

BrightSparks Policy and Procedure Document

Safeguarding Vulnerable Adults, Children and Young People

Version: **1.0**

This BrightSparks policy follows guidelines set out in the following documents: Leicester, Leicestershire and Rutland Safeguarding Adults: Multi-agency Policy and Procedures <http://lrsb.org.uk/adults>

Leicester, Leicestershire and Rutland Safeguarding Children and Young People: <http://lrsb.org.uk/children>

These guidelines should be read in conjunction with this policy

BrightSparks is committed to supporting the right of adults at risk and children and young people to be protected from abuse and to make sure we all work together in line with above Policies and Procedures and act promptly when dealing with allegations or suspicions of abuse.

This Safeguarding Policy and supporting information is both a statement of intent and a practical toolkit which demonstrates how we are meeting our legal and moral obligations to provide a safe working environment and to protect children, young people and vulnerable adults from harm. It is to be used as a resource and guide for those working with the organisation, directly and indirectly

We believe:

- All children, young people and vulnerable adults have an equal right to protection from abuse and to be kept safe from harm, regardless of their age, ethnic origin, religion, nationality, ability, gender, language, or sexual orientation/identity.
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.
- All activities involving children, young people and vulnerable adults should be managed with consideration given to risk assessments and risk management as a routine aspect of our work.

- Staff, partner organisations and volunteers should be clear about their responsibilities and know how to respond appropriately.
- BrightSparks is committed to sound recruitment procedures and good practice for all individuals working with the organisation whether in a paid or voluntary capacity.
- BrightSparks will ensure that all volunteers and paid posts will receive safeguarding training through the Leicester, Leicestershire and Rutland Safeguarding Board.
- BrightSparks recognises the needs of vulnerable adults, disabled children and other hard to reach children and young people. We recognise that they may face barriers in terms of communication and access that we need to overcome in order to ensure their safety.

Designated Safeguarding Officer: **Tim Sayers**

Contact address:

Suite P1, Bridge Park Plaza, Bridge Park Road, Thurmaston, Leicester, LE4 8PQ

Telephone number: 07795 475 806

SAFEGUARDING IS EVERYBODY'S BUSINESS - Safeguarding is the responsibility of everyone. We will work together to prevent and minimise abuse. If we have concerns that someone is being abused our loyalty to safeguard the person which comes before anything else – this includes our space, other space users, our colleagues and the person's friends and family.

DOING NOTHING IS NOT AN OPTION - If we know or suspect that a vulnerable adult is being abused, we will do something about it and ensure our work is properly recorded. We will work within the boundaries of the Leicester, Leicestershire and Rutland Multi-Agency Safeguarding Adults Policy and Procedures.

People who may be vulnerable to abuse

Children: In the Children Acts 1989 and 2004, a child is anyone who has not yet reached their 18th birthday. In this document, 'Children' therefore means 'children and young people up to the age of 18' throughout. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital, in prison or in a Young Offenders' Institution, does not change his or her status or entitlement to services or protection under the Children Act 1989.

Young People: Whilst we acknowledge the legal definition, in practice our work with children and young people covers the age group 8 to 25 years old.

Vulnerable Adult: The term refers to a person over 18 who is or may be unable to take care of themselves by reason of mental or other disability, age or illness; and who is or may be unable to protect him or herself from significant harm or exploitation.

A person's vulnerability will depend on their circumstances and environment, and each case must be considered individually.

adults may be unable to take care of themselves and unable to protect themselves from harm or exploitation by other people. This includes people:

- With learning disabilities
- With physical disabilities
- With sensory disabilities
- With mental ill health
- With brain injuries
- With a drug or alcohol dependency
- With dementia
- Who are frail due to their age
- With poor understanding of English

Abuse is a violation of an individual's human and civil rights by any other persons(s) or group of people. Abuse may be single or repeated acts. It can be:

Physical abuse: for example, hitting, slapping, burning, pushing, restraining or giving the wrong medication.

Psychological abuse: including emotional abuse, threats of harm, shouting, swearing, frightening, blaming, ignoring or humiliating a person, threats of harm or abandonment, intimidation, verbal abuse.

Financial abuse: including the illegal or unauthorised use of a person's property, money, pension book or other valuables, pressure in connection with wills, property or inheritance.

Sexual abuse: such as forcing a person to take part in any sexual activity without his or her informed consent – this can occur in any relationship.

