

## **Aimee's Dance Academy - Adult Safeguarding Policy**

### **This Policy**

This policy must be read and understood by all members of staff at Aimee's Dance Academy. We will make sure this policy is accessible to all staff, parents and students, where appropriate, and will make sure that all teachers/staff members can understand this policy by completing their safeguarding training, reviewed in team meetings and fact guidance sheets. All staff and volunteers at Aimee's Dance Academy must adhere to this policy and must understand their duties and responsibilities regarding safeguarding. A copy of this policy will be available at all times on our website.

**All staff and volunteers have a strict duty never to subject an adult to any form of harm or abuse. Failure to adhere to these procedures will be treated as gross misconduct.**

### **Our Responsibility**

At Aimee's Dance Academy we recognise we have a responsibility to protect and safeguard the welfare of all adults with care and support needs that we work with under the Care Act 2014. We must safeguard individuals, promote their wellbeing and wherever possible consider their views, wishes, feelings and beliefs whilst doing so. We will take appropriate steps to safeguard any adult who is believed to be at risk or experiencing abuse or neglect and will ensure all safeguarding actions we take allow adults the freedom to make their own choices and will include them in all decision making. All adults have a right to live free from harm and abuse, some may find it hard to get the help and support they need or may be unable to protect themselves from harm and abuse. We recognise our responsibility to support these individuals to receive the safeguarding support they need.

An adult is anyone of 18 years and over.

All staff and volunteers have a strict duty never to subject an individual to any form of harm or abuse. Failure to adhere to these procedures will be treated as gross misconduct.

Individuals who attend Aimee's Dance Academy may view our policy where appropriate and a copy will always be kept on our ADA website.

### **Safeguarding Adults**

'Safeguarding adults' 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 the experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard for 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 2017.)

All safeguarding work should be underpinned by an ethos of empowerment, prevention, proportionality, protection, partnership, and accountability.

The Care Act 2014 sets out a duty for any adult who:

Has care and support needs (whether these are known to the local authority where they reside)

Experiencing or is at risk of experiencing abuse or neglect and

Is unable to protect themselves due to their care and support needs.

Any safeguarding action should be person lead and outcome focused. We should help the individual to receive the kind of help and support that is right for them.

**At Aimee's Dance Academy we will do this by:**

- Stopping abuse and neglect where possible
- Preventing harm and reduce the risk of abuse or neglect to adults with care and support needs
- Safeguarding adults in a way that supports them in making choices and having control about how they want to live
- Promoting an approach that concentrates on improving life for the adults concerned
- Raise public awareness so that communities, alongside professionals, play their part in preventing, identifying and responding to abuse and neglect
- Providing information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of an adult
- Address what has caused the abuse or neglect

(14.11: Department for Health Care and Support Statutory guidance, issued under the Care Act 2014)

At Aimee's Dance Academy all concerns and allegations of abuse will be taken seriously. It is the responsibility of all staff and volunteers to take steps to protect adults with care and support needs, to keep them safe from hazards and to take appropriate action in the event of an accident. It is the responsibility of all staff and volunteers to take reasonable steps to protect adults with care and support needs from harm and abuse while in contact with our school and our staff and to report any incident of or suspicion of abuse to the Designated Safeguarding Person or in their absence directly to the appropriate statutory authority.

**A Brief Guide to Abuse and Neglect**

- Physical abuse
- Sexual abuse
- Psychological abuse
- Financial abuse
- Modern slavery
- Discriminatory abuse
- Organisational abuse
- Neglect and acts of omission
- Self-neglect

**A Brief Look At Signs, Symptoms, and Indicators of Abuse and Neglect**

This is not an exhaustive list but some may include

- Self-harm
- Depression
- Suicide attempts
- Fear or anxiety
- Being dirty, smelly, unkempt

- Lacking proper clothing for the time of year
- Lacking money to meet their basic needs
- Injury
- Sleeplessness
- Changes in mood, behaviour, or appearance

### **Designated Safeguarding Leads**

At Aimee's Dance Academy our designated safeguarding leads are Aimee Irish, Rachel Giles, Kristel Nother-Bunce & Caroline Gollop.

As designated safeguarding leads, they have additional training in adult safeguarding, to designated safeguarding lead training & managing allegations training.

### **Referring a Concern to your DSL**

Our designated safeguarding lead will act on behalf of Aimee's Dance Academy in referring concerns or allegations of harm to Adult Social Care or the police as appropriate. If the designated safeguarding lead is in any doubt information should be shared with Adult Social Care for a second opinion. It is not the role of the DSP to investigate, only to collect information, clarify details of the concern, and facilitate information sharing. In the absence of the DSP, the individual who has the concern is responsible for contacting Adult Social Care and the information should be shared with the DSP retrospectively.

The contact number for Adult Social Care is 01202 123654

### **Managing Recruitment**

All individuals working at Aimee's Dance Academy who have contact with adults with care and support needs are required to hold a valid, clear DBS check. All staff and volunteers will be recruited in line with safer recruitment guidance. No staff will be employed or able to volunteer if they are barred from working with adults with care and support needs, and in the event of an incident where a member of staff must be dismissed (or chooses to leave) because they have harmed a person, DBS will be notified.

### **Seeking Medical Attention**

If anyone has a physical injury, and there are concerns of abuse, medical attention should be sought immediately. Any safeguarding concerns should be shared with ambulance or hospital staff and then must be reported to Adult social care.

Nothing should be allowed to delay urgent medical treatment.

### **Consent and Information Sharing**

Issues of consent are essential to effective safeguarding practice. Consent must be sought for any activity that is out of the usual parameters of our work. Basic consents for day-to-day activities can be sought through enrolment process, and appropriate organisational guidance shall be provided to ensure those consenting have clear information on what they are consenting to.

Significant harm is no exception to this. Before making a referral to Adult Social Care, consent must be sought. **Adult Safeguarding Process is a consent-based process** and

support cannot be provided for an individual who doesn't want it. Conversations about consent must be recorded.

Consent need not be sought, and action should be taken, where:

- There is immediate risk to that individual or others, often known as a public protection issue.
- Asking for consent is at the time unsafe
- The individual lacks the mental capacity to consent therefore you do so on their behalf.

Any information shared will be relevant, necessary, and proportionate. You must record your decision and the reasons for it, whether you choose to share information. If you share you should record what you shared and who you shared with.

Staff and volunteers must be aware there are many barriers for individuals who may wish to share experience of abuse or neglect to seek help and support. Patience and reassurance are essential.

### **The Mental Capacity Act 2005**

Is a legal framework which protects people who may lack capacity to make decisions themselves. The presumption is that adults have mental capacity to make informed choices about their safety and how they live their lives. Mental Capacity and a person's ability to give informed consent are at the heart of decisions and actions taken under this policy.

A person's ability to make a decision may be affected by duress and undue influence. Adults with capacity would normally make their own informed decision as to whether they consented to be involved in the adult safeguarding process. If it is reasonably believed that the decision is being made because of threats or coercion expert advice should be sought.

### **Staff and Volunteer Responsibility**

All staff and volunteers at Aimee's Dance Academy have a duty to:

- \*If necessary contacting the police or phoning an ambulance or taking some other form of emergency safety measure
- \*Offering support, information and reassurance to the individual
- \*Collecting details about what has happened where possible being mindful not to be disruptive of potential evidence
- \*Gaining consent to share information where possible or act in the individual's best interests where they are unable to consent.
- \*Tell our designated safeguarding lead, or in their absence, adult social care or the police
- \*Record as much detail as possible as soon as possible with accurate information.
- \*Raise your concern with Adult social care where an individual requests this support or in their best interests under the MCA if they are unable. Share with the police where appropriate.

### **Allegations Against Staff Members/Volunteers**

If any member of staff has concerns about another member of staff or volunteer at Aimee's Dance Academy such as:

- Believing they have behaved in a way that has harmed or may cause harm to an individual
- Having possibly committed a criminal offence against or relating to an adult with care and support needs
- Behaved toward an adult with care and support needs in a way that indicates they are unsuitable to work with people. (This could be within the workplace, within the community or their own families)

The allegation or concern should be reported to the manager with responsibility for dealing with allegations immediately. This is Aimee Irish, Rachel Giles, Kristel Nother-Bunce & Caroline Gollop.

Neither the member of staff who has raised the concern/ allegation nor the member of staff who is alleged against should be allowed to question individuals or be part of any further investigation. The designated safeguarding lead for Aimee's Dance Academy, Aimee Irish will report the matter to the Local Authority safeguarding Adults Team. Their number is 01202 123654

If an allegation or concern arises about a member of staff, outside of their work at our organisation, and this may present a risk of harm to others for whom that member of staff is responsible, the general principles outlined in this policy will still apply.

### **Confidentiality**

At Aimee's Dance Academy we expect all members of staff and volunteers to always maintain confidentiality and to act in line with the General Data Protection Regulations and to there for share only that which is necessary, proportionate, and relevant.

**Policy signed by            Aimee Irish            DATE. 11th February 2023**

Updated -February 2023