

Safeguarding Adults at Risk Policy

Policy Title	Safeguarding Adults at Risk Policy
Organisational Lead	Chief Executive
Policy Owner	Learning and Participation Director
Approved by	CEO in lieu of Board Approval, November 2019
Date Reviewed	24/4/19, 16/12/2020, 5/2/2022, 22/2/23
Supporting / Related Documents (where relevant)	Safeguarding Children Procedures Safeguarding Whistle Blowing Procedures Disciplinary Policy Incident Report Form : Adult Safeguarding

Scope
<p>All of our Policies and Procedures are underpinned by Our Vision, Mission and Core Values.</p> <p>For the purposes of the policy a member of staff includes: all employees, including sessional staff, practitioners and volunteers, work experience placements (over 18 years) and trainees. This policy applies to all staff regardless of whether or not they have regular contact with adults at risk. We expect all people working for the organisation, volunteering or attending performances, events or workshop sessions are treated with the same dignity and respect, and have equal access to any of our services, as any other adult.</p> <p><u>Definitions</u></p> <p>Adult is anyone aged 18 or over.</p> <p>Adult safeguarding is protecting a person's right to live in safety, free from abuse and neglect.</p> <p>Adult at Risk An 'adult at risk' is someone aged 18 or over who:-</p> <ul style="list-style-type: none"> • is unable to look after their own well-being, property, rights or other interests; and • is at risk of harm (either from another person's behaviour or from their own behaviour); and • because they have a disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than other adults. <p>The presence of a particular condition or disability does not automatically mean that an adult is an adult at risk. A person can have a disability but be perfectly able to look after their own well-being etc. Their circumstances as a whole should be considered and all three elements of the definition must be met in order for them to be classed as an adult at risk.</p>

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In recent years there has been a marked shift away from using the term 'vulnerable' to describe adults potentially at risk from harm or abuse. The term 'vulnerable adult' can imply weakness on the part of the adult. This policy moves away from the concept of 'vulnerability' and towards establishing the concept of 'risk of harm' in adulthood. It places the responsibility for harm caused with those who perpetrate it. Harm resulting from abuse, exploitation or neglect violates the basic human rights of a person to be treated with respect and dignity, to have control over their life and property, and to live a life free from fear.

Adult in need of care and support is determined by a range of factors including personal characteristics, factors associated with their situation or environment and social factors. In the context of safeguarding adults, the likelihood of an adult in need of care and support experiencing harm or abuse should be determined by considering a range of social, environmental and clinical factors, not merely because they may be defined by one or more of the above descriptors.

People can have a need for care and support for a variety of reasons – for example they may have a learning disability, a physical disability, a chronic health condition or have a mental health illness. Such conditions may bring with them additional vulnerabilities, however having care and support needs does not mean that people are automatically adults at risk and need safeguarding.

Abuse is a violation of an individual's human and civil rights by another person or persons.

Capacity refers to the ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity (MCA 2005).

Harm is the impact on the victim of abuse, exploitation or neglect. It is the result of any action whether by commission or omission, deliberate, or as the result of a lack of knowledge or awareness which may result in the impairment of physical, intellectual, emotional, or mental health or well-being. The full impact of harm is not always clear from the outset, or even at the time it is first reported. Consideration must be given not only to the immediate impact of harm and risk to the victim, but also the potential longer term impact and the risk of future harm.

Harmful conduct may constitute a criminal offence or professional misconduct.

A number of factors will influence the determination of the seriousness of harm. A single traumatic incident may cause harm or a number of 'small' incidents may accumulate into 'serious harm' against one individual, or reveal persistent or recurring harm perpetrated against many individuals.

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Serious Harm The judgement of what constitutes 'serious harm' is a complex one and demands careful application of professional judgement against a number of criteria, including consideration of the following:

- a) the impact on the adult at risk;
- b) the reactions, perceptions, wishes and feelings of the adult at risk;
- c) the frailty or vulnerability of the adult at risk;
- d) the ability of the adult at risk to consent and participate in the decision making process;
- e) the illegality of the act(s);
- f) the nature, degree and extent of harm;
- g) the apparent intent of the alleged perpetrator and extent of premeditation;
- h) the relationship between the alleged perpetrator and the adult at risk;

Further definitions of abuse are available with the Safeguarding Adults at Risk Procedures

Policy Statement

Norwich Theatre is committed to creating and maintaining a safe and positive environment for all people involved in its activity. It accepts its responsibility to assist in the welfare of all people and to safeguard them from poor practice, abuse and bullying.

All individuals within the organisation including employees, volunteers and practitioners have a responsibility to help ensure the safety and welfare of adults.

This policy and procedures outlines what adult safeguarding is and what to do if you have a concern. The safeguarding children and young people policy, for those under the age of 18, is covered in a separate document.

Adult safeguarding is based on fundamental human rights and on respecting the rights of adults as individuals, treating all adults with dignity and respecting their right to choose. It involves empowering and enabling all adults, including those at risk of harm, to manage their own health and well-being and to keep themselves safe. It extends to intervening to protect where harm has occurred or is likely to occur and promoting access to justice. All adults at risk should be central to any actions and decisions affecting their lives.

Policy Aims

This policy aims to:

- promote zero-tolerance of harm to all adults from abuse, exploitation or neglect;
- embed a culture which recognises every adult's right to respect and dignity, honesty, humanity and compassion in every aspect of their life;
- prevent and reduce the risk of harm to adults, while supporting people's right to maintain control over their lives and make informed choices free from coercion;

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- establish clear guidance for reporting concerns that an adult is, or may be, at risk of being harmed or in need of protection and how these will be responded to;
- promote a continuous learning approach to adult safeguarding.

Policy Principles

The guidance is based on the following principles:

- All adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.
- Norwich Theatre will seek to ensure that our activities are inclusive and make reasonable adjustments for any ability, disability or impairment, we will also commit to continuous development, monitoring and review.
- The rights, dignity and worth of all adults will always be respected.
- We recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, in particular those adults with care and support needs
- We all have a shared responsibility to ensure the safety and well-being of all adults and will act appropriately and report concerns.
- All allegations will be taken seriously and responded to quickly in line with Norwich Theatre Safeguarding Adults Policy and Procedures.
- Norwich Theatre recognises the role and responsibilities of the statutory agencies in safeguarding adults and is committed to complying with the procedures of the Local Safeguarding Adults Boards.

The six principles of adult safeguarding

The Care Act 2014 sets out the following principles that should underpin safeguarding of adults

- **Empowerment** - People being supported and encouraged to make their own decisions and 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** – 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.

Understanding all our responsibilities

All Employees, Volunteers and Practitioners have a responsibility to raise any concerns they have in relation to the safety and welfare of adults and children and young people

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(see separate policy for children and young people). This applies to concerns regarding our colleagues and team members as well as our customers and participants.

If you have a concern, you must report it immediately, if you are unsure report it anyway as not reporting something could lead to risk of further harm.

Concerns in relation to an adult's safety and welfare should be reported immediately to the Designated Safeguarding Officer.

Concerns in relation to "poor practice or misconduct" whereby an individual may not been treated in the correct way or has behaved inappropriately should be reported to HR. HR will determine if this needs to be escalated further to the Designated Safeguarding Officer.

If you are not sure whether it is safeguarding or "poor practice / misconduct" then report it to one or both of the above and the correct process will be followed. You are not responsible for or expected to decide on how the concern is treated however **you are responsible for reporting your concerns.**

For further details on reporting your concerns please refer to the Safeguarding Adults at Risk Procedure.

Legislation and Contacts

The practices and procedures within this policy are based on the principles contained within the UK legislation and Government Guidance and have been developed to complement the Safeguarding Adults Boards policy and procedures They take the following into consideration:

- The Care Act 2014
- The Protection of Freedoms Act 2012
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- The Equality Act 2010
- The Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Sexual Offences Act 2003
- The Human Rights Act 1998

Contact details

Designated Safeguarding Officer (DSO)

Name: Wendy Ellis, Creative Programmes Director

Phone: 01603 598610

Email: wendy.ellis@norwichtheatre.org

Deputy DSO

Sam Dawson, Head of Creative Engagement

Elsbeth Hunter, Creative Engagement Project Manager

Teresa Baker, Head of People and Culture

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Senior lead for safeguarding

Name: Stephen Crocker, CEO

Policy Review

This policy will have an annual formal review on by end Jan 2024.