1. Overview

1.1. Teddington Theatre Club is committed to Safeguarding Adults in line with national legislation and relevant national and local guidelines. We will safeguard adults by ensuring that our activities are delivered in a way which keeps all adults safe.

1.2. Teddington Theatre Club is committed to creating a culture of zero tolerance of harm to adults, which necessitates: the recognition of adults who may be at risk and the circumstances which may increase risk; knowing how adult abuse, exploitation or neglect manifests itself; and being willing to report safeguarding concerns.

1.3. This extends to recognising and reporting harm experienced anywhere, including within our activities, within other organised community or voluntary activities, in the community, in the person's own home and in any care setting.

1.4. Teddington Theatre Club is committed to best safeguarding practice and to uphold the rights of all adults to live a life free from harm from abuse, exploitation and neglect.

2. Relevant Legislation & Guidance

2.1. Sexual Offences Act 20023

2.2. Safeguarding Vulnerable Groups Act 2006

2.3. Protection of Freedoms Bill

2.4. Public Interest Disclosure Act 1998

3. Policy Statement

3.1. 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. The club is committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.

3.2. We acknowledge that safeguarding is everybody's responsibility, and we are committed to preventing abuse and neglect through safeguarding the welfare of all adults involved.

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3.3. Teddington Theatre Club recognises that there is a legal framework within which it needs to work to safeguard adults who have needs for care and support, and for protecting those who are unable to take action to protect themselves and will act in accordance with the relevant safeguarding adult legislation and with local statutory safeguarding procedures.

3.4. Actions taken by TTC will be consistent with the principles of adult safeguarding, ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the adult concerned.

4. Purpose

4.1. The purpose of this policy is to demonstrate the commitment of Teddington Theatre Club to safeguarding adults and to ensure that everyone involved in Teddington Theatre Club is aware of:

4.1.1. The legislation, policy and procedures for safeguarding adults.

4.1.2. Their role and responsibility for safeguarding adults.

4.1.3. What to do or who to speak to if they have a concern relating to the welfare or well-being of an adult within the organisation.

5. Scope

5.1. This safeguarding adult policy and associated procedures apply to all individuals involved in Teddington Theatre Club, including Board Members, Contractors, Volunteers and Members and to all concerns about the safety of adults whilst taking part in our organisation, its activities and in the broader community.

We expect our partner organisations, including affiliated clubs, suppliers, corporate hirers, and visiting companies, to adopt and demonstrate their commitment to the principles and practices outlined in this Safeguarding Adults Policy and its associated procedures.

6. Commitments

6.1. Everyone involved with Teddington Theatre Club is aware of the safeguarding adult procedures and knows what to do and who to contact if they have a concern relating to the welfare or well-being of an adult.

6.2. Any concern that an adult is not safe is taken seriously, responded to promptly, and followed up in line with Teddington Theatre Club Safeguarding Adults Policy and Procedures.

6.3. The well-being of those at risk of harm will be put first, and the adult will be actively supported to communicate their views and the outcomes they want to achieve. Those views and wishes will be respected and supported unless there are overriding reasons not to (see the Safeguarding Adults Procedures).

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6.4. Any actions taken will respect the rights and dignity of all those involved and be proportionate to the risk of harm.

6.5. Confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored in line with our Data Protection Policy and Procedures.

6.6. Teddington Theatre Club acts in accordance with best practice advice, for example, from NSPCC and Ann Craft Trust.

6.7. Teddington Theatre Club will cooperate with the Police and the relevant Local Authorities in taking action to safeguard an adult.

6.8. All Board members and volunteers understand their role and responsibility for safeguarding adults and have completed and are up to date with safeguarding adult training and learning opportunities appropriate for their role.

6.9. Teddington Theatre Club uses safe recruitment practices and continually assesses the suitability of volunteers and staff to prevent the employment/deployment of unsuitable individuals in this organisation.

6.10. Teddington Theatre Club shares information about anyone found to be a risk to adults with the appropriate bodies. For example: Disclosure and Barring Service, Services, Police, Local Authority/Social Services.

6.11. Actions taken under this policy are reviewed by the Board on an annual basis.

6.12. This policy, related policies (see below) and the Safeguarding Adults Procedures are reviewed no less than on a two-yearly basis and whenever there are changes in relevant legislation and/or government guidance as required by the Local Safeguarding Board, and/or National Governing Bodies and The Charities Commission or as a result of any other significant change or event.

7. Implementation

7.1. Teddington Theatre Club is committed to developing and maintaining its capability to implement this policy and procedures. To do so the following will be in place:

7.1.1. A clear line of accountability within the organisation for the safety and welfare of all adults.

7.1.2. Regular management reports to the Board detailing how any reports have been addressed.

7.1.3. Safeguarding adult procedures that deal effectively with any concerns of abuse or neglect, including those caused through poor practice.

