



**DOVETAIL
MUSIC
WORKSHOPS**

Safeguarding Adults Policy

Review Date 24/5/22

Designated Safeguarding Lead:

Jonathan James

Purpose

The purpose of this policy is to demonstrate the commitment of Dovetail Music Workshops to safeguarding and to ensure that everyone involved in the organisation is aware of:

- The legislation, policy and procedures for safeguarding adults.
- Their role and responsibility for safeguarding adults.
- What to do or who to speak to if they have a concern relating to the welfare or wellbeing of an adult within the organisation.

Scope

This safeguarding policy and associated procedures applies to all individuals involved in Dovetail Music Workshops including volunteers, and service users. It applies to any concerns about the safety of any adults taking part in our organisation, its activities and in the wider community.

We expect our partner organisations; including for example, organisations we refer to, our suppliers and our funders to adopt and demonstrate their commitment to the principles and practice as set out in this Safeguarding Adults Policy and associated procedures.

Commitments

In order to implement this policy Dovetail Music Workshops will ensure that:

- Everyone involved with Dovetail Music Workshops is aware of the safeguarding procedures and knows what to do and who to contact if they have a concern relating to the welfare or wellbeing of an adult.
- Any concern that someone is not safe is taken seriously, responded to promptly, and followed up in line with Dovetail Music Workshops Safeguarding Policy and Procedures.
- The well-being of those at risk of harm will be put first and the at-risk adult actively supported to communicate their views and the outcomes they want to achieve. Those views and wishes will be respected and supported unless there are overriding reasons not to (see the Safeguarding Procedures).
- Any actions taken will respect the rights and dignity of all those involved and be proportionate to the risk of harm.
- Confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored in line with our Data Protection Policy and

Procedures.

- Dovetail Music Workshops acts in accordance with best practice advice, for example, from the UK Government, The Local Authority, The Charity Commission.
- Dovetail Music Workshops will cooperate with the Police and the relevant Local Authorities taking action to safeguard an adult.
- All staff and volunteers understand their role and responsibility for safeguarding and have completed and are up to date with safeguarding training and learning opportunities appropriate for their role.
- Dovetail Music Workshops uses safe recruitment practices and continually assesses the suitability of volunteers and staff to prevent the employment/deployment of unsuitable individuals in this organisation and within the wider community.
- Dovetail Music Workshops shares information about anyone found to be a risk to adults with the appropriate bodies. For example: Disclosure and Barring Service, Services, Police, Local Authority/Social Services.
- When planning activities and events Dovetail Music Workshops includes an assessment of, and risk to, the safety of all adults from abuse and neglect and designates a person who will be in attendance as a safeguarding lead for that event.
- Actions taken under this policy are reviewed by the Board safeguarding subcommittee on a bi-annual basis.
- This policy, related policies (see below) and the Safeguarding Procedures are reviewed no less than on a yearly basis, usually twice a year and whenever there are changes in relevant legislation and/or government guidance as required by the Local Safeguarding Board or as a result of any other significant change or event.

Implementation

Dovetail Music Workshops is committed to developing and maintaining its capability to implement this policy and procedures.

In order to do so the following will be in place:

- A clear line of accountability within the organisation for the safety and welfare of all adults.
- Access to relevant legal and professional advice.
- Regular management reports to the Board detailing how risks and safeguarding are being addressed and how any reports have been addressed.
- Safeguarding procedures that deal effectively with any concerns of abuse or neglect, including those caused through poor practice.
- A delegated Safeguarding Lead/Welfare Officer for events/trips/camps/competitions.
- Arrangements to work effectively with other relevant organisations to safeguard and promote the welfare of adults, including arrangements for sharing information.
- Codes of conduct for Board members, staff, sub-contractors, volunteers, service users and other relevant individuals specify zero tolerance of abuse in any form.
- Risk assessments that specifically include safeguarding.
- Policies and procedures that address the following areas and which are consistent with this Safeguarding Adults policy.

- ✓ Safeguarding Children
- ✓ Bullying and harassment
- ✓ Equality, diversity, and inclusion
- ✓ risk assessments
- ✓ Code of Conducts and a process for breach of these
- ✓ Discipline and Grievance
- ✓ Concerns, Complaints and Compliments

- ✓ Whistleblowing
- ✓ Safe recruitment and selection (staff and volunteers)
- ✓ Contract compliance
- ✓ Information policy, data protection and information sharing

Safeguarding Adults Legislation

Safeguarding Adults in England is compliant with United Nations directives on the rights of disabled people and commitments to the rights of older people. It is covered by:

- The Human Rights Act 1998
- The Data Protection Act 2018
- General Data Protection Regulations 2018
- Physical Assault
- Sexual Offences
- Domestic Abuse/Coercive control
- Forced Marriage
- Female Genital Mutilation
- Theft and Fraud

The practices and procedures within this policy are based on the care act 2014 and the Care and Support statutory guidance (especially chapter 14) 2014.

