

# Akademi Vulnerable Adults Safeguarding and Protection Policy

## Policy Statement

“Akademi is a South Asian dance organisation which strives towards relevance, accessibility and excellence in all of its initiatives whether professional performance and dancer development or education and community learning and participatory activity.

Akademi's education and community programme uses South Asian dance and related art forms in ways that are stimulating and relevant to life in the UK today. Its imaginative participatory projects act as a resource for learning, creativity and well-being for a wide range of communities. Workshops and residencies take place in a variety of settings including schools, colleges, youth clubs, day centres, residential homes, hospitals and prisons.

Akademi is an organisation which is committed to practice which protects all children, young people and vulnerable adults from harm, regardless of gender, ethnicity, disability, sexual orientation or religion. Staff and volunteers in this organisation accept and recognise that it is everybody's responsibility to keep children and young people safe and develop awareness of the issues which cause children harm.”

## Our Safeguarding Policy

This policy applies to all Akademi staff members, including the board of trustees, full and part time staff, volunteers, sessional workers, freelance contractors, students and anyone working on behalf of Akademi.

This Safeguarding & Child Protection Policy and Procedures should be read in conjunction with Akademi's other policies especially:

- Equal Opportunities
- Special Needs
- Health & Safety
- Education
- Disability Policy

The purpose of this policy is:

- To protect vulnerable adults who interact with Akademi through educational workshops and/or educational/professional performances.
- To provide staff, volunteers and contractors with the overarching principles that guide our approach to the safeguarding and protection of vulnerable adults.
- To ensure we establish, maintain and operate within the best practice for safeguarding for vulnerable adults.

## Legal Framework

This policy is underpinned by current legislation, government guidance and standards, designed to ensure that children are protected from harm including:

- The Care Act 2014
- Care and support statutory guidance (February 2018)

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## Definitions

**Adult at risk** of abuse or neglect is defined as someone who has needs for care and support, who is experiencing, or at risk of, abuse or neglect and as a result of their care needs - is unable to protect themselves. (Care Act, 2014)

**A disabled adult** is defined by the Equalities Act (2010) as someone who has a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.

**Staff** includes all people employed by Akademi on any basis: permanent, part-time, free-lance, sessional, casual or voluntary.

**MASH** Multi Agency Safeguarding Hub (MASH) (Part of the Children and Families Contact Team)

## Akademi recognises that:

- The welfare of the adult is paramount
- no adult or group of adults must be treated any less favourably than others in being able to access services which meet their particular needs
- all adults without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs
- the policy is reviewed, approved and endorsed by the board of trustees annually or when legislation changes

## Akademi will seek to keep adults at risk and vulnerable adults safe by:

- ensuring that all staff, volunteers and contractors of Akademi adhere to this policy
- carers and relatives are informed of the policy and procedures as appropriate
- all concerns, and allegations of abuse will be taken seriously by trustees, staff and volunteers and responded to appropriately - this may require a referral to the Access and Response Team (Camden Council Adult Social Care Directorate) for allegations against staff, trustees and other volunteers, and in emergencies, the police
- a commitment to safe recruitment, selection and vetting
- reference to principles, legislation and guidance that underpin the policy
- arrangements for policy and procedures review
- reference to all associated policies and procedures which promote adults' safety and welfare e.g. with regards to: health and safety, anti-bullying, protecting adults in care homes, and photography

**Designated Safeguarding Officer (DSO)**

**Akademi's DSO:**

**Helen Jeffreys – Interim Administrative Director**

**Work telephone number: 0207 691 3210**

**Work email address: [helen@akademi.co.uk](mailto:helen@akademi.co.uk)**

**Deputy DSO:**

**Claire Farmer – Dance Well Project Officer**

**Work telephone number: 0207 691 3210**

**Work email address: [claire@akademi.co.uk](mailto:claire@akademi.co.uk)**

**Emergency Contact for all instances of serious threat to life and limb:**

**Access & Response Team/MASH**

**[asc.mash.safeguarding@camden.gov.uk](mailto:asc.mash.safeguarding@camden.gov.uk)**

**Telephone: 020 7974 4000**

**Out of hours: 020 7974 4444**

The role of the Designated Safeguarding Officer (DSO) includes:

- To ensure that all staff are aware of what they should do and who they should go to if they are concerned that a adult maybe subject to abuse or neglect
- To provide staff with information and guidance on cases where there are concerns about children and make appropriate referrals to Camden Council Adult Social Care Directorate
- Ensure that any concerns about an adult are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed
- The Named Person(s) will record any reported incidents in relation to an adult or breach of vulnerable adult protection policies and procedures. This will be kept in a secure place and its contents will be confidential.

**Safe Recruitment Practices & Disclosure**

In order to ensure the suitability of all artists and other staff working on projects involving direct contact with adults at risk and vulnerable and/or disabled adults, and that they work in a way as to protect children young people from harm, Akademi will ensure that all staff:

- Supply written references from at least two people, who are not family members, who have first-hand and recent knowledge of their experience of work or contact with children. Referees are asked specifically to comment on the artist's suitability to work with children. References are checked by a follow-up telephone call before any offer of employment is confirmed.
- Sign a declaration stating that there is no reason why they would be considered unsuitable to work with these groups of people and to declare all previous convictions.
- Apply for vetting through the Disclosure and Barring Service. Akademi uses the Foundation for Community Dance and advises its artists on the application process in accordance with FCD policy.

## REFERRAL PROCEDURES:

### Responding to signs or suspicions of abuse

Anyone who is made aware of actual or possible abuse, neglect or serious harm **should report and discuss their concerns as soon as possible** to Akademi's DSO (CONTACT DETAILS ABOVE). If you are concerned of an immediate threat to life or limb please contact the Camden MASH team (CONTACT DETAILS ABOVE). Any incidents, disclosures or observations should be recorded by filling in the Safeguarding & Vulnerable Adult Protection Report Form, available on request from DSO.

### Responding to allegations of abuse against a member of Akademi staff or volunteer

These should be reported as soon as possible to Akademi's DSO and as above any incidents, disclosures or observations should be recorded by filling in the Safeguarding & Vulnerable Adult Protection Report Form. Please see the DSO for a copy of the form.

### Responding to allegations of abuse against someone not working in the organisation

This may be a parent, carer, service user, service provider, another adult or anyone else. As above any incidents, disclosures or observations should be reported as soon as possible to Akademi's DSO and recorded by filling in the Safeguarding & Vulnerable Adult Protection Report Form. If you are concerned of an immediate threat to life or limb please contact the Camden MASH team (CONTACT DETAILS ABOVE).

### Guidance on responding to a vulnerable adult disclosing abuse

- **Stay calm**
- **Listen** carefully to what is said
- **Do not promise to keep secrets** – find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others
- **Allow** them to continue at her/his own pace
- **Never ask questions**
- **Reassure** them that they have done the right thing in telling you
- **Tell them** what you will do next and with whom the information will be shared
- **Record** in writing what was said using the adult's own words as soon as possible – note date, time, any names mentioned and to whom the information was given and ensure that the record is signed and dated

### Confidentiality Policy

The legal principle that the 'welfare of the adult' is paramount means that the considerations of confidentiality which might apply to other situations at Akademi should not be allowed to over-ride the right of children to be protected from harm. However, every effort will be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated.

### Recruitment of Freelance Artists and Staff

#### Akademi:

- Only employs artists, where possible, who have actually been **observed** working with vulnerable adults by the Education Officer, or the Dance Well Project Officer

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- Asks that a clinical staff member, activity co-ordinator, care worker or other group leader **from the host organisation** is present during workshops
- Only contracts photographers and film makers working on community and health settings that have a Disclosure and Barring check through the vetting procedure in place

**\*Disclosure and Barring Service** is an information service provided by the UK Government. A Disclosure is an impartial and confidential document that details an individual's criminal record, and where appropriate, details of those who are banned from working with children. In due course, Disclosures will also contain details of those banned from working with vulnerable adults. Disclosure supersedes previous police checking procedures. For further information regarding Disclosure, please visit the website:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

### **Students on placement and other volunteers**

From time to time Akademi hosts placements from students studying dance, performing arts, arts education and other similar courses who wish to gain practical experience of participatory arts work with vulnerable or at risk adults:

- Students must not have unsupervised contact with vulnerable or at risk adults.
- References must be sought from course tutor and at least one other referee who can vouch for their suitability to work with vulnerable or at risk adults
- Students must be asked for evidence of a recent DBS check (Disclosure and Barring Service), Enhanced Disclosure by showing original documents to the DSO. Your DBS reference number will be noted and the details kept on file.
- Akademi will arrange for a DBS application for students who will be placement with Akademi for longer than two months, if they cannot provide evidence of a recent Enhanced Disclosure.
- Students should receive adequate supervision and monitoring and not given responsibilities appropriate to their age and ability. They should not be asked to teach or take sole responsibility for a whole class or group.

### **CONTACT DETAILS OF EXTERNAL VULNERABLE ADULT ORGANISATIONS AND AGENCIES**

#### **a. Access and Response Team (Camden Council Adult Social Care Directorate)**

Tel: 020 7974 4000

Out of hours: 020 7974 4444

Address: London Borough of Camden 7th Floor, 5 Pancras Square c/o Judd Street London WC1H 9JE

[asc.mash.safeguarding@camden.gov.uk](mailto:asc.mash.safeguarding@camden.gov.uk)

[www.camden.gov.uk/adultsocialcare](http://www.camden.gov.uk/adultsocialcare)

#### **b. Silverline**

Helpline: 0800 4 70 80 90

The Silver Line is the only free confidential helpline providing information, friendship and advice to older people, open 24 hours a day, every day of the year.

<https://www.thesilverline.org.uk/>

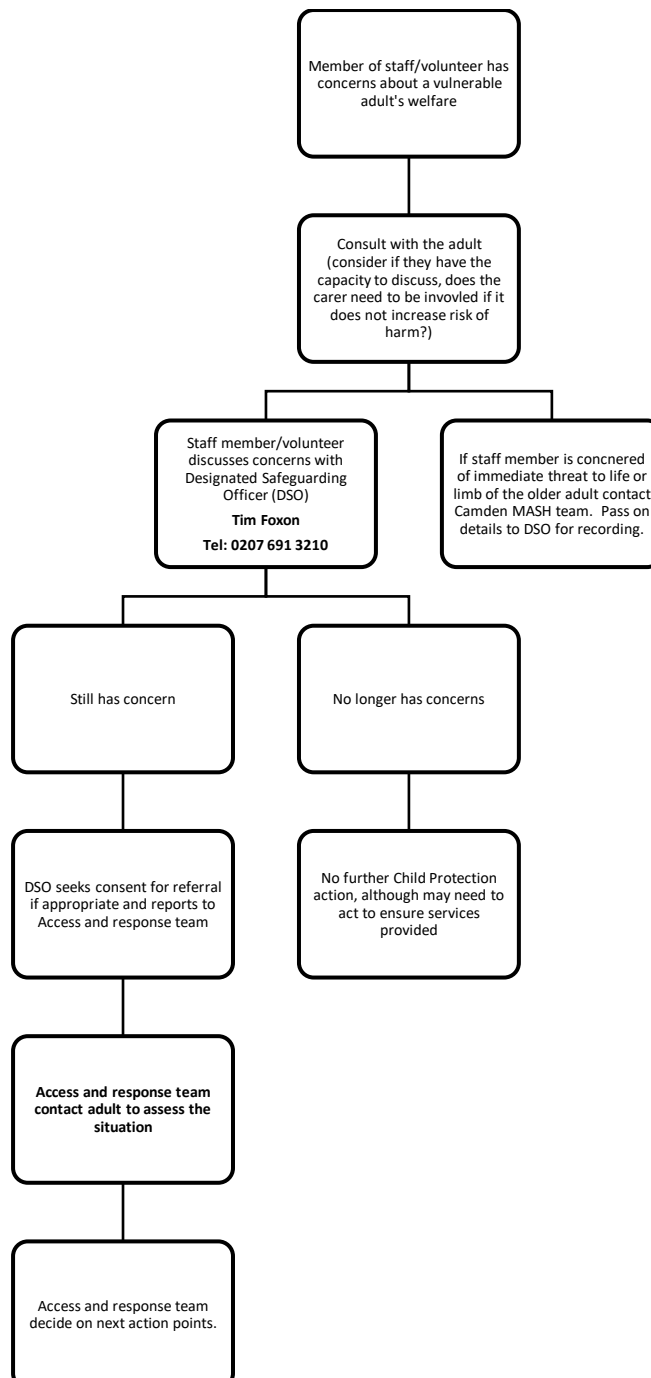
#### **c. Camden Police Safety Unit**

Tel: 020 8733 6443, 020 8733 6550, 020 8733 5946, 020 8733 5665, 020 8733 5565

Address: 10 Lambs Conduit Street London WC1N 3NR

Mon-Sun 8am-10pm

- d. **Child Protection in Sport Unit**  
(A partnership between NSPCC and Sport England)  
Tel: 0116 366 5590  
[www.sportprotects.org.uk](http://www.sportprotects.org.uk)
- e. **TexMee**  
Reporting service for deaf and hard of hearing  
<http://www.texbox.co.uk/tpo/camden/>
- f. **Care Quality Commission**  
To report concerns about abuse in a care home  
<http://www.cqc.org.uk/>



## Akademi Vulnerable Adults Safeguarding and Protection Policy

If you think an adult in in immediate danger you should call the police on 999.