**Safeguarding Policy**

1. **POLICY STATEMENT**
   1. Warkworth Drama Group [WDG] is a charity registered in England and Wales.

Registered Number:

* 1. For the purpose of this policy the term “Member” is used to describe all people that may carry out activities on behalf of WDG including but not restricted to – volunteers and committee members, trustees.

WDG adopts the following definitions:

*Adult abuse is a violation of an individual’s human and civil rights by any other*

*person or persons. This can include single or repeated acts, be intentional*

*or unintentional, be an act of neglect or an omission or failure to act, can*

*occur in any relationship and may result in significant harm or exploitation*

(No Secrets 2000)

*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 risk and experience of abuse or neglect, while at the same time making sure that the adult’s well-being is promoted, including, where appropriate, having regard to 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 Act 2014)

The term Adult at Risk refers to:

*Any person aged 18 and over "who is, or may be, in need of community care*

*services by reason of mental or other disability, age or illness and who is, or*

*may be, unable to take care of him or herself or unable to protect him or*

*herself against significant harm or serious exploitation”.*

[`No Secrets' 2000]

The term – Vulnerable Adult can also be used – Recognising that any adult can be vulnerable at any time.

*Child abuse consists of anything which individuals, institutions or processes do or fail to do which directly or indirectly harms children or damages their prospects of safe and healthy development into adulthood.”*

(National Commission of Inquiry into the Prevention of Child Abuse 1996)

*Safeguarding Children means “protecting children from maltreatment, preventing impairment of children’s health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes.”*

(Working Together to Safeguard Children, 2013. )

The term Child refers to: Someone under the age of 18. A child is vulnerable because of their age.

Everyone has the right to live in safety, free from abuse and neglect. This is a basic human right.

* 1. WDG takes the care and well-being of others seriously and it is the duty of all members to safeguard Adults at Risk and Children.
  2. WDG has specific rules about the safeguarding of children during rehearsals, performances, social and any event in which they are unaccompanied by a family member or other named adult. A list of DBS checked people is to be kept and regularly updated, to act as informal Chaperones as and when required.
  3. Before the start of any rehearsals and performances, it is the policy of WDG to take a register of participants to ensure of their safe arrival at the venue. At the end of any activity, all participants are required to check out, and responsible adults will check that any younger children are safely collected by the named persons.
  4. Mobile phones will not be allowed downstairs in the backstage and storage area at any time.
  5. In the course of their activity Members may come across situations that give them cause for concern about an Adult at Risk or Child’s well-being. This policy explains the basis on which they are expected to respond and the procedures they are required to follow.
  6. This policy works from the principle that all Adults at Risk and Children have a right to be kept safe, to be treated with respect and to be free from abuse and neglect.
  7. It is the duty of all WDG members to safeguard and protect Adults at Risk and Children.
  8. This policy covers the safeguarding and protection of everyone, Vulnerable Adults and children in relation to Neglect and Acts of Omission, Physical Abuse, Sexual Abuse, Psychological Abuse, Discriminatory Abuse, Financial or Material Abuse, Organisational and Domestic Abuse, Modern Slavery, Self-Neglect and Radicalisation, including concerns arising from e-safety incidents.
  9. The ill treatment of Adults at Risk and Children occurs widely across society and is not restricted to any particular class, group or circumstance. As an organisation, WDG, may encounter both victims and perpetrators of ill treatment, not just as visitors to WDG, but also as staff, volunteers and trustees of WDG and/or our partners. Whenever an allegation of ill treatment is made, whether current or historical it must be taken seriously.
     1. WDG acknowledge that anyone could ill-treat an Adult at Risk or Child e.g. a member of staff, a parent, a carer, another Adult at Risk or another Child.
  10. Vulnerable Adults and Children cannot be expected to take full responsibility to protect themselves from harm or abuse.
  11. All Committee members, partners and the wider Membership will be informed of WDGs safeguarding policies and procedures.
  12. All WDG Safeguarding Officers and Champions will receive a DBS check and familiarisation with Safeguarding policies. WDG will accept DBS checks from other Organisations subject to the coincidence of their personal details known to us. Safeguarding issues will be monitored and reviewed at every trustees meeting and there will be a report included in the WDG Annual Report, at the AGM.
  13. Those experiencing abuse, alleged perpetrators of abuse and those reporting abuse will be offered support to access appropriate services.
  14. WDG will, where possible, work to ensure that individuals are informed about any action to be taken, subject to any necessary discretion, including referral to Adult or child Services and/or Police, and are made aware of any information that will be shared with others.
  15. Work to safeguard Adults at Risk and Children will be carried out in partnership with other agencies and take precedence over any other issue. Sharing of information with other workers will be on a need to know basis.
  16. WDGs Designated Person for Safeguarding is Jan Gurney email - [ptrgrny@yahoo.co.uk](mailto:ptrgrny@yahoo.co.uk) with Hugh Williams as Deputy. If the designated person is not available or the concern involves the designated person, then direct all concerns to the Safeguarding Trustee Richard Brearly.

1. **TYPES OF ABUSE**

The Care Act 2014 has identified the main different forms of adult abuse as:

**Physical Abuse** – Non-accidental harm. Including hitting, slapping, pushing,

kicking, misuse of medication, restraint, or inappropriate sanctions.

**Sexual Abuse** – Contact and Non-Contact Sexual Abuse. Including rape and

sexual assault or sexual acts to which the vulnerable adult has not consented,

or could not consent or was pressured into consenting.

**Psychological Abuse** – Actions that impact upon mental well-being. Including

emotional abuse, threats of harm or abandonment, deprivation of contact,

humiliation, blaming, controlling, intimidation, coercion, harassment, verbal

abuse, isolation, or withdrawal from services or supportive networks.

(It is important to note that every other category of abuse will almost

inevitably involve elements of psychological abuse).

**Financial or Material Abuse** -including theft, fraud, exploitation, pressure in

connection with Wills, property or inheritance or financial transactions, or the

misuse or misappropriation of property, possessions or benefits.

**Neglect and Acts of Omission** -including ignoring medical or physical care

needs, failure to provide access to appropriate health care, social care or

educational services, the withholding of the necessities of life, such as

medication, adequate nutrition and heating.

**Discriminatory Abuse** *–* Oppressive and discriminatory attitudes towards

Vulnerable Adults according to race, gender, disability, sexuality, religion or

cultural background.

**Organisational Abuse** – Actions to meet the needs of systems/regimes, which

impact upon individuals beyond an acceptable measure.

**Modern Slavery** - encompasses slavery, human trafficking, forced labour and domestic servitude

**Self-neglect** - covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviours such as hoarding

**Radicalisation** - exploitation into violent extremism

**Domestic Abuse** – any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality.

The Children’s Act 1989 has identified the main different forms of abuse as:

**Emotional Abuse** – constant criticism, threats, rejection as well as withholding love, support or guidance, which has severe and persistent negative effects.

**Neglect** – The persistent failure to provide for a child’s basic needs which is likely to cause serious impairment. This includes during pregnancy, inadequate supervision and inappropriate medical care.

**Sexual Abuse** – Involves forcing or enticing a child to take part in sexual activities. This includes assault by penetration, oral sex, rape and exploitation through prostitution or pornography.

**Physical Abuse** – Punching, beating, kicking, biting, burning, poisoning, shaking. This includes fabricated or induced illness.

Any or all these types of abuse may be perpetrated as a result of deliberate intent, negligence or ignorance. Incidents may be multiple, either to one person in a

continuing relationship or service context, or to more than one person at a time.

It is important to note that many situations may involve a combination of the

categories listed above.

* 1. This policy and accompanying procedure applies whenever WDG members are engaged in activity on behalf of WDG.

e.g.: - rehearsals - indoor/outdoor performances - workshops - social events

* 1. Basic training in relation to safeguarding is mandatory for all Safeguarding Champions and should be refreshed at a minimum of every 3 years.
  2. This policy will be reviewed and signed off annually, and more frequently if indicated by changes to legislation, guidance or good practice.
  3. Any Member wishing to engage in higher risk activities e.g. overnight stays, working with children with disabilities, using the internet should speak to the Safeguarding Officer prior to arranging the activity. These would all need separate Risk Assessments.

1. **SAFEGUARDING PROCEDURES**
   1. In the course of their activities, Members may become aware of or be made aware of concerns about an Adult at Risk or Child. Concern about a vulnerable person’s well-being may be triggered by a specific incident, including disclosure **or** the deterioration of a persons' physical or emotional health over a period of time **or** noticing unusual behaviour or circumstances for someone.
   2. It is important that anyone acting on behalf of WDG record their concerns as soon as possible using standard reporting form and discuss such concerns/worries with the Designated Person or Deputy or Safeguarding Trustee immediately and that a written record of the discussion is made.
   3. When working in partnership with other organisations, we will follow our own Safeguarding Procedures.
   4. Concern should be reported:

* Where an incident has occurred, or an allegation or disclosure has been received, which indicates that an Adult at Risk or Child has suffered or may be at risk of suffering harm.
* Where members have concerns, which lead them to suspect that a Vulnerable Adult or Child has suffered or is suffering significant harm, or may be at risk of such harm.
  1. In the event that a WDG member has a Vulnerable Adult or Child concern, then they should immediately discuss the concern with the Designated Person or their deputy.

* 1. If a crime has just been committed or there is an immediate risk of harm call the Police on 999. If someone needs urgent medical attention call the Ambulance service on 999.
  2. When a decision has been made to raise an Alert for an Adult at Risk, two members of the Safeguarding Team will advise how this is to be done with the person (victim), as appropriate to his/her capacity and understanding and record the discussion. This may include a Safeguarding Champion if one of the Designated Persons is on holiday.
  3. When a decision has been made to make a referral, to ONE CALL 01670 536400, the child and the parent should be informed in the presence of two members of the Safeguarding Team and a record of the discussion made. The parent does not have to be informed if doing so puts you or the child at greater risk.
  4. There will be times when an Adult at Risk, the child or the child’s parent does not agree with an Alert being raised, however this must not prevent the Alert being made when this is considered necessary. If a child makes a concerning disclosure, it must be referred as stated in 3.10 . A child or Vulnerable Adult needs to be told that we cannot promise to keep information confidential if it will place the adult child or any other person at risk of harm.
  5. There may be circumstances when a decision is made not to discuss the making of an Alert or referral with the person concerned because of issues of safety relating to the individual or the WDG Member.
  6. The details of any decision made under paragraphs 3.5, 3.6, 3.7 or 3.8 must be recorded on WDGs reporting Concern form, see appendix 1.
  7. WDG may become aware of information as part of their work which may not trigger a threshold in terms of level of concern and is deemed a low-level concern. Information regarding these low-level concerns will be kept in the “Concern folder” while WDG are still in contact with the person.
  8. Information relating to the Adult concern must be passed on as soon as possible, usually by means of a telephone call via ONE CALL on (01670) 536400. Any verbal communication should be confirmed in writing. Having raised an alert or made a referral, you should ensure that you *complete the appropriate form*.
  9. Information relating to Child concerns must be passed on as soon as possible, usually by the means of a telephone call to Children’s Safeguarding team on ONE CALL 01670 536400. Any verbal communication should be confirmed in writing. When making a referral, you should ascertain whether there is a specific form to use when confirming the referral. If so, you should ensure that you complete the appropriate form.
  10. All forms will be sent (marked Private & Confidential) to the person who received the verbal information within 24 hours. **(N.B. Ensure you obtain the name and address of the person who received the referral).**
  11. Details of the concern and Alert/ referral will be filed (securely and confidentially) in a ‘Safeguarding Concern Folder’ held in the organisation, as long as we have involvement in that incident.
  12. Any further action will follow the Local Safeguarding Adults or Children Procedure.
  13. Following Alert / referral to the relevant services, WDG will be informed by Adult or Children’s Safeguarding team as to whether further information or input is required.
  14. All members have a responsibility for ensuring that all concerns are recorded in line with this procedure.
  15. In situations where a WDG worker is requested to attend a Case Conference, they must discuss this request with the Safeguarding Trustee. It will be usual for a written report to be completed and submitted prior to the Case Conference in line with the local authority’s Safeguarding Procedures. The content of the report must be discussed/shared with the individual concerned before the report is submitted. This is to be done safely, with two members of the Safeguarding Team in a neutral location, such as the Memorial Hall.

Any member affected by reporting an incident will be signposted for support appropriate to their needs.

