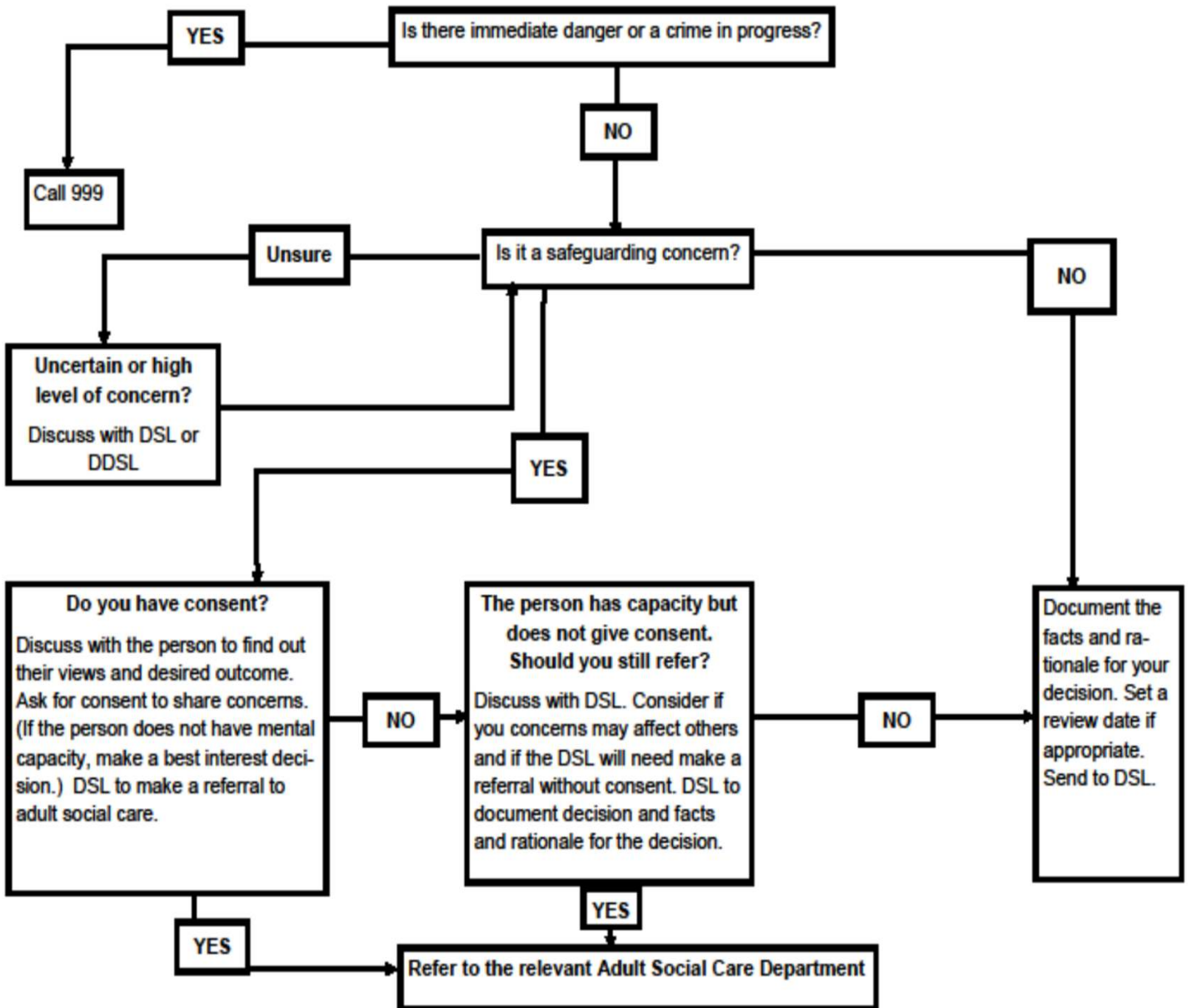




# **Vulnerable Adult Safeguarding Policy for Berkshire Music Trust**

**October 2023 to be reviewed annually**

## Adult Safeguarding Flowchart



## Introduction:

Berkshire Music Trust believes in protecting an adult's right to live in safety, free from abuse and neglect. This policy sets out the roles and responsibilities of Berkshire Music Trust in working together in promoting the adult's welfare and safeguarding them from abuse and neglect. Employees, trustees and volunteers should be made aware of how this policy can be accessed.

## Definitions:

The Care Act 2014 definition of an adult at risk of abuse:

- Where a local authority has reasonable cause to suspect that an adult in its area (whether or not ordinarily resident there)
  - (a) has needs for care and support (whether or not the authority is meeting any of those needs),
  - (b) is experiencing, or is at risk of, abuse or neglect, and
  - (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

## Key Principles of Adult Safeguarding:

In the safeguarding of adults, Berkshire Music Trust are guided by the six key principles set out in The Care Act 2014 and Making Safeguarding Personal. Berkshire Music Trust aims to demonstrate and promote these six principles in our work:

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent
- **Prevention** – It is better to take action before harm occurs.
- **Proportionality** – The least intrusive response appropriate to the risk presented.
- **Protection** – Support and representation for those in greatest need.
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability** – Accountability and transparency in delivering safeguarding.

## Recognising the signs of abuse:

Employees, trustees and volunteers are well-placed to identify abuse. The adult may say or do things that let you know something is wrong. It may come in the form of a disclosure, complaint, or an expression of concern. Everyone within the organisation should understand what to do, and where to go to get help, support and advice.

## Types of Abuse:

The Care Act 2014 defines the following ten areas of abuse. Berkshire also includes self-neglect as an additional category. These are not exhaustive but are a guide to behaviour that may lead to a safeguarding enquiry. This includes:

- **Physical abuse** - Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- **Domestic violence/ Domestic abuse** - Behaviour of a person ("A - perpetrator") towards another person ("B - victim") is "domestic abuse" if
  - (a) A and B are each aged 16 or over and are "personally connected" to each other, and

- (b) the behaviour is abusive.
- Behaviour is “abusive” if it consists of any of the following:
  - (a) physical or sexual abuse;
  - (b) violent or threatening behaviour;
  - (c) controlling or coercive behaviour;
  - (d) economic abuse
  - (e) psychological, emotional or other abuse;

and it does not matter whether the behaviour consists of a single incident or a course of conduct.

- “Economic abuse” means any behaviour that has a substantial adverse effect on B’s (victim) ability to:
  - (a) acquire, use or maintain money or other property
  - (b) obtain goods or services.
- For the purposes of the Domestic Violence Act, A’s behaviour may be behaviour “towards” B despite the fact that it consists of conduct directed at another person (for example, B’s child). [Domestic Abuse Act 2021](#)
- **Sexual abuse** - Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, 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.
- **Psychological or emotional abuse** - Including 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.
- **Financial or material abuse** - Including 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** - Encompasses 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.
- **Discriminatory abuse** - Including forms of harassment, slurs or similar treatment because you are, or are perceived to be different due to race, gender and gender identity, age, disability, sexual orientation or religion.
- **Organisational or institutional abuse** - Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example or in relation to care provided in one’s own home. This may range from one off incidents to long-term ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes or practices within an organisation.
- **Neglect or acts of omission** - Including ignoring medical, emotional 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.
- **Self-neglect** - This covers a wide range of behaviour, neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding. There is a difference between what constitutes a safeguarding incident that requires a

statutory response and an incident that is rooted in concern for someone's general wellbeing.

### **Radicalisation to Terrorism:**

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

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

### **Reporting Concerns:**

Any employee, trustee or volunteer who becomes aware that an adult is at risk of, being abused or radicalised must raise the matter immediately with the organisation's designated safeguarding lead.

Early sharing of information is the key to providing an effective response where there are emerging concerns. To ensure effective safeguarding arrangements no one should assume that someone else will do it.

Berkshire Music Trust will

- Inform the adult of the action we propose to take.
- Seek their agreement for any referral.
- Ensure that they are kept informed about what will happen next, so they can be reassured about what to expect.
- Endeavour to ensure that they are safe and supported before proceeding with any other action.
- Inform the adult if Berkshire Music Trust are planning to seek advice from or report concerns to an external agency.

In most situations there will not be an immediate threat and the decision about protecting the person with safeguarding needs will be taken in consultation with themselves and through referral to Adult Social Care.

**If the adult requires immediate protection from harm, contact the emergency services.**

### **Safe Recruitment & Selection:**

Berkshire Music Trust is committed to safe employment and safe recruitment practices, that reduce the risk of harm to adults with care and support needs from people unsuitable to work with them.

Berkshire Music Trust has policies and procedures that cover the recruitment of all Trustees, employees and volunteers.

### **Social Media:**

All employees and volunteers should be aware of Berkshire Music Trust social media policy and procedures and the code of conduct for behaviour towards the adults we support.

### **Is there a Person in a Position of Trust Involved?**

In any instance of safeguarding, consideration must be given as to whether an allegation has been made against a person in a position of trust (PiPoT) and who may be a risk to others. This can be anyone from a formal employee or volunteer, to an informal carer.

### **Training and Awareness:**

Berkshire Music Trust will ensure an appropriate level of safeguarding training is available to its Trustees, Employees, Volunteers and any relevant persons linked to the organisation who requires it (e.g. contractors).

For all employees who are working or volunteering with adults at risk this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in Safeguarding Adults.
- Recognise an adult potential in need of safeguarding and take action.
- Understand how to report a safeguarding Alert.
- Understand dignity and respect when working with individuals.
- Have knowledge of the Safeguarding Adults Policy.

Similarly, employees and volunteers may encounter concerns about the safety and wellbeing of children/young people. For more information about children's safeguarding, refer to Berkshire Music Trust's Children and Young People's Safeguarding Policy.

### **Mental Capacity:**

The Mental Capacity Act (MCA) is about whether an individual has the capacity to make a specific decision at a specific time and if they are unable because they lack capacity as a result of a mental disorder of the mind . This includes not being able to

- Understand information given to them about a particular decision
- Retain that information long enough to be able to make the decision
- Weigh up the information available to make the decision
- Communicate their decision. Refer to the Mental Capacity Act Code of Practice, <https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>

Berkshire Music Trust will need to involve an advocate if the person lacks capacity to make decisions about a safeguarding concern.

Support and guidance will be sought from West Berkshire Council Adult Social Care should anyone have concerns regarding an adult's capacity.

### **Confidentiality and Information Sharing:**

Berkshire Music Trust expects all employees, volunteers and trustees to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if an adult is deemed to be at risk of harm or they pose a risk of harm to another. **You should contact the police if they**

	<b>Name</b>	<b>Telephone</b>	<b>Email</b>
<b>Designated Safeguarding Lead</b>	Anna Lang	07867 67058	<a href="mailto:annalang@berksmusictrust.org.uk">annalang@berksmusictrust.org.uk</a>
	Dawn Wren	07921 08889	<a href="mailto:dawnwren@berksmusictrust.org.uk">dawnwren@berksmusictrust.org.uk</a>
<b>Deputy Designated Safeguarding Lead</b>	Jacob Cook	07389 807412	<a href="mailto:jacobcook@berksmusictrust.org.uk">jacobcook@berksmusictrust.org.uk</a>
<b>Safeguarding Trustee</b>	Alex Butler		<a href="mailto:head@whitegroveprimary.co.uk">head@whitegroveprimary.co.uk</a>

**are in immediate danger, or a crime has been committed.**

### **Recording and Record Keeping:**

A written record must be kept about any concern regarding an adult with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

### **Whistleblowing:**

Berkshire Music Trust is committed to ensuring that employees and volunteers who in good faith whistle-blow in the public interest, will be protected from reprisals and victimisation.

### **Important Contacts:**

**Police**

Emergency – 999

Non-emergency – 101

<b>Local Authority</b>	<b>Email</b>	<b>Phone number</b>	<b>Emergency Out of Hours number</b>
Bracknell Forest	<a href="#">report your concern using our online form</a>	01344 351500	01344 351999
Reading	<a href="#">this online form</a>	0118 937 6550	01344 351 999
Wokingham	<a href="#">Report a concern using our online form</a>	0118 974 6371	01344 351 999
Windsor and Maidenhead	Report by phone only	<b>01628 683744</b>	<b>01344 786543</b>
West Berkshire	<a href="mailto:safeguardingadults@westberks.gov.uk">safeguardingadults@westberks.gov.uk</a>	01635 519056	<b>01344 351 999</b>