



Safeguarding Adults Policy

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Aims

Little Angel Theatre is a home for puppetry. Since its doors first opened in 1961 the theatre has been dedicated to creating and sharing inspiring stories. Puppetry is at the heart of this innovative theatre, from igniting the imaginations of the youngest minds to equipping tomorrow's puppeteers with the tools they need to succeed. As well as an internationally recognised theatre with productions touring throughout the UK and across the globe, Little Angel Theatre also has its roots in Islington, and works with its local, diverse community to break down barriers to arts engagement so all can benefit and enjoy this remarkable art form.

LAT has an extensive Education and Participation Programme working with youth and community groups, particularly in Islington and the surrounding boroughs.

Little Angel Theatre will not tolerate the abuse of adults in any of its forms and is committed to safeguarding adults with care and support needs from harm.

This policy outlines the steps Little Angel Theatre will make to safeguard an adult with care and support needs if they are deemed to be at risk or are at risk. This policy sets out the roles and responsibilities of Little Angel Theatre in working together with other professionals and agencies in promoting the adult's welfare and safeguarding them from abuse and neglect.

Little Angel Theatre will ensure that decisions made will allow adults to make their own choices and include them in any decision making. Little Angel Theatre will also ensure that safe and effective working practices are in place.

This policy is intended to support staff and volunteers working within Little Angel Theatre to understand their role and responsibilities in safeguarding adults. All staff and volunteers are expected to follow this policy.

The key objectives of this policy are for all employees and volunteers of Little Angel Theatre to:

- have an overview of adult safeguarding
- be clear about their responsibility to safeguard adults
- ensure the necessary actions are taken where an adult with care and support needs is deemed to be at risk

This policy is based on:

- The Care Act 2014 and the Care and Support statutory guidance
- London Safeguarding Adults policy and procedures
- Islington Safeguarding Adults Board's local procedures and appendices

Under the Human Rights Act 1998, everyone has the right to live free from abuse and neglect.

<https://www.equalityhumanrights.com/en/human-rights/human-rights-act>

Copies of this policy are available from Little Angel Theatre. Little Angel Theatre will not tolerate the abuse of adults in the organisation.

What is safeguarding adults?

'Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.'

Care and Support Statutory Guidance, Department of Health, updated February 2017

An adult may be unable to protect themselves from harm or exploitation due to many reasons, including their mental or physical incapacity, sensory loss or physical or learning disabilities. This could be an adult who is usually able to protect themselves from harm but maybe unable to do so because of an accident, disability, frailty, addiction or illness.

Little Angel Theatre adheres to following the six key principles that underpin safeguarding work (See Care Act guidance)

- Empowerment
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

Little Angel Theatre will not tolerate the abuse of adults and staff and volunteers should ensure that their work reflects the principles above and ensure the adult with care and support needs is involved in their decisions and informed consent is obtained. Little Angel Theatre should ensure that the safeguarding action agreed is the least intrusive response to the risk. Partners from the community should be involved in any safeguarding work in preventing, detecting and reporting neglect and abuse. Little Angel Theatre will be transparent and accountable in delivering safeguarding actions.

What is Making Safeguarding Personal (MSP)?

MSP means a case should be person-led and outcome-focused. The individual should be involved in identifying how best to respond to their safeguarding situation by giving them more choice and control as well as improving quality of life, wellbeing and safety.

Little Angel Theatre will not tolerate the abuse of adults and Little Angel Theatre will ensure that adults are involved in their safeguarding arrangements and each individual is dealt with on a case by case basis. As adults may have different preferences, histories and life styles, the same process may not work for all.

Who do adult safeguarding duties apply to?

The Care Act 2014 sets out that adult safeguarding duties apply to *any* adult who:

- has care and support needs, and
- is experiencing, or is at risk of, abuse and neglect, and
- is unable to protect themselves from either the risk of, or the experience of abuse or neglect, because of those needs.

Who do I go to if I am concerned?

The named responsible person for safeguarding duties for Little Angel Theatre is:

Designated Safeguarding Officer: Sarah Schofield

Phone: 020 3780 5977 sarah@littleangeltheatre.com

Designated Safeguarding Officer: Ellie Mills

Phone: 020 3819 7206 ellie@littleangeltheatre.com

All staff and volunteers should contact Ellie Mills or Sarah Schofield regarding any concerns/queries they have in regards to safeguarding adults. A log of the concern must be kept.

The DSO's will be responsible to make decisions about notifying adult social services if required and consider alternative actions, where necessary.

The DSO's will also ensure that the safeguarding adult's policies and procedures are in place and up to date. They will ensure a safe environment is promoted for staff and volunteers and adults accessing the service. The DSO's will ensure all relevant staff are up to date with their safeguarding adults training.

Staff and volunteers at Little Angel Theatre who have any adult safeguarding concerns should:

What Should I Do if I Am Concerned?

1. Respond
 - Take emergency action if someone is at immediate risk of harm/in need of urgent medical attention. Dial 999 for emergency services
 - Get brief details about what has happened and what the adult would like done about it, but do not probe or conduct a mini-investigation
 - Seek consent from the adult to take action and to report the concern. Consider whether the adult may lack capacity to make decisions about their own and other people's safety and wellbeing. If you decide to act against their wishes or without their consent, you must record your decision and the reasons for this.
2. Report
 - Report to the designated safeguarding officer (see above).
3. Record
 - The designated safeguarding officer should complete an incident form (Appendix iv). This should be completed alongside the person raising the concern.
 - Records should be written contemporaneously, dated and signed.

- Records about safeguarding concerns confidential and stored in a location where the alleged abuser will not have access to the record. Access will not be given to any unauthorised person for accessing confidential information including the sharing of passwords ([Little Angel Theatre Privacy Policy is available on our website](#))

4. Refer

In making a decision whether to refer or not, the designated safeguarding lead should take into account:

- (1) the adult's wishes and preferred outcome
- (2) whether the adult has mental capacity to make an informed decision about their own and others' safety
- (3) the safety or wellbeing of children or other adults with care and support needs (if children are involved refer to Little Angel Theatre's Child Safeguarding policy).
- (4) whether there is a person in a position of trust involved
- (5) whether a crime has been committed

This should inform the decision whether to notify the concern to the following people:

- o the police if a crime has been committed and/or
- o Islington's (or the borough where the person lives) Access & Advice Team (part of adult social services) for possible safeguarding enquiry
- o relevant regulatory bodies such as Care Quality Commission, Ofsted, Charities commission
- o service commissioning teams
- o family/relatives as appropriate (seek advice from adult social services)

The designated safeguarding lead will keep a record of the reasons for referring the concern or reasons for not referring.

Incidents of abuse may be one-off or multiple and may affect one person or more. Staff and volunteers should look beyond single incidents to identify patterns of harm. Accurate recording of information will also assist in recognising any patterns.

As soon as Adult Social Services becomes involved, a 4-stage safeguarding adult's process is followed.

What Are Your Roles and Responsibilities?

All staff, management, trustees and volunteers at Little Angel Theatre are expected to report any concerns to the named person for safeguarding. If the allegation is against one of Little Angel Theatre members, volunteers, trustees or directors, seek advice from Little Angel Theatre safeguarding lead. If the allegation is against the safeguarding lead, seek advice from Islington's Access & Advice Team.

The designated safeguarding adults lead will be responsible for providing acknowledgement of the referral and brief feedback to the person raising the original concern. Feedback should be given in a way that will not make the situation worse or breach the Data Protection Act. If the police are involved, they should be consulted prior to giving feedback to the referrer to ensure any criminal investigation is not affected.

The local authority will decide on who will lead on a safeguarding enquiry should it progress to that stage. Little Angel Theatre will not conduct its own safeguarding enquiry unless instructed to do so by the local authority.

Staff and volunteers should ensure that the adult with care and support needs is involved at all stages of their safeguarding enquiry ensuring a person-centred approach is adopted.

Complaints procedure

Little Angel Theatre promotes transparency and honesty when things go wrong. All staff and volunteers should apologise to and be honest with the relevant people when things go wrong.

If a staff or volunteer or any other member of the organisation is unhappy with Little Angel Theatre's Safeguarding leads decision about the safeguarding concern they should contact the Artistic Director or the Executive Director. You can also seek advice from Islington's Access & Advice Team.

Little Angel Theatre Artistic Director: Samantha Lane
samantha@littleangeltheatre.com 0203 7805978

Little Angel Theatre Executive Director: Peta Swindall
peta@littleangeltheatre.com 0203 7805980

Islington Access & Advice Service:
027 527 2299
email access.service@islington.gov.uk

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

The Mental Capacity Act 2005 is to be used when decisions on behalf of those adults with care and support needs who are unable to make some decisions for themselves. Refer to the Mental Capacity Act Code of Practice:

<https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>.

You will need to involve an advocate if the person lacks capacity to make decisions about the safeguarding concern.

Why is it important to take action?

It may be difficult for adults with care and support needs to protect themselves and to report abuse. They rely on you to help them.

Confidentiality and information sharing

Little Angel Theatre expects all staff, volunteers, trustees to maintain confidentiality at all times. In line with Data Protection law, Little Angel Theatre does not share information if not required.

It should however be noted that information should be shared with authorities if an adult is deemed to be at risk of immediate harm. Sharing the right information, at the right time, with the right people can make all the difference to preventing harm. For further guidance on information sharing and safeguarding see: <https://www.scie.org.uk/care-act-2014/safeguarding-adults/sharing-information/keymessages.asp>

Recruitment and selection

Little Angel Theatre is committed to safe employment. Safe recruitment practices, such as Disclosure and Barring checks reduce the risk of exposing adults with care and support needs to people unsuitable to work with them.

Training, Awareness Raising and Supervision

Little Angel Theatre ensures that all staff and volunteers receive basic awareness training on safeguarding adults as they may come across adults with care and support needs who may be at risk of abuse. Those adults may report things of concern to staff or volunteers who should be equipped with the basic knowledge around safeguarding adults and be confident to identify that abuse is taking place and action is required. All staff and volunteers should be clear about the core values of Little Angel Theatre and commitment to safeguarding adults.

Staff who have attended training sessions will be followed up to ensure they are embedding this in practice.

Prevent

Radicalisation and extremism of adults with care and support needs is a form of emotional/psychological exploitation. Radicalisation can take place through direct personal contact, or indirectly through social media.

If staff are concerned that an adult with care and support needs is at risk of being radicalised and drawn into terrorism, they should treat it in the same way as any other safeguarding concern.

For more information about Prevent see: <https://www.gov.uk/government/publications/prevent-duty-guidance>

Useful contacts

First named adult safeguarding officer: Ellie Mills
020 3819 7206
ellie@littleangeltheatre.com

Second named adult safeguarding officer: Sarah Schofield
020 3780 5977
Sarah@littleangeltheatre.com

Little Angel Theatre artistic Director: Samantha Lane
0203 780 5978
samantha@littleangeltheatre.com

Little Angel Theatre Executive Director: Peta Swindall
peta@littleangeltheatre.com
0203 7805980

If your concern relates to an adult at risk of harm or abuse in Islington, contact the [Islington Access Team](#).

Islington Council's Access Team (part of Adult Social Services)

Tel: 0207 527 2299 or submit an online safeguarding [concern form](#)

Out of hours: 0207 226 0992 after 5pm or at the weekend. Do not wait until the next working day. Calls at these times are dealt with by the Emergency Duty Team.

Useful links

Care act- <http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

London Safeguarding adults policy and procedures- <http://londonadass.org.uk/wp-content/uploads/2015/02/LONDON-MULTI-AGENCY-ADULT-SAFEGUARDING-POLICY-AND-PROCEDURES.pdf>

Prevent- <https://www.gov.uk/government/publications/prevent-duty-guidance>

Information sharing- <https://www.scie.org.uk/care-act-2014/safeguarding-adults/sharing-information/keymessages.asp>

Islington Safeguarding Adults Board (SAB) <https://www.islingtonsab.org.uk/>

The Safeguarding Adults Board is a partnership of local organisations who aim to help and protect adults in Islington with needs for care and support, who are experiencing (or at risk of experiencing) abuse or neglect.

Appendices to Adult Safeguarding Policy

Appendix I. What are the types of safeguarding adults abuse?

Appendix II. Raising a Safeguarding Concern Flowchart

Appendix III. Form for Reporting Concerns

The Care and Support statutory guidance sets out the 10 main types of abuse:

- Physical abuse
- Neglect
- Sexual abuse
- Psychological
- Financial abuse
- Discriminatory
- Organisational
- Domestic violence
- Modern Slavery
- Self-neglect

However, you should keep an open mind about what constitutes abuse or neglect as it can take many forms and the circumstances of the individual case should always be considered.

For more information, read section 14.17 of the Care and Support Statutory Guidance.

What are the possible signs of abuse?

Abuse and neglect can be difficult to spot. You should be alert to the following possible signs of abuse and neglect:

- Depression, self-harm or suicide attempts
- Difficulty making friends
- Fear or anxiety
- The person looks dirty or is not dressed properly,
- The person never seems to have money,
- The person has an injury that is difficult to explain (such as bruises, finger marks, 'non-accidental' injury, neck, shoulders, chest and arms),
- The person has signs of a pressure ulcer,
- The person is experiencing insomnia
- The person seems frightened, or frightened of physical contact.
- Inappropriate sexual awareness or sexually explicit behaviour
- The person is withdrawn, changes in behaviour

You should ask the person if you are unsure about their well-being as there may be other explanations to the above presentation.

Who abuses and neglects adults?

Abuse can happen anywhere, even in somebody's own home. Most often abuse takes place by others who are in a position of trust and power. It can take place whether an adult lives alone or with others. Anyone can carry out abuse or neglect, including:

- partners;
- other family members;
- neighbours;
- friends;
- acquaintances;
- local residents;
- people who deliberately exploit adults they perceive as vulnerable to abuse;
- paid staff or professionals; and
- volunteers and strangers

Raising a safeguarding concern

You are informed or become aware of possible abuse or neglect



Gather information,

- How does the adult wish for the concern to proceed

What changes/support would they like as a result of this concern being raised?

**RESPOND**

Take action to ensure the immediate safety and welfare of the adult (and any other person/child at risk)

Consider:

- Does medical attention need to be organised? (dial 999)
 - Is urgent police presence required? (dial 999)

**REPORT**

Has a crime been committed? If so, does it need to be reported?

(dial 101 unless there is an immediate risk, in which case dial 999)

Preserve forensic evidence (if any)

**REFER**

Decide whether to raise a safeguarding concern, and if so, take action

Do this:

- Immediately where the concern is urgent and serious
- Within the same working day for any other concerns

**RECORD**

Document the incident and any actions or decisions taken

**REFER**

Ensure key people are informed

For example, Responsible safeguarding lead, CQC, relatives as appropriate, service commissioning teams

**SUPPORT**

Provide support or feedback for the person identifying the safeguarding concern

Appendix III.

Form for reporting adult safeguarding concerns

TO BE COMPLETED BY DESIGNATED SAFEGUARDING OFFICER

Name of project/space/activity where incident occurred and organisations involved:

1. PERSONAL DETAILS OF ADULT (who concern is raised)

Name:	Age	Carer's Name:
		Carer's No:
Address:		Home Tel No:
Post Code:		Mobile No:
Borough:		

2. INCIDENT (including concerns and allegations) DETAILS

Nature of incident, concerns, allegations:

Date:

Time:

3. REPORTING

Name of person reporting incident:

Address:

Tel No:

Date incident reported:

Time incident reported:

Have you or anyone else spoken to a carer or other responsible adult (project worker or family member)? YES/NO

If yes, please provide details of what was said:

Date spoken to:

Have you spoken directly to the adult that you are concerned about?

YES/NO

If yes, please provide details of what was said:

Date spoken to:

If applicable have you spoken to the person the allegations are being made against?

YES/NO

If yes, please provide details of what was said:

Date person spoken to:

Please provide details of any further action taken to date:

Have you informed the statutory authorities?

Please give details and who you informed and reasons for referring or choosing not to:

4. YOUR SIGNATURE

I certify that the details provided on this form are true.

Signature:

Date:

Time: