Adult Safeguarding Policy for Djanogly Community Orchestra (DCO)

Introduction:

Children
Any person under the age of 18 years who participates in DCO activities must be accompanied by a responsible adult. This policy does not otherwise relate to children

Adults

This policy is to make sure that Djanogly Community Orchestra (DCO)] has all the right things in place to protect and safeguard adults.

DCO believes in protecting an adult's right to live in safety, free from abuse and neglect. This policy sets out the roles and responsibilities of DCO in working together in promoting the adult's welfare and safeguarding them from abuse and neglect. Employees, trustees and volunteers should be made aware of how this policy can be accessed.

This policy and related procedures are applicable to the chair, trustees, staff (freelance or self employed) and volunteers of DCO. Failure to comply with this policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Key Principles of Adult Safeguarding:

In the safeguarding of adults, DCO is guided by the six key principles set out in The Care Act 2014 and Making Safeguarding Personal. DCO aims to demonstrate and promote these six principles in our work: • **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.

Recognising the signs of abuse:

Employees, trustees and volunteers are well-placed to identify abuse the adult may say or do things that let you know something is wrong. It may come in the form of a disclosure, complaint, or an expression of concern. Everyone within the organisation should understand what to do, and where to go to get help, support and advice.

Types of Abuse:

The Care Act 2014 defines the following areas of abuse. Also included is self-neglect as an additional category. These are not exhaustive but are a guide to behaviour that may lead to a safeguarding enquiry. This includes:

- **Physical abuse -** Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- **Domestic Violence/ Domestic Abuse -** Including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

- **Exploitation-** Including sexual and/or criminal exploitation
- **Sexual abuse -** Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography. Witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- **Psychological abuse -** Including 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 of services or supportive networks.
- **Financial or material abuse -** Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse of misappropriation of property, possessions or benefits.
- **Modern slavery -** Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and those who coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- **Discriminatory abuse -** Including forms of harassment, slurs or similar treatment because you are, or are perceived to be different due to race, gender and gender identity, age, disability, sexual orientation or religion.
- **Neglect and acts of omission -** Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Self-neglect -** This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Reporting Concerns:

Any staff, trustee or volunteer who becomes aware that an adult is, or is at risk of, being abused must raise the matter immediately with their supervisor /or with the organisation's designated safeguarding person. **If the adult requires immediate protection from harm, contact the police and Adult Social Care.**

Early sharing of information is the key to providing an effective response where there are emerging concerns. To ensure effective safeguarding arrangements no one should assume that someone else will do it.

Safe Recruitment & Selection:

DCO is committed to safe employment and safe recruitment practices, that reduce the risk of harm to adults with care and support needs from people unsuitable to work with them.

Social Media

DCO will check that all members have agreed that photos of the orchestra might be included in posts on social media.

Is there a Person in a Position of Trust Involved?

In any instance of safeguarding, consideration must be given as to whether an allegation has been made against a person in a position of trust (PiPoT) and who may be a risk to others. This can be anyone from a formal employee or volunteer, to an informal carer.

Mental Capacity:

The MCA defines someone is lacking capacity, because of an illness or disability such as a mental health problem, dementia or a learning disability, who cannot do one or more of the following four things: •

Understand information given to them about a particular decision

- Retain that information long enough to be able to make the decision
- Weigh up the information available to make the decision
- Communicate their decision. Refer to the Mental Capacity Act Code of Practice, https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice. DCO will need to involve an advocate if the person lacks capacity to make decisions about a safeguarding concern.

Confidentiality and Information Sharing:

DCO expects all employees, volunteers and trustees to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if an adult is deemed to be at risk of harm or **contact the police if they are in immediate danger, or a crime has been committed**.

Recording and Record Keeping:

A written record must be kept about any concern regarding an adult with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

Whistleblowing:

DCO is committed to ensuring that employees and volunteers who in good faith whistle-blow in the public interest, will be protected from reprisals and victimisation.

Important Contacts:

Designated Senior Lead for Safeguarding
Name: Roger Kilby
Email address safeguarding1@djanoglycommunityorchestra.co.uk

Deputy Senior Lead for Safeguarding
Name: Jane Sherratt
Email address safeguarding2@djanoglycommunityorchestra.co.uk

Designated Trustee for Safeguarding
Name: Roger Kilby

Police
Emergency – 999
Non-emergency – 101

Help with Domestic Abuse
Telephone: 0808 2000 247
https://www.nationaldahelpline.org.uk/

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