

Alternative Entertainments

Safeguarding Adults Policy

Version 1	Date
Named Safeguarding Lead	Martin Moran
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File Location	AltEnts office, RUA RED Arts Centre, Tallaght, D24
Signed	Martin Moran

Aims

Alternative Entertainments is committed to the provision of a safe environment and experience to the participants of our educational and artistic programming for children and young people. The safety and welfare of the child/young person is paramount in our work in this field. We will adhere to the recommendations of *Safeguarding Vulnerable Persons at Risk of Abuse – National Policy and Procedures (2014)*.

Alternative Entertainments 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 we will take to safeguard an adult with care and support needs if they are deemed to be at risk or at risk. This policy sets out our roles and responsibilities in working together with other professionals and agencies in promoting the adult's welfare and safeguarding them from abuse and neglect.

Alternative Entertainments will ensure that decisions made will allow adults to make their own choices and include them in any decision-making. We will also ensure that safe and effective working practices are in place.

This policy is intended to support staff and volunteers working with us 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 Alternative Entertainments 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

Copies of this policy will be available at Alternative Entertainments' office in RUA RED Arts Centre, Tallaght, Dublin 24. Alternative Entertainments will not tolerate the abuse of adults in the organisation. Staff and volunteers will be made aware of how this policy can be accessed.

What is Safeguarding adults?

All adults should be able to live free from fear and harm. But some may find it hard to get the help and support they need to stop abuse.

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.

The principles underpinning our policy are:

- Respect for human rights
- A person centred approach to care and services
- Promotion of advocacy.
- Respect for confidentiality
- Empowerment of individuals
- A collaborative approach.

Alternative Entertainments will not tolerate the abuse of adults. Staff and volunteers should ensure that their work reflects the principles above. They should ensure the adult with care and support needs is involved in their decisions and informed consent is obtained. Alternative Entertainments 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. Alternative Entertainments will be transparent and accountable in delivering safeguarding actions.

Who do I go to if I am concerned?

The named responsible person for safeguarding duties for Alternative Entertainments is Martin Moran. Martin is contactable at info@altents.ie and at 087-9572468. All staff and volunteers should contact him for any concerns/queries they have in regards to safeguarding adults. A log of the concern must be kept.

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

Martin will also ensure that the safeguarding adults 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. Martin will ensure they are up to date with their safeguarding adults training.

What should I do if I am concerned?

Staff and volunteers at Alternative Entertainments who have any adult safeguarding concerns should:

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
 - Name the person to whom staff/volunteers need to report any potential safeguarding concerns. This will usually be the organisation's designated safeguarding lead (see above)
3. Record
 - As far as possible, records should be written contemporaneously, dated and signed.
 - Keep records about safeguarding concerns confidential and in a location where the alleged abuser will not have access to the record. Access should not be given to any unauthorised personal for accessing confidential information including the sharing of passwords.
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
- (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:

- the police if a crime has been committed and/or
- HSE
- family/relatives as appropriate (seek advice from social services)

The designated safeguarding lead should 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.

What are your roles and responsibilities?

All staff, management, trustees and volunteers at Alternative Entertainments are expected to report any concerns to the named person for safeguarding. If the allegation is against one of Alternative Entertainments members, volunteers, trustees or directors, seek advice from Alternative Entertainments safeguarding lead Martin Moran. If the allegation is against the safeguarding lead, seek advice from the HSE.

The designated safeguarding adults lead should be responsible for providing acknowledgement of the referral and brief feedback to the person raising the original concern. If the police are involved, they should be consulted prior to giving feedback to the referrer to ensure any criminal investigation is not affected.

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

Alternative Entertainments promotes transparency and honesty when things go wrong. All staff and volunteers should apologise and be honest with service users and other relevant people when things go wrong.

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

Alternative Entertainments expects all staff, volunteers, and trustees to maintain confidentiality at all times. In line with Data Protection law Alternative Entertainments 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.

Recruitment and selection

Alternative Entertainments is committed to safe employment. Safe recruitment practices reduce the risk of exposing adults with care and support needs to people unsuitable to work with them.

Training, awareness-raising and supervision

Alternative Entertainments 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 Alternative Entertainments and commitment to safeguarding adults.

It is also useful to discuss training with staff who have attended training sessions to ensure they are embedding this in practice.

Similarly, staff and volunteers may encounter concerns about the safety and wellbeing of children. For more information about children's safeguarding, refer to Alternative Entertainments Child Protection policy.

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.

What are the types of safeguarding adults abuse?

The HSE's National Policy and Procedure document sets out a number of types of abuse:

- Physical
- Neglect
- Sexual
- Psychological
- Financial or material
- Discriminatory
- Institutional
- Domestic violence

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.

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