



Brighton Marina Studios Foundation (BMS)

# **Safeguarding Adults and Vulnerable Adults**

Date Reviewed: January 2024

The Care Act 2014 details the statutory framework for adult safeguarding setting out the responsibilities of local partners and creating Safeguarding Adults Boards in every area. Chapter 14 of the Care Act Statutory Guidance replaces No Secrets as the statutory guidance for safeguarding adults.

## **Introduction**

Brighton Marina Studios Foundation (BMS) is a registered charity, providing opportunities for all, especially young people through the power of dance and movement. Working with partners, we encourage participation, volunteering and leadership and assist in removing barriers preventing anyone from taking part.

BMS want everyone we engage with to have a positive, safe, and enjoyable experience when taking part in dance and movement. We strive to ensure that all staff, teachers, instructors, and volunteers are clear on what is expected of them when engaging with the public and that best practice is central to all activities.

BMS has developed this policy so that all involved know what processes and procedures to follow and who they can contact for help if they have any safeguarding concerns. This policy reflects the core values and objectives of BMS.

For the purposes of this policy:

A **vulnerable adult** is defined as a person aged 18 years or over who is or may need community care services by, reason of disability, age or illness; and is or may be unable to take care of him or herself, or unable to protect him or herself against harm or exploitation. All staff and volunteers at BMS are committed to a practice which promotes the welfare of adults and vulnerable adults and protects them from harm. We share an objective to help keep our participants safe through the following means:

- Providing a safe environment to learn in.
- Creating an environment which encourages development of positive self-esteem regardless of ethnicity, language, religion, culture, disability, or home life.
- Identifying and responding to adults and vulnerable adults in need of support and/or protection.
- Fostering a learning environment in which every participant feels valued and able to articulate their wishes and feelings in an atmosphere of acceptance and trust.
- Working within the guidelines of the Brighton & Hove Safeguarding.
- Adopting a clear response mechanism of awareness, prevention, reporting and response as set out below.
- We will ensure that all staff and volunteers are aware of the potential risks facing vulnerable adults.
- We will provide staff and volunteers with the knowledge and mechanisms necessary for recognising potential issues and reporting concerns.
- Ensuring action is taken to support and protect vulnerable adults where concerns arise regarding possible abuse.

**In addition, they will:**

- Take all reasonable steps to protect adults and vulnerable adults from hazards.
- Report any incident or suspicion of abuse to the Safeguarding lead who will take further action.
- Ensure that they are adequately insured to protect against claims of negligence.
- Promote, demonstrate, and incorporate the values of fair play, trust and good ethics throughout their activities.
- Make sure that their behaviour on social media remains in keeping with our code of conduct. Any comments or posts that may be obscene, defamatory, threatening, harassing, discriminatory or hateful will be addressed.

**They must not:**

- Harm or frighten.
- Touch inappropriately.
- Use inappropriate language.
- Threaten, shout or be aggressive.
- Force a participant to do something they do not want to do.
- Mistreat, demean, ignore, or make fun of.
- Show favouritism to any one individual or groups of individuals.
- Let a participant expose him/herself to danger.

- Make racist, sexist or any other remarks which may upset or humiliate.
- Take photos of students without permission

### **Prevention**

Ensuring, through awareness and a good code of practice, that we are minimising the risks facing adults and vulnerable adults.

Following the procedures for safe recruitment and selection of staff and volunteers as set out in this document.

### **Responsibilities**

BMS has a lead officer for Safeguarding, who has the designated responsibility to provide support and guidance to partner organisations and internal workforce. Each partner organisation will also need an appointed lead for safeguarding. All should ensure they are familiar with this BMS policy and procedures.

The designated safeguarding lead for BMS is **Annelies White**. This person will:

- Ensure their knowledge of current Safeguarding policies is continually kept up to date and update this document accordingly.
- Train staff in procedures and any changes made.
- Advise all staff and volunteers on best practice in respect to this policy.
- Train new staff on their duties for safeguarding and protection.
- Keep records of incidents and reports, together with any other relevant information.
- Report incidents to the Statutory Authorities where appropriate and ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing, under confidential cover.
- Ensure that individual case records are maintained of any complaint, injury or action taken by the organisation and that these are stored appropriately and confidentially.

### **Responding to safeguarding concerns**

What is a safeguarding concern?

An adult safeguarding concern is something that you see, hear about, or suspect that may put an adult at risk. Anyone may be at risk of abuse, they can come from any background, ethnicity, age, culture, faith, gender, and sexuality. Some are particularly vulnerable to abuse e.g. adults with disabilities, LGBTQ+ young people or those who don't speak English as their first language.

It is not the job of BMS or partner organisations to investigate, but it is their responsibility to seek help and guidance and pass on concerns to the Local Authority.

### **What Action should I take?**

If you are a member of staff, teacher, instructor, or volunteer: The most important thing is that if you are worried about a participant or the behaviour of someone towards them, then don't keep that worry to yourself. There are three simple things you need to do:

- 1.1 Take Action.
- 1.2 Listen carefully.
- 1.3 Take it seriously.
- 1.4 Don't promise to keep secrets.
- 1.5 Thank anyone who is giving you information and reassure them they were right to tell.
- 1.6 Keep questions to a minimum.
- 1.7 Ensure immediate safety of the adult or vulnerable adult if they require medical attention and pass on your concerns about abuse to make medical staff aware.
- 1.8 Do not approach alleged abusers or try and sort things out yourself, seek help and guidance.
- 1.9 Tell someone.
- 1.10 Take a note.

If the concern is an allegation relating to an adult who is working (including volunteering) or used to work for BMS or a partner organisation, then you will need to speak to the Designated Officer in the area where the adult lives.

### **Confidentiality, information sharing and data protection**

Making sure that confidentiality is maintained is important for keeping adults safe and information should only be shared with specific people on a need-to-know basis. The BMS designated safeguarding lead will advise on how this is best handled.

There is evidence that some people use the opportunity of sporting or physical activity to take inappropriate pictures or footage of people or to misuse official/approved images. There is greatly increased if it is possible for the person to be identified.

BMS teachers and partner organisations should adhere to the following principles:

- the interests and welfare of all taking part in activities is paramount.
- Participants must decide whether they're happy to have their images taken, and how these may be used.

### **Promoting good practice**

Promoting good practice should be an integral part of any BMS activity. It involves creating a safe culture that makes activities fun and conducive to learning new skills and keeping fit. Adults of all abilities, life experiences and cultures need to be in an environment that feels safe. There are several ways that you can do this:

- Provide information to carers about your activity and how you take their welfare seriously.
- Make it clear where to go if they have a concern or a complaint (could be on your website, but need to think about those who may not have internet access or have communication or language needs).

- Include clear statements about the policy and procedures you have in place to safeguard adults and vulnerable adults.
- Ensure you have carried out a risk assessment of any building or outside space where you are holding events or activities.
- Have a statement that makes it clear that bullying will not be tolerated.
- Have a procedure for if vulnerable adults become ill or go missing, or if there is an emergency.
- Keep written accident records.

Good practice in dance and movement activities promotes not only safe environments but also exemplary behaviour.

### **Whistleblowing**

Whistleblowing is the reporting of a concern, which may include wrongdoing. This includes misconduct on all levels, from minor to serious acts and is wider than safeguarding concerns. BMS is committed to the highest standards of openness, integrity and accountability and encourages a culture where individuals feel confident in being able to raise concerns openly through appropriate channels. However, for those who don't feel able to do this, BMS will assure protection against victimisation or dismissal for workers who blow the whistle on criminal behaviour or other wrongdoing (as defined in the Public Interest Disclosure Act 1998 Act).

Please refer to our whistleblowing policy for more information.

### **Contacting BMS Foundation**

You can contact BMS with any safeguarding concerns or with any questions via [www.marinastudios.co.uk](http://www.marinastudios.co.uk)

The Main safeguarding lead is **Annelies White**: [annelies@dancehub.uk](mailto:annelies@dancehub.uk) 01273 253679

The Y.E.S Project safeguarding lead is **Jade Hand**: [jade@dancehub.uk](mailto:jade@dancehub.uk) 01273 253679

**Policy Owner:** Board

**Review Date:** January 2027