

**HQ CAN CIC**

# **Safeguarding Adults Policy**

*(Working Document)*

*Policy Owner: Luke Petterson*

*Date Policy approved: 01/12/2023*

*Next review Date: 01/06/2024*

*Designated Safeguarding Lead: Yasin El Ashrafi*



## **Mission Statement/Introduction**

This is a working document outlining HQ CAN CIC's policy regarding safeguarding adults.

This is adapted from Ann Craft Trust Skeleton Policy for Small Businesses.

As a lead organisation HQ CAN CIC works exclusively with adults, to upskill individuals in music and creative activities, as well as using it as a vehicle to improve participants' mental health and wellbeing.

Our Mission: HQ CAN exists to address the barriers many creatives face converting their craft into a profession. We are steered by our service users and reactive to their needs. We use music and the arts as a vehicle to improve mental health and confidence, whilst providing the skills and support to enable individuals to gain employment.

Our Vision: To develop the regional and national creative arts scene by enabling as many practitioners as possible to fulfil their potential.

## **Context**

This policy is informed by the guidance 'Safeguarding and protecting people for charities and trustees' by The Charity Commission, and from the legislation 'Safeguarding Vulnerable Groups Act 2006'.

As a lead organisation HQ CAN CIC only works with young adults, not children under the age of 18.

## **Age Range**

This policy is applicable to all our work with young adults, and not only 'adults at risk'.

## **Policy statement**

HQ CAN CIC believes everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.



## Scope

This policy applies to all those involved in HQ CAN CIC in any capacity. This includes, but is not limited to; Directors, Freelance Staff, Volunteers, Participants, Service users, & Clients.

## Purpose

This policy aims to cover:

- The legislation, our commitment, and procedures for safeguarding adults.
- Our role and responsibility for safeguarding adults.
- What to do or who to speak to if someone has a concern relating to the welfare or wellbeing of an adult within the organisation.
- The procedures in place once a complaint has been raised to the Lead Safeguarding Officer.

## Implementation

HQ CAN CIC will apply our policy into practise through:

### General

- Have a designated safeguarding lead.
- Communicate the policy.
- Have a code of conduct when delivering a service.
- Have a commitment to ensuring that adult safety is included in risk assessments.
- Follow the procedures laid out in this document when dealing with a safeguarding concern.
- Ensure all staff, volunteers, and regular freelance practitioners have informed HQ CAN CIC of their emergency contact
- Ensure relevant insurance is in place and valid for the activities undertaken

### Recruitment

- 2 references are required for all new staff, freelance practitioners, and volunteers.
- All members of staff, freelance practitioners, and volunteers working within HQ CAN CIC, but not directly with adults receive up to date DBS checks.
- All members of staff and freelance practitioners working directly with adults delivering sessions and workshops receive Enhanced DBS checks.



## Induction & Training

- All new staff, freelance practitioners, and volunteers receive an induction and training outlining expectations, procedures, practises, and responsibilities in relation to safeguarding.
- All staff, freelance practitioners, and volunteers are aware of who the safeguarding lead is and how to report a concern.
- All staff and regular freelance practitioners will undergo training every 6 months as a refresher on policies, procedures, and practises at HQ CAN CIC

## Legislation - what is adult safeguarding?

Legislation regarding the safeguarding of adults are:

Sexual Offences Act 2003

Mental Capacity Act 2005

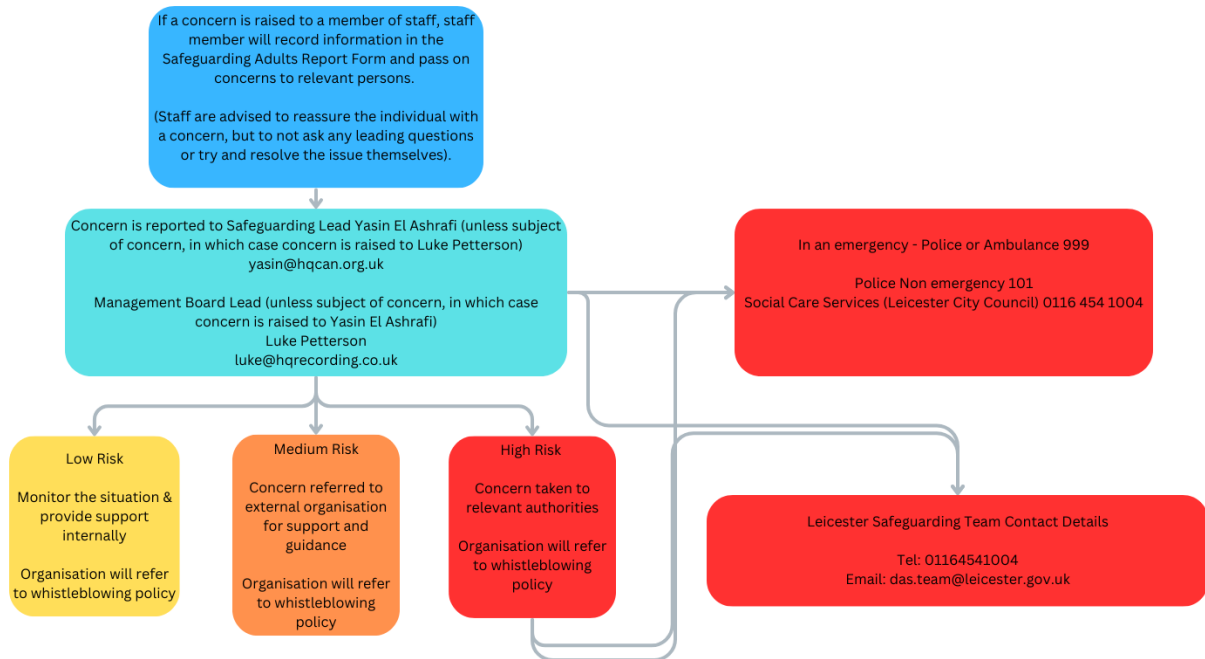
Safeguarding Vulnerable Groups Act 2006

Deprivation of Liberty Safeguards

Disclosure & Barring Service 2013

## Procedures

1. If a concern is raised to a member of staff, staff member will record information in the Safeguarding Adults Report Form (Appendix 1) and report concerns to relevant persons. (Staff are advised to reassure the individual with a concern, but to not ask any leading questions or try and resolve the issue themselves).
2. Concern is reported to safeguarding lead Yasin El Ashrafi (unless subject of concern, in which case concern is raised to Luke Petterson). Alternatively, a concern can be reported to the management board lead Luke Petterson (unless subject of concern, in which case concern is raised to Yasin El Ashrafi).
3. In an emergency: Call the police, ambulance or fire brigade
4. If the concern is high risk: Escalate concern to relevant external bodies including the Leicester Safeguarding Team
5. If the concern is medium risk: Refer concern to external organisation for support and guidance
6. If the concern is low risk: The situation will be monitored and support will be provided internally
7. In all cases, HQ CAN CIC will refer to the Whistleblowing Policy



## Key Contact Details

Lead Safeguarding Officer: Yasin El Ashrafi | [yasin@hqcan.org.uk](mailto:yasin@hqcan.org.uk) | +447504815727

Management Board Lead: Luke Petterson | [luke@hqrecording.co.uk](mailto:luke@hqrecording.co.uk) | +447528016417

## Raising and Managing a Concern

In this section detail:

If a member of our organisation sees or hears something that concerns them, they are required to:

- Alert the Lead Safeguarding Officer as soon as possible via phone, text, email, or in person (see Key Contact Details).

The Lead Safeguarding Officer handles all reports and concerns by:

- Making a written note of the concern raised.
- Depending on the severity of the concern raised the LSO will act. This may include, but is not limited to; monitor the situation, speak to the concerned parties, mediate, speak to external parties for further advice or referral, take disciplinary action put a resolution plan in place.
- In all cases that a concern is raised, HQ CAN CIC will take internal action to address issues if necessary.
- See flowchart in procedures for details.



## **Induction & Training**

Staff, freelancers, and volunteers will receive refresher training every 6 months. Training will consist of reminders of processes and procedures, reintroduction to safeguarding lead, and advise on what may constitute as a safeguarding concern.

## **Additional Policies**

Whistleblowing Policy

Bullying & Harassment Policy

Equality & Diversity Policy

## **Recording and Information Sharing**

HQ CAN CIC stores and retains information and shares information in line with GDPR and Data protection legislation.

Where information of a personal nature from participants or staff is required, it will be treated confidentially and securely stored for the duration necessary only. Where such information is collected the need will be clearly communicated and only shared with partners as agreed by the parties involved.



## Sources of Information and Support

### Leicester Safeguarding Team

Safeguarding team for Leicester City Council.

Tel: 0116 454 1004

Email: [das.team@leicester.gov.uk](mailto:das.team@leicester.gov.uk)

<https://www.leicester.gov.uk/health-and-social-care/adult-social-care/what-support-do-you-need/safeguarding-adults-board/>

### Ann Craft Trust

A national organisation providing information and advice about adult safeguarding. The Ann Craft Trust has a specialist Safeguarding Adults in Sport and Activity team to support the sector

Tel: 0115 951 5400

Email: [Ann-Craft-Trust@nottingham.ac.uk](mailto:Ann-Craft-Trust@nottingham.ac.uk)

[www.anncrafttrust.org](http://www.anncrafttrust.org)

### Men's Advice Line

For male domestic abuse survivors

Tel: 0808 801 0327

### National LGBT+ Domestic Abuse Helpline

Tel: 0800 999 5428

### National 24Hour Freephone Domestic Abuse Helplines

England	Northern Ireland
Tel: 0808 2000 247 <a href="http://www.nationaldahelpline.org.uk/Contact-us">www.nationaldahelpline.org.uk/Contact-us</a>	Tel: 0808 802 1414 <a href="http://www.dsahelpline.org">www.dsahelpline.org</a> Twitter: <a href="https://www.twitter.com/dsahelpline">www.twitter.com/dsahelpline</a> Facebook: <a href="https://www.facebook.com/dsahelpline">www.facebook.com/dsahelpline</a>
Scotland	Wales
Tel: 0800 027 1234 Email: <a href="mailto:helpline@sdaafmh.org.uk">helpline@sdaafmh.org.uk</a> Web chat: <a href="http://sdaafmh.org.uk">sdaafmh.org.uk</a>	Llinell Gymorth Byw HebOfn/ Live free from fear helpline Tel: 0808 8010 800 Type Talk: 18001 0808 801 0800 Text: 078600 77 333



### **Rape Crisis Federation of England and Wales**

Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England.

Email: [info@rapecrisis.co.uk](mailto:info@rapecrisis.co.uk)

[www.rapecrisis.co.uk](http://www.rapecrisis.co.uk)

### **Respond**

Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.

Tel: [020 7383 0700](tel:02073830700) or

[0808 808 0700](tel:08088080700) (Helpline)

Email: [services@respond.org.uk](mailto:services@respond.org.uk)

[www.respond.org.uk](http://www.respond.org.uk)

### **Stop Hate Crime**

Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.

24 hours service:

Telephone: [0800 138 1625](tel:08001381625)

Web Chat: [www.stophateuk.org/talk-to-us/](http://www.stophateuk.org/talk-to-us/)

E mail: [talk@stophateuk.org](mailto:talk@stophateuk.org)

Text: [07717 989 025](tel:07717989025)

Text relay: [18001 0800 138 1625](tel:1800108001381625)

By post: [PO Box 851, Leeds LS1 9QS](mailto:PO Box 851, Leeds LS1 9QS)

### **Victim Support**

Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

Tel: [0808 168 9111](tel:08081689111)

[www.victimsupport.com](http://www.victimsupport.com)

### **Women's Aid Federation of England and Wales**

Women's Aid is a national domestic violence charity. It also runs a domestic violence online help service.

[www.womensaid.org.uk/information-support](http://www.womensaid.org.uk/information-support)





## Appendices

### Appendix 1 – Safeguarding Adults Report Form

[organisation to amend to suit the setting]

To be completed as fully as possible if you have concerns regarding an adult.

If it is safe to do so, it is important to inform the adult about your concerns and that you have a duty to pass the information onto the safeguarding lead. The Safeguarding Lead will then look at the information and start to plan a course of action.

Section 1 – Details of adult (you have concerns about)	
Name of adult	
Address	
Date of Birth/ Age	
Contact number	
Emergency contact if known	
Consent to share information with emergency contact?	
Section 2 – Details of the person completing this form/ Your details	
Name	
Contact phone number(s)	
Email address	
Line manager or alternative contact	
Name of organisation / club	
Your Role in organisation	
Section 3 – Details of concern	



Please explain why you are concerned. Please give details about what you have seen/been told/other that makes you believe the adult is at risk of harm or is being abused or neglected (include dates/times/evidence from records/photos etc.)

Date/ Time	What happened

**Section 5 – Details of the person thought to be causing harm (if known)**

Name	
Address	
Date of Birth/Age	
Relationship/connection to adult	
Role in organisation	
Do they have contact with other adults at risk in another capacity? E.g. in their work/family/as a volunteer	



Section 6 – Have you discussed your concerns with the adult? What are their views, What have they stated about what they want to happen and what outcomes they want?

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Section 6A – Reasons for not discussing with the adult

Discussion would put the adult or others at risk. Please explain:	
Adult appears to lack mental capacity. Please explain:	
Adult unable to communicate their views. Please explain:	

Section 7 – Risk to others

<p>Are any other adults at risk      Yes/No/Not known – delete as appropriate</p> <p>If yes please fill in another form answering questions 1-6</p>
<p>Are any children at risk      Yes/No/Not known Delete as appropriate</p> <p>If yes please fill in a safeguarding children referral form and attach to this.</p>

Section 8 – What action have you taken if any /agreed with the adult to reduce the risks?



Actions by club: e.g. person causing harm suspended, session times changed.	
Section 9: Other agencies contacted	Who contacted/reference number/contact details/advice gained/action being taken
Police	
Ambulance	
Other – please state who and why:	
Section 10: Contact with Welfare Officer/others within the club	
Who else has been informed of this issue? – and what was the reason for information sharing	
Consultation with Safeguarding Lead	Dates and times
Completed Form copied to Safeguarding Lead; Date and time	
Signed:	
Date:	

**OFFICE USE ONLY**

Section 11 – Sharing the concerns (To be completed by Safeguarding Lead)



Details of your contact with the adult at risk of harm. Have they consented to information being shared outside of [HQ CAN CIC](#)

Details of contact with the Local Authority Safeguarding Team/MASH where the adult at risk of harm lives – advice can be still sought without giving personal details if you do not have consent for a referral.

Details of any other agencies contacted:

Details of the outcome of this concern:

