



VULNERABLE ADULTS SAFEGUARDING POLICY

Statement of Intent

Arts Uplift is committed to ensuring that all individuals receiving support and services from Arts Uplift are protected under this Vulnerable Adults Policy.

Who is a vulnerable adult?

A vulnerable adult is a person aged 18 years and over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This may be because they have a mental health problem, a disability, a sensory impairment, are old and frail or have some form of illness.

Means of Prevention

Arts Uplift will work towards prevention of abuse by means of:

- Rigorous recruitment practices
- Internal guidelines and induction for staff and volunteers
- Volunteer and staff safeguarding agreements
- Staff training
- Monitoring the commissioning of services/contracts
- Disciplinary procedures
- Health and Safety Procedures
- Fraud Prevention Procedures

Recruitment and Selection of staff

It is fundamental to quality service delivery, and thus to the protection of vulnerable adults, that all Arts Uplift staff and where appropriate, volunteers, are carefully recruited and selected. Disclosure and Barring Service Checks will be required for certain categories of staff and will be checked every 3 years.

Convictions

The provisions of the Rehabilitation of Offenders Act 1974, (Exceptions) Order 1975 as amended by the ROA 1974 (Exceptions) (Amendment) Order 1986 allows convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974, to be disclosed for the purpose of working with vulnerable people, and to be taken into account in deciding

whether to engage an applicant. Anyone applying for a post with Arts Uplift may therefore be properly requested to list all convictions and cautions.

A past conviction will not, of itself, preclude employment, but consideration must always be given as to whether the past behaviour of the individual may put vulnerable adults at unacceptable risk of abuse.

Arts Uplift also requires candidates to provide information on their status as an ex-offender. A criminal record will not necessarily be a bar to obtaining a post.

Taking up of references

All offers of employment and volunteering will be subject to satisfactory references being received, including references from the last employer. All references will be provided in writing. Arts Uplift requests that previous employers make all reasonable efforts to ensure that their references are bona fide; Arts Uplift will seek alternatives where this is in doubt.

Reference requests seek clarification in relation to all possible aspects of the candidates' suitability for the post, including information on past convictions.

Guidelines for staff employed by Arts Uplift

Abuse is a violation of an individual's human, civil and legal rights by any other person or persons. Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of the person subjected to it.

Main Forms of Abuse:

- **Physical Abuse:** hitting, slapping, pushing, kicking misuse of medication, restraint or inappropriate sanctions
- **Sexual Abuse:** rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting
- **Psychological Abuse:** professional emotional abuse, threats of harm or abandonment, coercion, harassment, verbal abuse, isolation or withdrawal of service or supportive personal relationships and networks
- **Financial or Material Abuse:** theft, fraud, exploitation, pressure in connection with Wills, property or inheritance or financial transactions, or the misuse or misappropriation of possessions or benefits including use of a mobility vehicle for other purposes other than for the benefit of the vulnerable adult
- **Discriminatory Abuse:** racist, sexist, heterosexist, disability and other forms of harassment, slurs or similar treatment

All the above acts of abuse would be considered gross misconduct and grounds for dismissal if Arts Uplift staff were found to be involved. Some would constitute criminal acts and be dealt with accordingly.

Other forms of abuse may include:

- **Neglect and Acts of Omission:** ignoring medical or physical care needs; failure to provide access to appropriate health, social care or educational services; the withholding of the necessities of life, such as medication, adequate nutrition social interaction and heating
- **Domestic Violence:** all forms of abuse can be experienced in a family setting by a partner, family member or someone with whom there is a relationship.
- Any or all of these types of abuse may be perpetrated as the result of deliberate intent, negligence or ignorance.
- **Opportunistic Abuse:** theft of personal possessions such as money or jewellery
- **Serial Abuse:** including grooming for financial or sexual abuse
- **Organisational Abuse:** abuse imbedded in organisations systems and practices
- **Modern Slavery**

Should Arts Uplift staff and volunteers become aware that vulnerable adults with whom the Arts Uplift is working are being subject to abuse, Arts Uplift staff would be expected to know what they should do about it. In order to ensure that that staff can respond appropriately, it is important they recognise that there is a limit to the role they can undertake, and that they must not attempt to investigate allegations themselves as this will risk contaminating evidence.

Staff Training

Careful recruitment and selection must be followed by appropriate training and all staff will receive training on:

- types of abuse
- recognising signs of abuse
- duty to report
- their role in responding to suspected abuse

Record keeping

Staff and volunteers should make a note of any incident as soon as possible after it occurs. This includes date, time, the setting, anyone else present and exactly what was done and said in the person's own words. Staff and volunteers are aware that this information may be required later as part of a legal action or disciplinary procedure.

Importance of records

Even if a situation appears to have been resolved a proper record should be kept because abuse is rarely a one-off incident. It may escalate or be repeated against others.

How to report

In most situations staff and volunteers are expected to share concerns first with their line manager. If it is thought that abuse has taken place or evidence exists, then they should not act on their concerns but should contact either Warwickshire or Worcestershire Social Services (depending on where the person is) and/or the Police immediately.

Ratios of staff and volunteers to participants

We will always do a risk assessment to understand each project on its own merit and the ratios of staff and volunteers to participants may vary according to the risk. Generally, though Arts Uplift works to a ratio of 1 staff/volunteer to 10 adults. Arts Uplift would also ask that a member of staff from the invited organisation to be in attendance also.

Monitoring of services and contracts

Contract monitoring processes include adult protection issues and will be carefully scrutinised by Arts Uplift.

GDPR data protection

Any personal details of the vulnerable adult and or their carer will be kept on a password protected computer or a locked cabinet when not in a session. These personal details will be deleted or destroyed once the project has finished unless the vulnerable adult or carer has given permission for them to be kept for other marketing purposes.

What about confidentiality?

Arts Uplift believes in the right of privacy and the need to respect clients, staff and where appropriate, volunteers. Confidentiality is not something seen in isolation but is an integral part of the work of Arts Uplift and Arts Uplift wants to ensure that everyone working with it has confidence and trust in it.

The policy is not to guarantee absolute privacy in every circumstance, nor is it to create a secretive environment, but to create and maintain an environment where personal dignity and individual rights are respected.

The confidentiality policy applies to all written and verbal information, which is obviously, or deemed, sensitive by the person or organisation it relates to. Confidentiality therefore includes:

- All records and information about staff, volunteers and users;
- Any information exchanged in a formal or informal setting in person and online, where it is deemed sensitive by the individual concerned;
- Information about the internal affairs of Arts Uplift

Breaches of Confidentiality

The only situations where Arts Uplift will break confidentiality are:

- under the Prevention of Terrorism Act
- if a person has absconded from a place of safety, whilst under a section of the Mental Health Act, in which case the Police and or place of safety will be informed;
- If the information is key evidence in a police investigation of abuse, theft or suspicious death;
- where Arts Uplift staff are seriously concerned, details of the abuse may be passed direct to social services staff and/or the police;
- If the person is likely to cause themselves or someone else serious harm.

Online safeguarding with vulnerable adults

Please see the online Safeguarding Principles document www.artsuplift.co.uk

In summary Arts Uplift will adhere to:

- Actively working in partnership with statutory and non-statutory agencies for the benefit of the vulnerable adult
- Actively promote the empowerment of vulnerable adults and well-being through the support provided
- Act in a way which supports the rights of the individual to lead an independent and individual life based on self-determination and personal choice
- Recognising that the right of self-determination can involve risk and ensure that such risk is recognised and understood by all concerned and minimised whenever possible
- Recognising people who are unable to make their own decisions and/or protect themselves, their assets and bodily integrity

Designated Safeguarding Lead Jenny Davis jenny@artsuplift.co.uk 07946 585978

This policy will be checked and reviewed annually. Reviewed and Amended April 2023. Review date April 2024.

