place. Arts 2 Heal expects staff to protect the professional integrity of themselves and the organisation. The following professional boundaries must be adhered to: Giving and receiving gifts from clients: Arts 2 Heal does not allow paid or unpaid staff to give gifts to or receive gifts from clients (deemed as having any significant value). However, gifts may be provided by the organisation as part of a planned activity’. Staff contact with user groups. Personal relationships between a member of staff (paid or unpaid) and a client who is a current service user is prohibited. This includes relationships through social networking sites such as Facebook and Snap Chat. It is also prohibited to: • Enter into a personal relationship with a person who has been a service user over the past 12 months. • Use of abusive language • Response to inappropriate behaviour / language • Use of punishment or chastisement • Passing on service users’ personal contact details • Providing personal contact details) • Taking family members to a client’s home • Selling to or buying items from a service user • Accepting responsibility for any valuables on behalf of a client • Accepting money as a gift/ Borrowing money from or lending money to service users • Personal relationships with a third party related to or known to service users • Accepting gifts/ rewards or hospitality from organisation as an inducement for either doing/ not doing something in their official capacity • Cautious or avoidance of personal contact with clients The following policies also contain guidance on staff (paid or unpaid) conduct: If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures.
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9. Reporting	The process outlined below details the stages involved in raising and reporting safeguarding concerns at Arts 2 Heal Communicate your concerns with your immediate manager ↓ Seek medical attention for the vulnerable person if needed ↓ Discuss with vulnerable person. Obtain permission to make referral if safe and appropriate If the immediate manager is implicated, then refer to a peer.
10. Allegations Management	Arts 2 Heal recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation. The process for raising and dealing with allegations is as follows: First Step: Any member of staff (paid or unpaid) from Arts 2 Heal is required to report any concerns in the first instance to the manager/ peer. A written record of the concern will be completed by the manager. Second step: Contact Blackburn with Darwen local Local Safeguarding Adults Board (lsab) for advice on 01254 588955 http://www.lsab.org.uk/ Third step: Follow advice provided
11. Monitoring	The organisation will monitor the following Safeguarding aspects: The safeguarding aspects which would typically be monitored would include: • Safe recruitment practices • DBS checks undertaken • References applied for new staff • Records made and kept of supervision sessions • Training – register/ record of staff training on vulnerable adult protection • Monitoring whether concerns are being reported and actioned • Checking that policies are up to date and relevant • Reviewing the current reporting procedure in place • Presence and action of Designated senior manager responsible for Safeguarding is in post

12. Managing information	Information will be gathered, recorded and stored in accordance with the following policies. Data Protection Policy, Confidentiality Policy All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard vulnerable adults. The public interest in safeguarding vulnerable adults may override confidentiality interests. However, information will be shared on a need-to-know basis only, as judged by the Manager. All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.
13. Conflict resolution and complaints	Conflicts in respect of safety of vulnerable adults will be taken forward by the Manager with support from the trustees, following advice from Local Safeguarding Adults Board (Isab)
14. Communicating and reviewing the policy	Arts 2 Heal will make service users aware of the Safeguarding Policy and produce the document and direct service users on they can make a complaint about the organisation/ staff/ service. <i>This policy will be reviewed once every year and when there are changes in legislation.</i>
15. Trip Policy for Charity Safeguarding: Staff responsibilities to ensure members are aware of the policy prior to the trip.	1. Code of Conduct: All members participating in trips organised by the charity are expected to adhere to a code of conduct that promotes respect, inclusivity, and appropriate behaviour towards fellow participants, staff, and the local community. 2. Safety Measures: Members must follow all safety instructions provided by the trip organisers, including guidelines for activities, equipment usage, and emergency procedures. It is essential to prioritise personal safety and the safety of others at all times. 3. Supervision: Participants should stay within designated areas and adhere to the instructions of trip leaders or assigned supervisors. Any concerns or issues should be promptly reported to the trip organiser or a designated staff member. 4. Respect for the Local Community: Members should demonstrate respect for the cultural, social, and environmental values of the communities visited during trips. It is important to follow local customs, respect local laws, and avoid any actions that could harm the community or its residents. 5. No Alcohol or Substance Use: In line with our commitment to maintaining a safe and responsible environment, the charity has a strict no alcohol or substance use policy during trips. Members are expected to refrain from consuming alcohol or using any illegal substances during the trip.

	6. Communication and Emergency Contact: Participants should provide emergency contact information to the trip organisers and ensure they have access to necessary medical information or medications. Clear communication channels should be established to address any emergencies or urgent situations that may arise. 7. Incident Reporting: Any incidents, accidents, or concerns related to the well-being or safety of participants should be reported immediately to the trip organisers or designated staff members. Timely reporting is crucial to ensure appropriate support and intervention if necessary. 8. Photography and Privacy: Members should respect the privacy of fellow participants and the local community. Taking photographs or videos should be done with consent and within the boundaries of local customs and regulations. By adhering to these guidelines, we can collectively create a safe and enjoyable environment for all participants during charity trips while upholding the values of safeguarding and promoting the welfare of everyone involved.
Signatures	Read and understood Name _____ Date _____ Witnessed by Name _____ Date _____

This policy has been reviewed and updated 20/04/2023

Banu Adam:

