

# Thunk-It Theatre CIC Safeguarding Vulnerable Adults Policy.

**Approved by the Thunk-It Members.**

**Review date:** 01/04/2023

Thunk-It's Safeguarding Officer is **Juliette Risingham (email: [hello@thunkittheatre.co.uk](mailto:hello@thunkittheatre.co.uk), phone: 07936649925)**

## **Introduction**

Thunk-It will not tolerate the abuse of adults in any form and is committed to safeguarding adults with care and support needs from harm who engage with our activities; workshops, events, performances, and projects.

This policy sets out the roles and responsibilities of Thunk-It to promote the welfare of adults with care and support needs and protect them from abuse and neglect. All members of Thunk-It are expected to understand their responsibilities in safeguarding adults and follow this policy.

## **Definitions**

The Care Act 2014 provides a definition and framework for Safeguarding Adults:

Safeguarding adults at risk means protecting a person's right to live in safety, free from abuse and neglect. An adult is anyone of 18 years of age or over. (Anyone under 18 years of age will be covered by our Safeguarding Children Policy).

It involves protecting adults at risk from abuse or neglect and putting plans in place to prevent harm in the future. It involves helping people to live as well as possible and to remain healthy and have their independence maintained.

Safeguarding adults at risk is everyone's business. We all have a duty to report concerns if we think someone is being abused or neglected.

## **Who is an Adult at Risk?**

An adult at risk is someone

- Who has needs for care and support (whether or not those needs are currently being met),
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs are unable to protect themselves against the abuse or neglect or the risk of it.

## **An adult at risk could include:**

- An older person who is frail due to ill health, physical disability or cognitive impairment
- Has a learning disability
- Has a physical disability and/or sensory impairment
- Has mental health needs including dementia
- Has a long-term illness or condition
- Lacks the mental capacity to make particular decisions and is in need of care

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*This list is not exhaustive*

We will enable all those who work with Thunk-It to make informed and confident decisions regarding safeguarding issues and take all suspicions and allegations of abuse seriously. We expect all members working on behalf of Thunk-It to have read, understood and adhere to our safeguarding procedures.

When Thunk-It delivers work within organisations, the procedure and policies of the organisation will be followed. If the work is being delivered in a venue, not in partnership with an organisation, the usual procedures of Thunk-It will be followed.

Thunk-It will take every reasonable step to ensure that adults at risk are protected when participating in projects led by or in partnership with Thunk-It.

Thunk-It members, associate artists and freelance creatives will safeguard adults at risk by:

- Valuing them, listening to them and respecting them;
- Adopting this policy and adhering to our safeguarding procedures;
- Ensuring we have a safer recruitment process for every person recruited by Thunk-It and ensuring all the necessary checks are made where applicable, such as DBS Checks, that Thunk-It will fund.
- Providing effective management of staff and volunteers through supervision, support and training;
- Using good safeguarding practice and ensuring relevant training is provided, completed and renewed when necessary;
- Ensuring organisations we work with or partner have appropriate safeguarding policies and procedures in place;
- Reviewing this policy and procedures and updating as appropriate.

### **Mental Capacity Act**

Adults must be assumed to have capacity to make their own decisions and be given all practical help before anyone treats them as not being able to make their own decision. Where an adult is found to lack capacity to make a decision then we will work in line with the Mental Capacity Act 2005 and seek support and guidance where necessary.

### **Safeguarding Principles**

Thunk-It will adhere to the six key principles of safeguarding:

**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 safeguarding practice.

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### **Record Keeping**

Thunk-It is committed to keeping accurate and factual records of all safeguarding concerns that are reported. All safeguarding records will be kept securely and confidentially. Records must be factual, accurate and legible and include a date, time and signature.

Thunk-It will keep confidential records of any safeguarding reports for up to 25 years, at which point they will be destroyed (as per GDPR).

### **Safer Recruitment**

Thunk-It aims to do everything possible to minimise the risk of involving unsuitable people in our work with vulnerable adults.

All staff and volunteers will have clear role descriptions which will be assessed for regulated activity.

DBS checks will be undertaken for individuals who are involved in regulated activity with children or vulnerable adults as part of their role with Thunk-It, or copies of current DBS checks will be obtained for records. DBS certificates will be updated every 2 years unless on the update service – which we recommend. In the case of someone not being DBS checked but is in the role of working with vulnerable adults, Thunk-It will carry out the correct procedures to obtain a DBS check.

We will carry out safer recruitment practices for all members including adverts which explicitly state the importance of child safeguarding to the organisation, an application form which also clearly states the importance, obtaining good quality references, undertaking interviews and probationary periods for any relevant positions.

This Safer Recruitment policy extends to anyone working with Thunk-It, including volunteers.

### **Training**

All regular associate artists and freelancers will undertake a general Safeguarding e-learning course within 3 years, and will be provided access to this training in their introductory pack, along with their contract. Training must be complete before working with children and vulnerable adults.

The Safeguarding Officer will undertake further Safeguarding training and then the refresher course every three years.

### **Reporting a Concern**

If someone in Thunk-It believes a vulnerable adult to be in imminent danger they must ring 999 immediately and ask for the Police. Any other safeguarding concern should be reported within one day.

The safeguarding report form can be found in the shared google drive, and must be sent to the **Safeguarding Officer; Juliette Risingham (Email: [hello@thunkittheatre.co.uk](mailto:hello@thunkittheatre.co.uk), phone: 07936649925)** as soon as possible and within 24 hours from the practitioner being made aware of the concern. Once this is sent please delete the form from your records. You may be asked for more information regarding the form, however this will be case by case dependent.

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Any concerns that do not require immediate action from local authorities should be shared and recorded. Thunk-It encourages all those who work with them to raise any concerns or possible concerns as soon as possible.

All members should feel able to raise concerns about poor safeguarding practice within Thunk-It Theatre and concerns will be taken seriously by all.

Any suspicion that a vulnerable adult has been abused by a member of staff or a volunteer must be reported to the Safeguarding Lead who will take the necessary steps to ensure the safety of the adult and any other adult who may be at risk. The safeguarding procedures will be followed which involve referring the allegation to Adult's Social Care and the Local Authority Designated Officer (LADO) who may involve the police.

### **Whistleblowing**

If the Safeguarding Lead is the subject of the allegation or Thunk-It's safeguarding practices, then the concern must be made directly to our Chair, **Lauren Waugh**, at [thunkittheatrechair@gmail.com](mailto:thunkittheatrechair@gmail.com) with the subject line of: \*Whistleblowing\*.

If the Chair feels it is appropriate, they will report the concern to Adult's Social Care whose responsibility it is to:

- Provide advice and guidance
- Liaise with the police and other agencies
- Provide assistance regarding suspension and referral to the Disclosure and Barring Service.

This may then result in a criminal investigation, safeguarding investigation and/or disciplinary or misconduct investigation.

### **Prevent**

Exploitation by Radicalisers who Promote Violence The Government's counter terrorism strategy is defined in the Counter Terrorism and Security Act (2015 known as CONTEST. Prevent is an element of this strategy. Prevent focuses on working with vulnerable individuals who may be at risk of being exploited by radicalisers and subsequently drawn into terrorist-related activity. Violent extremists may target vulnerable people and use charisma and persuasive rationale to attract people to their cause.

*The Prevent strategy:*

- Responds to ideological challenge faced from terrorism and aspects of extremism, and the threat faced from those who promote these views;
- Provides practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support;
- Works with a wide range of sectors (including education, criminal justice, faith, charities, online and health) where there are risks of radicalisation that need to be addressed.

Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. Channel refers to panels operating in England and Wales.

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The programme uses a multi-agency approach to protect vulnerable people by:

- identifying individuals at risk
- assessing the nature and extent of that risk
- developing the most appropriate support plan for the individuals concerned

Channel is a key element of the Prevent strategy. It is a multi-agency approach to protect people at risk from radicalisation. Channel uses existing collaboration between local authorities, statutory partners (such as the education and health sectors, social services, children's and youth services and offender management services, the Police) and the local community to identify individuals at risk of being drawn into terrorism; to assess the nature and extent of that risk; and to develop the most appropriate support plan for the individuals concerned.

Channel is about safeguarding children and adults from being drawn into committing terrorist-related activity. It is about early intervention to protect and divert people away from the risk they face before illegality occurs. Incidents of exploitation by radicalisers who promote extreme ideas that could lead to violence should be reported to the Police. If the person has needs for care and support, and is unable to protect themselves as a result, a safeguarding concern should also be raised.

If there is a concern regarding *Prevent*, the same procedure should be followed as with any other safeguarding concern.

### **Promoting the Wellbeing of All**

Within the practice of Thunk-It the wellbeing of all is put at the forefront of the activities. Thunk-It aims to create safe and supportive environments where everyone feels comfortable to explore their creativity and express themselves. We make it clear to the participants engaged in our activities that support is available and provide signposting when necessary.

### **E-Safety**

When vulnerable adults spend time online they may be exposed to a range of abuse and harm including:

- Online abuse
- Cyberbullying
- Sexual exploitation
- Sexting
- Grooming
- Radicalisation (Religious, Gendered, Political etc.)

Thunk-It will:

- ensure that the safety of vulnerable adults is paramount when we use the internet, social media or mobile devices within projects. (If participants partake in social media activity outside of a project session, it is not the responsibility of Thunk-It).
- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

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- support adults involved in our programmes to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others.
- support caregivers of participants involved in our programmes, to do what they can to keep everyone safe online.
- work in partnership with other agencies in promoting vulnerable adult's welfare and in helping vulnerable adults to be aware of their approach to online safety.
- providing clear and specific directions to members on how to behave online through our Code of Conduct.
- respond appropriately to any incidents of inappropriate online behaviour in line with our safeguarding procedures.
- Keep personal information about those involved in our organisation securely and only share as appropriate (in line with our data protection policy)
- Ensure that images / videos of participants are used for Thunk-It's website, social media, with funding bodies, in reports and any other appropriate marketing only after their written permission has been obtained, and only for the purpose for which consent has been given (in line with our data protection policy).
- Provide support and training for Thunk-It staff and volunteers about online safety where appropriate to their role.
- When introducing any new technology, follow official age ratings and where appropriate, NSPCC good practice guidelines at <https://www.net-aware.org.uk/>
- Where appropriate, we will agree an online code of conduct with participants  
Example agreement here: <https://learning.nspcc.org.uk/media/1599/online-safety-agreement-example.pdf>

### **Review of Policy**

This policy will be reviewed annually by Thunk-It members and amended when necessary. It may also be reviewed should any new, relevant legislation require this.

**APPENDIX 1**

**Thunk-It Theatre Safeguarding Adults at Risk – Procedures**

Thunk-It is committed to ensuring that safeguarding is paramount when conducting or delivering any activity that involves working with adults at risk.

*Procedures for all members.*

It is the responsibility of Thunk-It to ensure that the safeguarding procedure is adhered to and to support staff/stakeholders/volunteers in upholding their professional conduct.

What to do upon suspicion or disclosure:

**Please note:**

**It is your duty to report disclosure of abuse.**

**It is not for you to decide whether or not a suspicion or allegation is true.**

**All suspicions or allegations must be taken seriously and dealt with according to this procedure.**

**If any concerns are raised it must be discussed immediately with the Designated Safeguarding Lead.**

Thunk-It is not a statutory agency and has no right to undertake investigations into concerns regarding Adult and Child Protection. Referrals should be directed to the appropriate local Children or Adult Social Services Contact Centres.

**Safeguarding Procedures**

**Safeguarding officer: Juliette Risingham: [hello@thunkittheatre.co.uk](mailto:hello@thunkittheatre.co.uk) Subject line (\*URGENT\* Safeguarding) Tel: 07936649925**

- The Designated Safeguarding Office is: Juliette Risingham and all your concerns must be referred to this person. Deputy, if Juliette is unavailable: Rebecca Lennon - 07949281546
- The safeguarding report form should be used to report safeguarding concerns relating to Adults at risk. In an emergency please do not delay in informing the Police and/or Ambulance. All the information provided must be treated as confidential and reported to the Safeguarding Lead within one working day
- If you are unable to contact a member of staff, use the contact numbers at the end of the form
- The form should be completed at the time or immediately following the disclosure, but after all necessary emergency actions have been taken. Please complete the form as fully as possible. Remember members must make clear to the adult at risk that they cannot guarantee confidentiality

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- Once the form is complete; your role is done. This has been passed on and will be dealt with accordingly.

**Details of safeguarding contacts York**

In an event where the Designated Safeguarding Lead is unavailable, and you have a concern that an adult or child in York is being abused or mistreated speak to someone at one of the following numbers:

In an emergency call the police on 999  
If a person is not in immediate danger call the police on 101.

**For Adult Safeguarding Concerns:**

To report a safeguarding concern:  
Contact adult social care, tel: 01904 555111 (office hours) or fax 01904 554055  
Hearing impaired customers can use the text facility 07534 437804  
Out of hours, tel: 01609 780780

**Details of safeguarding contacts in East Riding of Yorkshire.**

**For Adult Safeguarding Concerns:**

Report by phone. The safeguarding adults team can be contacted by phone 9am - 5pm Monday to Thursday, 9am - 4.30pm Friday. Tel: (01482) 396940

Report online - Reports via the online form are preferred and can be made 24-hours-a-day, 7-days-a-week. Available at: <http://www.ersab.org.uk/#report>

**Details of safeguarding contacts in North Yorkshire .**

If you or the person you are concerned about is in danger and immediate action is required, you should ring the emergency services on 999.

If you or the person you are concerned about is not in immediate danger, you should ring North Yorkshire customer services centre on 01609 780780. This includes outside of office hours. The Minicom number is 01609 779838.

Service providers in the statutory, voluntary or independent sectors should use the SA-A inter-agency safeguarding adults concerns form (docx / 209 KB) to report abuse.



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**Signs of Abuse**

**Physical abuse** – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

**Domestic violence** – including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence.

**Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

**Psychological abuse** – including 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.

**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** – slavery, human trafficking, forced labour and domestic servitude. People are bought and sold for sexual exploitation, forced labour, street crime, cannabis cultivation, grooming and pimping, domestic servitude, forced marriage or even the sale of organs and human sacrifice. [How to report Modern Slavery.](#)

**Discriminatory abuse** – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

**Organisational 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 on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

**Neglect and 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

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**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. It involves no other perpetrator.

Further resources, training and guidance can be found at :

<https://www.safeguardingadultsyork.org.uk/>

<https://www.saferchildrenyork.org.uk/>

Free e-learning training courses are available via the City of York Council. Training should be updated every three years if you continue to work or volunteer with vulnerable people.

<https://york.learningpool.com/login/index.php>

NCVO – national guidance tools and tips for the third sector on safeguarding:

[The National Council for Voluntary Organisations: Safeguarding](#)

Government guidance on handling a safeguarding allegation within a charity:

[Gov.uk: Guidance on handling safeguarding allegations](#)

Disclosure and Barring Service (including eligibility tool):

[Gov.uk: Disclosure and Barring Service](#)

NACRO advice on recruiting people with a criminal record and how to deal with disclosures:

[NACRO: Support for employers](#)