

ARTFORM

Piece by piece, only way to make a work of art.

VULNERABLE ADULTS SAFEGUARDING POLICY

The following document has been created to set out clearly and concisely Artform's safeguarding procedures for vulnerable adults when involved in an Artform activity.

The safety and wellbeing of those involved with an Artform activity is everyone's responsibility and indeed a core priority for Artform. Anyone working with Artform must behave in accordance with this policy document and, if applicable, our *Child Safeguarding Policy*. This policy should also be read alongside our *Equality, Diversity & Inclusion (EDI) Policy*, *Code of Conduct & Behaviour Expectations* document and our *Abuse of Power, Bullying, Harassment & Unwanted Sexual Attention Policy*.

The key principles set out in the Care Act 2014 have been used as a guide to create this document to ensure that Artform is discharging its duty of care, where applicable, in the correct manner.

The principles under the Act are:

- **Accountability** – ensuring that this and transparency is present when delivering safeguarding;
- **Empowerment** – supporting and encouraging people to make their own decisions and that any consent is informed;
- **Partnership** – working with and through our community networks to help prevent, detect and report any neglect and abuse;
- **Prevention** – acting before any harm occurs;
- **Proportionality** – the least intrusive response that is appropriate to the risk presented should be applied;
- **Protection** – support and representation for those with the greatest need.

Types of Abuse

The following areas of abuse are defined under the Care Act 2014 and although not an exhaustive list does provide a guide as to the types of behaviour that may lead to and necessitate a safeguarding enquiry.

Discriminatory abuse

This can include forms of harassment, slurs or similar treatment because you are, or are perceived to be, different due to age, disability, gender, gender identity, race, religion or sexual orientation.

Domestic violence/abuse

Including emotional abuse, financial, so-called 'honour' based violence, physical, psychological or sexual.

Exploitation

Including criminal and/or sexual exploitation

Financial or material abuse

This includes theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Modern slavery

Encompassing slavery, human trafficking, forced labour and domestic servitude. Traffickers and those who coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Neglect and acts of omission

This can include ignoring emotional, medical or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Organisational abuse

Including neglect and poor care practice because of the structure, policies, processes or practices within an organisation.

Physical abuse

Assault, hitting, inappropriate physical sanctions, misuse of medication, pushing, restraint or slapping.

Psychological abuse

Emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Sexual abuse

This can include rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography or subjection to pornography, witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Radicalisation to Terrorism

Through its PREVENT programme the Government has highlighted how adults may be vulnerable to exploitation and radicalisation and involvement in terrorism. Signs and indicators of radicalisation may include:

- ✧ Accessing violent extremist websites, especially those with a social networking element;
- ✧ Articulating support for violent extremist causes or leaders;
- ✧ Being in contact with extremist recruiters;
- ✧ Joining extremist organisations;
- ✧ Justifying the use of violence to solve societal issues;
- ✧ Possessing violent extremist literature;
- ✧ Significant changes to appearance and/or behaviour;
- ✧ Using extremist narrative to explain personal disadvantage.

Recognising the Signs of Abuse

You may be made aware by the adult in question that something is wrong by the way they act or because of something that they say. This awareness may also come in the form of a complaint, disclosure or an expression of concern from another person.

Vulnerable Adults and Safeguarding

Artform will ensure that:

- All those involved in any Artform activity will be treated equally, with respect and dignity. Constructive feedback rather than negative criticism will be given;
- There is a balanced relationship, based on mutual trust, which empowers vulnerable adults to share in decision making processes;
- Bullying is not accepted or condoned;
- All adults involved with or in Artform provide a positive role model for dealing with other people;
- Action will be taken to stop any inappropriate verbal or physical behaviour;
- It keeps up to date with Health & Safety legislation;
- It is informed about changes in legislation and policies for the protection of vulnerable adults;
- It undertakes relevant development and training where necessary;
- It holds a register of any vulnerable adult involved with Artform and retains a contact name and number close at hand in case of emergencies (with due regard for data protection issues);
- A copy of this policy is made available publicly on our website for all participants to read.

Participants in productions/concerts/workshops/performances must:

- Avoid spending any time alone with any vulnerable persons, away from others;
- Encourage the vulnerable person to bring a friend if meeting alone, when no responsible person is available;
- Never engage in any type of physical contact with any vulnerable persons without first asking permission;
- Should not take or share photos or videos of any vulnerable person without confirmation from the Dedicated Safeguarding Officer, who will ensure the appropriate permissions have been sought and received.

Reporting Concerns

Any participant, volunteer, production team or Artform Board member who becomes aware that an adult is (or is at risk of) being abused must raise the matter

immediately with our Dedicated Safeguarding Officer. They will then record the concern and actions subsequently taken.

If the adult requires immediate protection from harm, you should contact the police or the relevant local authority's adult social care team. Otherwise, our Dedicated Safeguarding Officer will consider whether a 'safeguarding concern' should be raised with the local authority.

What is a Safeguarding Concern?

A 'safeguarding concern' is when any person has a reasonable cause to believe that:

- ⊢ An adult has needs for care and support;
- ⊢ May be experiencing, or is at risk of abuse or neglect;
- ⊢ Is unable to protect themselves from that abuse or neglect because of their care and support needs.

If it appears that these stages above are met, then a 'safeguarding concern' should always be raised with the local authority. In an emergency, the emergency services should be contacted. Whenever there is information which indicates that an adult may be, or is, at risk of experiencing abuse, neglect, or exploitation, this should be shared with the local authority even when it is also shared with other agencies that may need to be advised, such as the Care Quality Commission or the police.

Where possible and safe to do so, the person contacting the local authority about a 'safeguarding concern' would have had a conversation with the adult regarding their consent, views and wishes. Wherever possible there should be a conversation with the adult at the earliest opportunity to establish their views including:

- ⊢ Whether they see the issue as a cause for concern or not;
- ⊢ What they want to happen, if anything, including any actions they may or may not want to take themselves.

Disclosure - Good Practice Guidance

Talk with the adult as soon as possible unless this would put them, others or you, at risk.

- ⊢ Accept what the adult is saying without judgement;

- Don't 'interview' the adult – just gather information to establish the basic facts. This will help when you inform Adult Social Care or the police. Ask the adult what they would like to happen;
- Explain to the adult how they will be involved and kept informed;
- If there are ground to override an adult's consent to share information, explain what these are;
- Keep an accurate record of your conversations, and actions or decisions taken by you and others;
- Never promise the adult that you'll keep what they tell you confidential; explain who you will need to tell and why;
- Provide information and advice on keeping safe and the safeguarding process;
- Speak in a private and safe place.

Recording and Record Keeping

- In all situations, including those in which the cause of concern arises from a disclosure made in confidence, the details of an allegation or reported incident will be recorded, regardless of whether or not the concerns have been shared with a statutory vulnerable person's protection agency;
- Everything the vulnerable person discloses must be written down. This is confidential and should only be discussed with the Dedicated Safeguarding Officer, or in their absence, the Artistic Director;
- An accurate note shall be made of the date and time of the incident or disclosure, the parties involved, what was said or done and by whom, any action taken to investigate the matter, any further action taken e.g. suspension of an individual, where relevant, the reasons why the matter was not referred to a statutory agency, and the name of the persons reporting and to whom it was reported;
- The record will be stored securely and shared only with those who need to know about the incident or allegation.

Confidentiality and Information Sharing

Artform expects all participants, volunteers, production teams and Artform Board members to maintain confidentiality. Information will only be shared in line with data protection and privacy policies. However, information should be shared with the local authority if an adult is deemed to be at risk of harm, or with the police if they are in immediate danger, or a crime has been committed.

Whistleblowing

Ensuring that any participants, volunteers, production teams or Artform Board members who in good faith whistle-blow in the public interest, are protected from reprisals and victimisation is extremely important to Artform.

Policy Review

This policy will be regularly monitored by the Artform Board and will be subject to annual review.

Written: August 2025

Reviewed by the Artform Board:

Next Review:

Appendix A: Contact details

Child Safeguarding Officer

Perhaps two names here and a specific email, safeguarding@...

Local Social Services – Child Safeguarding

Royal Greenwich Safeguarding Adults Board

Telephone: 020 8921 2304 – Out of hours: 020 8854 8888

Email: aops.contact.officers@royalgreenwich.gov.uk

Lewisham Safeguarding – Concern for an adult:

Telephone: 020 8314 7777 – Out of hours: 020 8314 7766

Email: gateway@lewisham.gov.uk

Bromley Safeguarding - Adults at risk:

Telephone: 020 8461 7777 – Out of hours: 0300 303 8671

Form provided at:

<https://adultsportal.bromley.gov.uk/web/portal/pages/public/safeguardinginfo/concernpub#ssa>

Bexley Safeguarding Adults Board:

Telephone: 0208 303 7777

Form provided at: <https://carehub.bexley.gov.uk/web/portal/pages/help/safe/adabuse>

Police

- **Lewisham Police Station**, 43 Lewisham High Street, SE13 5JZ
- **Bromley Police Station**, 200 High Street, Bromley, BR1 1NX
- **Bexleyheath Police Station**, 2 Arnsberg Way, DA7 4QS
- **Plumstead Police Station**, 200 Plumstead High Street, SE18 1JY
- **Swanley Police Station**, London Road, Swanley, Kent, BR8 7AJ

101 (non-emergency) **999** (emergency helpline) 24 hours a day.

Appendix B: Vulnerable Adults Risk Assessment

Is adapted for each production/performance/activity to best fit the unique and individual needs of in question.