Many other pieces of UK legislation also affect adult safeguarding.

These include legislation about different forms of abuse and those that govern information sharing, for example, legislation dealing with:

- Murder/attempted murder
- Modern slavery and Human exploitation
- Hate crime.
- Harassment
- Listing and Barring of those unsuitable to work with adults with care and support needs.

England also has legislation about the circumstances in which decisions can be made on behalf of an adult who is unable to make decisions for themselves:

- England and Wales - Mental Capacity Act 2005
- There are specific offences applying to the mistreatment of and sexual offences against adults who do not have Mental Capacity and specific offences where mistreatment is carried out by a person who is employed as a carer, such as wilful neglect and wilful mistreatment.

Definition of an Adult at Risk

Safeguarding Adults legislation places specific responsibility on Local Authorities, Health authorities, and the Police to provide additional protection from abuse and neglect to Adults at Risk.

When a Local Authority has reason to believe that an adult is at risk, they have a responsibility to find out more about the situation and decide what actions need to be taken to support the adult. In Scotland and Wales, the Local Authority can gain access to an adult to determine whether they are at risk of harm, for example if that access is being blocked by another person.

Action might need to be taken by the Local Authority (usually Social Services) and/or by other agencies, for example the Police and Health support services. A support organisation such as Aid Box Community may need to take action in safeguarding an adult. It may be necessary, for example, to use the disciplinary procedures in relation to a member of staff or service user who has been reported for harming someone. The Local Authority role includes having multi-agency procedures which coordinate the actions taken by different organisations involved in safeguarding.

The Care Act 2014, defines an Adult at risk as a person over the age of 18 who:

1. Has needs for care and support (whether or not the local authority is meeting any of those needs) AND;
2. Is experiencing, or is at risk of, abuse or neglect, AND;
3. As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Abuse and Neglect

Abuse is a violation of an individual's human and civil rights by another person or persons. It can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. Any or all of the following types of abuse may be perpetrated as the result of deliberate intent, negligence, omission or ignorance.

There are different types and patterns of abuse and neglect and different circumstances in which they may take place.

- Safeguarding legislation in England lists categories of abuse differently. However, they all include the following types of abuse:

Care Act 2014

- Physical
- Sexual
- Emotional/Psychological/Mental
- Neglect and acts of omission
- Financial or material abuse
- Discrimination
- Organisational / Institutional
- Self-neglect
- Domestic Abuse (including coercive control)
- Modern slavery

Abuse can take place in any relationship and there are many contexts in which abuse might take place, eg. Institutional abuse, Domestic Abuse, Forced Marriage, Human Trafficking, Modern Slavery, Sexual Exploitation, County Lines, Radicalisation, Hate Crime, Mate Crime, Cyber bullying, Scams. Some of these are named specifically within home nation legislations.

Abuse or neglect could be carried out by:

- A spouse, partner, or family member
- Neighbours or residents
- Friends, acquaintances, or strangers
- People who deliberately exploit adults they perceive as vulnerable.
- Paid staff, professionals or volunteers providing care and support.

Often the perpetrator is known to the adult and may be in a position of trust and/or power.

Signs and Indicators of Abuse and Neglect

An adult may confide to a member of staff, volunteer or another service user that they are experiencing abuse inside or outside of the organisation's setting. Similarly, others may suspect that this is the case.

There are many signs and indicators that may suggest someone is being abused or neglected. There may be other explanations, but they should not be ignored. The signs and symptoms include but are not limited to:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present.
- Person has belongings or money going missing.
- Person is not attending / no longer enjoys using the services provided.
- Someone losing or gaining weight / an unkempt appearance and/or a deterioration in hygiene.
- A change in the behaviour or confidence of a person. For example, they may become quiet and withdrawn when a certain relative comes to collect them from an activity, in contrast to their personal assistant whom they greet with a smile.
- Self-harm.
- A fear of a particular group of people or individual.
- A parent/carer always speaking for the person and not allowing them to make their own choices.
- They may tell you / another person they are being abused – ie: a disclosure

Wellbeing Principle

The concept of 'well-being' is threaded throughout UK legislation and is part of the Law about how Health and Social Care is provided. Our well-being includes our mental and physical health, our relationships, our connection with our communities and our contribution to society.

Being able to live free from abuse and neglect is a key element of well-being.

The legislation recognises that statutory agencies have sometimes acted disproportionately in the past. For example, removing an adult at risk from their own home when there were other ways of preventing harm.

For that reason, any actions taken to safeguard an adult must take their whole wellbeing into account and be proportionate to the risk of harm.

Making Safeguarding Personal

The legislation also recognises that adults make choices that may mean that one part of our well-being suffers at the expense of another as, for example, when we move away from friends and family to take a better job. Similarly, adults can choose to risk their personal safety; for example, to provide care to a partner with dementia who becomes abusive when they are disorientated and anxious.

None of us can make these choices for another adult. If we are supporting someone to make choices about their own safety, we need to understand 'what matters' to them and what outcomes they want to achieve from any actions agencies may take to help them to protect themselves.

The concept of 'Making Safeguarding Personal' means engaging the person in a conversation about how best to respond to their situation in a way that enhances their involvement, choice and control, as well as improving their quality of life, well-being and safety. Organisations work to support adults to achieve the outcomes they want for themselves. The adult's views, wishes, feelings and beliefs must be taken into account when decisions are made about how to support them to be safe. There may be many different ways to prevent further harm. Working with the person will mean that actions taken help them to find the solution that is right for them. Treating people with respect, enhancing their dignity and supporting their ability to make decisions also helps promote people's sense of self-worth and supports recovery from abuse.

If someone has difficulty making their views and wishes known, then they can be supported or represented by an advocate. This might be a safe family member or friend of their choice or a professional advocate (usually from a third sector organisation).

The Principles of Adult Safeguarding – Care Act 2014

The Act's principles are:

- Empowerment - People being supported and encouraged to make their own decisions and informed consent.
- Prevention – It is better to act before harm occurs.
- Proportionality – The least intrusive response appropriate to the risk presented.
- Protection – Support and representation for those in greatest need.
- Partnership – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- Accountability – Accountability and transparency in delivering safeguarding.

Mental Capacity and Decision Making

We make many decisions every day, often without realizing it. UK Law assumes that all people over the age of 16 have the ability to make their own decisions, unless it has been proved that they can't. It also gives us the right to make any decision that we need to make and gives us the right to make our own decisions even if others consider them to be unwise.

We make so many decisions that it is easy to take this ability for granted. The Law says that to make a decision we need to:

- Understand information
- Remember it for long enough
- Think about the information
- Communicate our decision

A person's ability to do this may be affected by things such as learning disability, dementia, mental health needs, acquired brain injury and physical ill health.

Most adults have the ability to make their own decisions given the right support. However, some adults with care and support needs have experienced other people making decisions about them and for them.

Some people can only make simple decisions, such as which colour clothes to wear or can only make decisions if a lot of time is spent supporting them to understand their options. If someone has a disability which means they need support to understand or make a decision, this must be provided.

A small number of people cannot make any decisions. Being unable to make a decision is called "lacking mental capacity". Mental capacity refers to the ability to make a decision at the time that decision is needed. A person's mental capacity can change. If it is safe/possible to wait until they are able to be involved in decision making or to make the decision themselves, this is the best option. For example:

- A person with epilepsy may not be able to make a decision following a seizure.
- Someone who is anxious may not be able to make a decision at that point.
- A person may not be able to respond as quickly if they have just taken some medication that causes fatigue.

Mental Capacity is important for safeguarding for several reasons.

Not being allowed to make decisions one is capable of making is abuse. For example, a disabled adult may want to take part in an activity but their parent, who is also their

carer, won't allow them to and will not provide the support they would need. Conversely the adult may not seem to be benefiting from an activity other people are insisting they take part in.

Another situation is where an adult is being abused and they are fearful of the consequences of going against the views of the person abusing them. It is recognised in the law as coercion and a person can be seen not to have mental capacity because they cannot make 'free and informed decisions'.

Mental Capacity must also be considered when we believe abuse or neglect might be taking place. It is important to make sure an 'adult at risk' has choices in the actions taken to safeguard them, including whether or not they want other people informed about what has happened, however, in some situations the adult may not have the mental capacity to understand the choice or to articulate their views.