1. **ALEGATIONS OF HARM BY MEMBERS** 
   1. *Introduction*
   2. WDG members may encounter Adults at Risk and Children in the course of their activities. The possibility that members might act in a way that compromises the well-being of an Adult at Risk or Child is recognised by WDG.
   3. *Procedure*
   4. Where it is suspected that a member may have acted in a way that compromises the well-being of an Adult at Risk or Child, the member of staff with the suspicion must report it to the Safeguarding Trustee immediately. If the suspicion relates to the Safeguarding Trustee, another Trustee should be informed.
      1. Out of normal working hours, the Safeguarding Trustee should be contacted on his/her mobile telephone to inform him/her of the concern. Any subsequent action will be instigated by the Designated Person or their Deputy.
      2. The welfare of the Adult at Risk or Child is paramount and immediate action must be taken to ensure their protection and to obtain any medical attention that may be needed.
      3. Information about the suspicion must not be shared with other members, without the permission of the Safeguarding Trustee.
      4. It is necessary to consider when a suspicion is raised whether there is any indication that other individuals may also have had their well-being compromised by the member.
      5. Where a concern is raised that a member may have acted in a way that compromises the well-being of an Adult at Risk or Child, the matter must be investigated without any presupposition that harm has or has not occurred. In some cases while investigations are being carried out, it might be necessary to request a member not to undertake any further involvement with the Groups activities. (Extreme discretion should be used in any such process).
      6. Where there is an allegation against a member with regard to a child a referral to the (LA) Designated officer will also be made by telephone to xxxxxxxxxxxxxx
      7. Three separate strands of investigation will be required:

* The Adult or Child Safeguarding teams, Northumberland County Council will carry out their Safeguarding procedures.
* The circumstances may require a police investigation to ascertain whether a crime has been committed
* The disciplinary procedure may be involved to ascertain whether there has been misconduct or gross misconduct by members which may not necessarily be of a criminal nature. A similar process of investigation will be carried out in relation to a member to establish whether guidelines and procedures for members have been followed.
  + 1. The outcomes of concerns involving a member will be notified to DBS, other regulatory bodies and funding partners, as appropriate.

1. **RETROSPECTIVE DISCLOSURES**
   1. *Introduction*
      1. The incidence of disclosure of historical abuse or neglect is increasing and is triggered by a wide range of events. Disclosures could relate to any former activities carried out by WDG or to previous experiences unrelated to WDG.
      2. Where a disclosure is made, WDG will need to take seriously its responsibility to assist in the protection of adults at risk and Children with whom the perpetrator is now in contact, by providing information that could assist in tracing his/her whereabouts.
      3. There may be a conflict between the wishes and needs of the adult or child who may ask for the information to go no further and the needs of other individuals who need protection from abuse. NOTE: there is strong evidence to show that abuse outside the family is rarely confined to one victim.
   2. *Procedure*
      1. Where a person seems to be on the point of making a disclosure, it is important to advise him/her that there are limitations to guarantees of confidentiality.
      2. In the informal settings in which much of WDGs activities takes place, it may be difficult to foresee when a disclosure is about to be made. This highlights the importance of making explicit the organisation’s guidelines on confidentiality at the earliest point of contact.
      3. Only the minimum of information about the alleged abuse should be taken and written down, by the person receiving the disclosure i.e. when it occurred, who was the perpetrator, where it occurred and minimal details about what occurred. It will be necessary for the discloser to give detailed accounts to other agencies.
      4. Following a disclosure, the member of staff must discuss it with the Designated Person.
      5. The person making the disclosure must be reassured that he/she has done the right thing in telling and that support will be available for him/her. It is also important to say that it may not be possible to keep him/her informed of all action that will be taken as a result of the disclosure.
      6. Whether a disclosure re past abuse is made by an adult or a child, it has to be put through to Adult or Children’s Safeguarding Team on the ONE CALL number .If this disclosure is made to a member of WDG, they must tell the Designated Safe guarding Officer (DSO), their deputy or if not available ,The Safeguarding Trustee immediately. The DSO or other officer then contacts ONE CALL to give them the information.
      7. Subsequent actions will follow the procedure of the relevant Adults or Children’s Services.
      8. This policy should not be read in isolation and has links to:

Safe recruitment policy

The following links provides additional useful reading

[**http://www.northumberland.gov.uk/WAMDocuments/7F421474-DE3C-43BB-8371-DFA8B9E7F46C\_1\_0.pdf?nccredirect=1**](http://www.northumberland.gov.uk/WAMDocuments/7F421474-DE3C-43BB-8371-DFA8B9E7F46C_1_0.pdf?nccredirect=1)

[**http://northumberlandlscb.proceduresonline.com/chapters/p\_referr.html**](http://northumberlandlscb.proceduresonline.com/chapters/p_referr.html)