7.1.4. A Safeguarding Lead/ Welfare Officer

7.1.5. Arrangements to work effectively with other relevant organisations to safeguard and promote the welfare of adults, including arrangements for sharing information.

7.1.6. Codes of conduct for Board members, Contractors and Volunteers/Members that specify zero tolerance of abuse in any form.

7.1.7. Risk assessments that specifically include safeguarding of adults.

7.1.8. Policies and procedures that address the following areas and which are consistent with this

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7.1.8.1. Safeguarding Adults policy.

7.1.9. Safeguarding Children

7.1.10. Bullying and harassment

7.1.11. Social Media

7.1.11.1. Equality, diversity and inclusion

7.1.11.2. Safe activities risk assessments

7.1.11.3. Code of Conducts and a process for breach of these

7.1.11.4. Discipline and grievance

7.1.11.5. Concerns, Complaints and Compliments

7.1.11.6. Information policy, data protection and information sharing

8. Supporting Information

8.1. There is a legal duty on Local Authorities to provide support to adults at risk.

8.2. Adults at risk are defined in legislation and the criteria applied differs between each home nation. (see definitions for England on page 7).

8.3. The safeguarding legislation applies to all forms of abuse that harm a person's wellbeing.

8.4. The law provides a framework for good practice in safeguarding that makes the overall well-being of the adult at risk a priority of any intervention.

8.5. The law emphasises the importance of 'Making Safeguarding Personal'

8.6. The law provides a framework for making decisions on behalf of adults who can't make decisions for themselves (Mental Capacity).

8.7. The law provides a framework for organisations to share concerns they have about adults at risk with the local authority.

8.8. The law provides a framework for all organisations to share information and cooperate to protect adults at risk.

9. Wellbeing Principle

The concept of 'well-being' is threaded throughout UK legislation and is part of the Law about how health and social care is provided. Our well-being includes our mental and physical health, our relationships, our connection with our communities and our contribution to society.

9.1. Being able to live free from abuse and neglect is a key element of well-being.

9.2. The legislation recognises that statutory agencies have sometimes acted disproportionately in the past. For example, removing an adult at risk from their own home when there were other ways of preventing harm.

9.3. For that reason, any actions taken to safeguard an adult must take into account their whole well-being and be proportionate to the risk of harm.

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10. Making Safeguarding Personal

10.1. The legislation also recognises that adults make choices that may mean that one part of our well-being suffers at the expense of another – for example we move away from friends and family to take a better job. Similarly, adults can choose to risk their personal safety; for example, to provide care to a partner with dementia who becomes abusive when they are disorientated and anxious.

10.2. None of us can make these choices for another adult. If we are supporting someone to make choices about their own safety we need to understand 'What matters' to them and what outcomes they want to achieve from any actions agencies take to help them to protect themselves.

10.3. The concept of 'Person Centred Safeguarding'/'Making Safeguarding Personal' means engaging the person in a conversation about how best to respond to their situation in a way that enhances their involvement, choice and control, as well as improving their quality of life, well-being and safety. Organisations work to support adults to achieve the outcomes they want for themselves. The adult's views, wishes, feelings and beliefs must be taken into account when decisions are made about how to support them to be safe. There may be many different ways to prevent further harm. Working with the person will mean that actions taken help them to find the solution that is right for them. Treating people with respect, enhancing their dignity and supporting their ability to make decisions also helps promote people's sense of self-worth and supports recovery from abuse.

10.4. If someone has difficulty making their views and wishes known, then they can be supported or represented by an advocate. This might be a safe family member or friend of their choice or a professional advocate (usually from a third sector organisation).

England (Care Act 2014)

The Act's principles are:

- **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.

11. Making Safeguarding Personal Guidelines

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11.1. We can only make decisions for other people if they cannot do that for themselves at the time the decision is needed

11.2. If the decision can wait – e.g. to get help to help the person, make their decision or until they can make it themselves

11.3. If we have to decide for someone else, then we must decide in their best interests (for their benefit) and consider what we know about their preferences and wishes

11.4. If the action we are taking to keep people safe will restrict them, then we must think of a way to do that which restricts their freedom and rights as little as possible.

11.5. Many potential difficulties with making decisions can be overcome with preparation. A person needing support to help them make decisions whilst taking part in a theatrical activity will ordinarily be accompanied by someone, e.g. a family member or formal carer, whose role includes supporting them to make decisions.

11.6. It is good practice to get as much information about the person as possible. Some people with care and support needs will have a 'One page profile' or a 'This is me' document that describes essential things about them. Some of those things will be about how to support the person, their routines, food and drink choices etc. but will also include things they like and don't like doing. It's also essential to have an agreement with the primary carer of the adult person about how different types of decisions will be made on a day-to-day basis.

11.7. If a person who has a lot of difficulty making their own decisions is thought to be being abused or neglected, you will need to refer the situation to the Local Authority, and this should result in health or social care professionals assessing mental capacity and/or getting the person the support they need to make decisions.

11.8. There may be times when the organisation needs to make decisions on behalf of an individual in an emergency. Decisions taken to safeguard an adult who cannot decide for themselves could include:

11.8.1. Sharing information about safeguarding concerns with people who can help protect them.

11.8.2. Stopping them being in contact with the person causing harm.

12. Recording and Information Sharing

12.1. All organisations must comply with the Data Protection Act (DPA) and the General Data Protection Regulations (GDPR).

12.2. Information about concerns of abuse includes personal data. It is therefore essential to be clear as to the grounds for processing and sharing information about concerns of abuse.

12.3. Processing information includes record keeping. Records relating to safeguarding concerns must be accurate and relevant. They must be stored confidentially with access only to those with a need to know.

12.4. Sharing information, with the right people, is central to good practice in safeguarding adults. However, information sharing must only ever be with those with a 'need to know'.

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12.5. This does NOT automatically include the person's spouse, partner, adult, child, or unpaid or paid carer. Information should only be shared with family and friends, or carers, with the consent of the adult. If the adult lacks the capacity to make that decision, family/ friends/ carers need to know how to help keep the person safe.

12.6. The purpose of Data Protection legislation is not to prevent information sharing but to ensure personal information is only shared appropriately. Data protection legislation allows information sharing within an organisation. For example:

12.6.1. Anyone who has a concern about harm can make a report to an appropriate person within the same organisation

12.6.2. Case management meetings can take place to agree to coordinate actions by the organisation

12.7. There are also many situations in which it is perfectly legal to share information about adult safeguarding concerns outside the organisation. Importantly, personal information can be shared with the consent of the adult concerned. However, the adult may not always want information to be shared. This may be because they fear repercussions from the person causing harm, or are scared that they will lose control of their situation to statutory bodies, or because they feel stupid or embarrassed. Their wishes should be respected unless there are overriding reasons for sharing information.

13. Recording and Information Sharing Guidelines

13.1. The circumstances when we need to share information without the adult's consent

13.2. Include those where:

13.2.1. It is not safe to contact the adult to gain their consent – i.e. it might put them or the person making contact at further risk.

13.2.2. You believe they or someone else is at risk, including children.

13.2.3. You believe the adult is being coerced or is under duress.

13.2.4. It is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed.

13.2.5. The adult does not have the mental capacity to consent to information being shared about them.

13.2.6. The person causing harm has care and support needs.

13.2.7. The concerns are about an adult at risk living in Wales or Northern Ireland (where there is a duty to report to the Local Authority).

13.3. When information is shared without the consent of the adult, this must be explained to them, when it is safe to do so, and any further actions should still fully include them.

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13.4. If you are in doubt as to whether to share information, seek advice e.g. seek legal advice and/or contact the Local Authority and explain the situation without giving personal details about the person at risk or the person causing harm.

13.5. Any decision to share or not to share information with an external person or organisation must be recorded together with the reasons to share or not share information.

13.5.1. Commendations to their disciplinary group.

13.5.2. To review progress of case(s).

13.5.3. To identify/ communicate learning from cases

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14. What to do if you have a concern

If you have a concern about the welfare of an adult at Teddington Theatre Club, please report it to one of our safeguarding team:

IAN KINANE – REPORT AND SUPPORT
iank@teddingtontheatreclub.org.uk

JANE MARCUS – SAFEGUARDING LEAD
safeguarding@teddingtontheatreclub.org.uk

JOANNA TAYLOR – DEPUTY SAFEGUARDING LEAD
Joannat@teddingtontheatreclub.org.uk

15. Organisations offering advice and support

Hourglass
A national organisation based in London. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.
Tel: 0808 808 8141
wearehourglass.org

Ann Craft Trust (ACT)
A national organisation providing information and advice about adult safeguarding.
Tel: 0115 951 5400
Email: ann-craft-trust@nottingham.ac.uk
www.anncrafttrust.org

Men's Advice Line
For male domestic abuse survivors
Tel: 0808 801 0327

The Monitoring Group
A London-based organisation that provides support to victims of race and religious hate crime through the provision of information, advice, advocacy and representation
Tel: 0207 582 7138
www.tmg-uk.org

National LGBT+ Domestic Abuse Helpline
Tel: 0808 2000 247 for women
Tel: 0808 8010327 for men

National 24Hour Freephone Domestic Abuse Helpline
Tel: 0808 2000 247
www.nationaldahelpline.org.uk/Contact-us

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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
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 or
0808 808 0700 (Helpline)
Email: services@respond.org.uk
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-hour service:
Telephone: 0800 138 1625
E mail: info@stophateuk.org

Susy Lamplugh Trust
The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.
Tel: 0808 802 0300
Email: info@suzylamplugh.org
www.suzylamplugh.org

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
www.victimsupport.com

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