England has legislation that describes when and how we can make decisions for people who are unable to make decisions for themselves. The principles are the same:

- We can only make decisions for other people if they cannot do that for themselves at the time the decision is needed.
- If the decision can wait. For example, helping the person make their decision until they can decide for themselves.
- If we have to make a decision for someone else, the decision must be in their best interests (for their benefit) and take into account what we know about their preferences and wishes.
- If the action we are taking to keep people safe will restrict them then we must seek an option which restricts their freedom and rights as little as possible.

Many potential difficulties with decision making can be overcome with preparation.

A person needing support to help them make decisions whilst taking part in a sports organization, will ordinarily be accompanied by someone e.g. a family member or formal carer, whose role includes supporting them to make decisions.

It is good practice to get as much information about the person as possible. Some people with care and support needs will have a 'One page profile' or a 'This is me' document that describes important things about them. Some of those things will be about how to support the person, their routines, food and drink choices etc. but will also include things they like and don't like doing. It's also important to have an agreement with the person who has enrolled the adult in the sports activity about how different types of decisions will be made on a day-to-day basis.

If a person who has a lot of difficulty making their own decisions is thought to be being abused or neglected, referring the situation to the Local Authority, is essential and

should result in health or social care professionals making an assessment of mental capacity and/or getting the person the support they need to make decisions.

There may be times when a sporting organisation needs to make decisions on behalf of an individual in an emergency. Decisions taken in order to safeguard an adult who cannot make the decision for themselves could include:

- Sharing information about safeguarding concerns with people who can help protect them.
- Helping avoid contact with the person causing harm.

Recording and Information Sharing

Dovetail Music Workshops must comply with the Data Protection Act (DPA) and the General Data Protection Regulations (GDPR).

Information about concerns of abuse includes personal data. It is therefore important to be clear as to the grounds for processing and sharing information about concerns of abuse.

Processing information includes record keeping. Records relating to safeguarding concerns must be accurate and relevant. They must be stored confidentially with access only to those with a need to know.

Sharing information, with the right people, is central to good practice in safeguarding adults. However, information sharing must only ever be with those with a 'need to know'. This does NOT automatically include the person's spouse, partner, adult, child, unpaid or paid carer. Information should only be shared with family and friends and/or carers with the consent of the adult or if the adult does not have capacity to make that decision and family/ friends/ carers need to be informed in order to help keep the person safe.

The purpose of Data Protection legislation is not to prevent information sharing but to ensure personal information is only shared appropriately. Data protection legislation allows information sharing within an organisation. For example:

- Anyone who has a concern about harm, can make a report to an appropriate person within the same organisation.
- Case management meetings can take place to agree to co-ordinate actions by the organisation

There are also many situations in which it is perfectly legal to share information about adult safeguarding concerns outside the organisation. Importantly, personal

information can be shared with the consent of the adult concerned. However, the adult may not always want information to be shared. This may be because they fear repercussions from the person causing harm or are afraid that they will lose control of their situation to statutory bodies or because they feel stupid or embarrassed. Their wishes should be respected unless there are over-riding reasons for sharing information.

Circumstances requiring the sharing of information without the adult's consent include those where:

- it is not safe to contact the adult to gain their consent – ie. it might put them or the person making contact at further risk.
- you believe they or someone else, including children, is at risk.
- you believe the adult is being coerced or is under duress.
- it is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed.
- the adult does not have mental capacity to consent to information being shared about them.
- the person causing harm has care and support needs.
- the concerns are about an adult at risk living in Wales or Northern Ireland (where there is a duty to report to the Local Authority).

When information is shared without the consent of the adult this must be explained to them, when it is safe to do so, and any further actions should still fully include them.

If you are in doubt as to whether to share information, always seek advice. This may be seeking legal advice and/or contacting the Local Authority and explaining the situation without giving personal details about the person at risk or the person causing harm.

Any decision to share or not to share information with an external person or organisation must be recorded, together with the reasons to share or not share information.

Multi-Agency Working

Safeguarding adults' legislation gives the lead role for adult safeguarding to the Local Authority. However, it is recognised that safeguarding can involve a wide range of organisations.

Dovetail Music Workshops may need to cooperate with the Local Authority and the Police including to:

- Provide more information about the concern you have raised.
- Provide a safe venue for the adult to meet with other professionals eg: Police/ Social Workers/Advocates.
- Attend safeguarding meetings.
- Coordinate internal investigations (eg: complaints, disciplinary) with investigations by the police or other agencies.
- Share information about the outcomes of internal investigations.
- Provide a safe environment for the adult to continue their sporting activity/ their role in the organisation.