Discriminatory abuse: including racist or sexist remarks or comments based on a person's disability, age or illness, and other forms of harassment, slurs or similar treatment. This also includes stopping someone from being involved in religious or cultural activity, services or support networks.

Institutional abuse: the collective failure of an organisation to provide an appropriate and professional service to people at risk of abuse. This includes a failure to ensure the necessary safeguards are in place to protect adults and maintain good standards of care in accordance with individual needs, including training of staff, supervision and management, record keeping and liaising with other providers of care.

Domestic Abuse: incident or pattern of incidents of controlling coercive or threatening behaviour, violence or abuse by someone that can be a partner or family member, regardless of gender or sexuality.

Neglect and acts of omission: including ignoring medical or physical care needs. These can be deliberate or unintentional, amounting to abuse by a carer or self-neglect by the vulnerable person: for example, where a person is deprived of food, heat, clothing, comfort or essential medication, or failing to provide access to appropriate health or social care services.

How Might We Notice Abuse?

Concerns about or evidence of abuse can come to us through:

1. A direct disclosure by the child, young person or vulnerable adult.
2. A complaint or expression of concern by a volunteer, a carer, a member of the public or relative.
3. An observation of the behaviour of the person by the volunteer, member of the public or carer.

Our Commitment

- To safeguard adults who are experiencing, or at risk from, abuse, BrightSparks is committed to:
- Identifying the nature of abuse of vulnerable adults where it is occurring
- Responding effectively to any circumstances giving grounds for concern, or where formal complaints or expressions of anxiety are expressed
- Ensuring the active participation of individuals, families, groups and communities wherever possible and appropriate
- Raising awareness of the extent of abuse on vulnerable adults and its impact on them
- Promoting and supporting work designed to reduce abuse and the fear of abuse as experienced by vulnerable adults
- Regularly monitoring and evaluating how our policies, procedures and practices for safeguarding adults are working
- Making sure our policies, procedures and practices stay up to date with good practice and the law in relation to safeguarding vulnerable adults
- Ensuring our procedures are in line with the Multi-Agency Safeguarding Procedures

HEALTH & SAFETY

Risk assessments and risk management strategies form part of our planning process and take into account all aspects of the project, but particularly any risks relating to protection of vulnerable adults, children and young people. Risk management should be an ongoing part of every project. BrightSparks workers and volunteers must maintain a balance of protecting participants from harm whilst not restricting their artistic potential through over protection. All activities should be risk assessed and where risk is present a risk benefit analysis carried out. We acknowledge accidents and injuries will still occasionally happen.

- All workers and volunteers must be familiar with the BrightSparks Safety Policy, familiarise themselves with the venue Fire Safety procedures, BrightSparks Risk Assessment procedures.
- All workshop programmes, projects and events are subject to risk assessment.
- All contraventions of Health and Safety, accidents, incidents or injuries must be recorded in the Accident or Incident books and / be reported to the appropriate authorities.
- There must be a first aid box available. First aid should only be administered by a suitably qualified person, if all other options are absent.
- The number of workshop / project participants and of people attending events must always be agreed beforehand with artists, partner organisations and venues.

- All activities to be supported by a mental health professional, or, in inpatient settings, the recommended ratio of staff to patients.
- There must be access to a telephone at all times.

DISCLOSURE AND BARRING SERVICE Checking

We will apply for an enhanced DBS check when we are appointing new staff, committee members, contractors and volunteers who will work *directly* with children, young people or vulnerable adults.

Scope / Exemptions

ALL positions within BrightSparks will be subject to DBS checks. This includes freelance artists employed through projects, volunteers. Committee members of BrightSparks will be checked in line with current safeguarding practice where they have direct access to children, young people or vulnerable adults.

DBS Checks for Freelancers and Individuals

It will be the responsibility of freelancers and volunteers to pay for their own checks unless otherwise agreed. BrightSparks will facilitate this, but will invoice the individual for the appropriate fee. BrightSparks CANNOT employ any individual who is not DBS checked.

Prevention and Confidentiality

All Employees and volunteers will be requested to read this BrightSparks Safeguarding Policy document.

We will work with the person in a way that meets all the aspects of confidentiality, but where abuse to a person is alleged, suspected, reported or concerns are raised, the BrightSparks Safeguarding Adults Procedure must be followed. The confidentiality of the vulnerable person will be respected wherever possible and their consent obtained to share information. The person should be made aware that our Space and volunteers cannot ignore issues around abuse and that steps will be taken to deal with them in as sensitive a manner as possible. The welfare of the individual is paramount.

Useful Contacts

Police 999
Non - emergency 101
Adult Social Care 0116 305 0004
Children's Social Care 0116 454 1004
(Additional contact numbers in Appendix)

Safeguarding Procedure

The Procedure in Detail

1) You think abuse has or may have occurred. Act immediately.

It is the responsibility of the person first becoming aware of a situation where there may be a person subject to, or at risk of, abuse to:

Make Safe

Deal with the immediate needs of the person. This may mean taking reasonable steps to ensure the adult, child or young person is in no immediate danger and seeking medical treatment if required as a matter of urgency.

Do NOT discuss the allegation of abuse with the alleged perpetrator.

If the allegation is about a volunteer of any organisation, ensure that the allegation is properly managed by reporting the allegation to the designated safeguarding officer on the management committee, or the volunteer coordinator.

Inform

Tell the designated safeguarding officer or volunteer coordinator immediately or as soon as practical who will help to deal with the issue. This may involve contacting social services, Leicester, Leicestershire and Rutland Safeguarding Board. Contact the police if it is thought a crime has just been committed.

Record

Record details of the allegation as soon as possible somewhere that can be kept secure. Include:

1. You think abuse has or may have occurred. Act immediately.
 - Make sure the person is safe.
 - Inform the designated safeguarding officer or volunteer coordinator immediately.
 - Contact the police if it is thought a crime has just been committed.
 - Record details of the allegation.

2. Bringing the concern to the attention of the designated safeguarding officer or volunteer coordinator who will discuss the allegation / concerns with the local authority referral agency or the police straight away. Social services or the police will decide what to do next.

3. Clarify the facts stated by the member of staff but do NOT in any circumstances discuss the allegation of abuse with the alleged perpetrator or, if possible, the victim.

4. Check that the circumstances fall within the safeguarding vulnerable adults or children and young people procedures i.e. meeting the definition of abuse as defined in this Policy and Procedures. If at all uncertain a referral should be made to Social services. The person making the referral should ideally have the following information available; however, the lack of any of this information should not delay the referral:

- The name of the vulnerable adult or child/young person
- Date of birth and age
- Address and telephone number
- Why the adult/child or young person is considered at risk/or is being abused
- Whether consent has obtained for the referral, and if not the reasons e.g. the person lacks mental capacity or there is an over-riding public interest (e.g. where other adults are at risk)
- Whether there are any concerns or doubts about the mental capacity of the person
- Whether the police are aware of the allegation, and whether a police investigation is underway

What if someone does not want me to report concerns?

- Explain that you must discuss these concerns with your designated safeguarding officer
- Explain that other people may be at risk.
- There may be other issues that they are not aware of.

Appendix

Safeguarding resources, Advice and info

ACTION ON ELDER ABUSE: www.elderabuse.org.uk

Tel: 020 8764 7648

Helpline: 0808 808 8141 (Monday to Friday 10.00 am to 4.30 p.m.)

ANN CRAFT TRUST

A national association working with staff in the interests of people with learning disabilities who may be at risk from abuse: www.anncrafttrust.org

Tel: 0115 9515400

PUBLIC CONCERN AT WORK

Support / advice for staff about raising concerns of abuse or malpractice in their working environment:

<http://www.pcaw.co.uk>

Tel: 020 7404 6609

VOICE UK

Support and action group for people with learning difficulties who have been abused and for their families:

www.voiceuk.org.uk

Tel: 01332 202555.

RESPOND

A service offering psychotherapy for people with learning disabilities who have been sexually abused or who are perpetrators of sexual abuse. Also provides consultancy and training for professionals:

www.respond.org.uk

Tel: 0207 3830700

Help line: 0845 606 1503 1.30 p.m. to 5.00 p.m. Mon.- Fri.

NATIONAL DOMESTIC VIOLENCE HELPLINE www.nationaldomesticviolencehelpline.org.uk

Tel: 0808 2000 247

NSPCC: www.nspcc.org.uk Helpline: 0800 800 500

THE SAMARITANS: www.samaritans.org 08457 909090

THINK JESSICA – support with scams: www.thinkjessica.com

TRADING STANDARDS SERVICE: telltradingstandards@leics.gov.uk

0116 3058000 (for professionals only)

VICTIM SUPPORT: www.victimsupport.org 0845 3030900