



Bispham CastAways, Community Theatre Group is committed to safeguarding and protecting the welfare of all who use its service. Bispham CastAways will ensure all trustees and members follow those procedures outlined in this policy and other related policies of Bispham CastAways (e.g. social media and equal opportunities policies) as well as any procedures set out by the local authorities for the protection of vulnerable adults and young people.

It will be made clear what procedures should be followed if any trustee or member have any concerns for a young person or adult who are attending the group. This includes members, trustees, supporters, audience members, visitors and anyone else engaged with the group. This information will be passed on, in confidence, to the relevant local authority and a written record of this reporting will be kept by the Business Manager (Trustee) and Safeguarding Officer until the matter is resolved.

Definitions

A vulnerable person, is a person aged 16 years or over who could be in need of a community care service and is, or may be, unable to protect themselves from significant harm or serious exploitation. This may be because they have a mental health issue or other disability, or because they are old, frail or ill.

In this context, community care services includes all care services provided in any setting by any agency whether statutory, voluntary or independent, in health or social care, including hospitals, housing agencies and advice services.

An “adult safeguarding alert” describes the process where a trustee or member is first alerted to a concern or incident that indicates a vulnerable adult is experiencing, or is at risk of, abuse or neglect, or as a result of their care and support needs, are unable to protect themselves against abuse or neglect, or the risk of it, and then takes action to respond and report the concern.

Abuse

Recognising when a vulnerable person is suffering, or is likely to suffer, significant harm is not easy and it is not the responsibility of a member or trustee to decide whether or not a vulnerable person is suffering or at risk from harm. There is a responsibility, however, to act as soon as there are concerns, in order that the appropriate agency can investigate and take any necessary action to protect a vulnerable person.

Abuse is the violation of an individual’s human and civil rights by another person or persons. Abuse can consist of a single act or repeated acts. It can vary from neglecting the person, to treating someone with disrespect in a way which significantly affects their quality of life and limits their ability to access

opportunities. It can also be behaviour, which causes actual physical harm and suffering. The following are the main forms of abuse which may occur:-

Discrimination, Physical Abuse, Sexual Abuse, Institutional Abuse,
Modern Slavery, Human Trafficking, Psychological Abuse,
Financial Abuse, Domestic Abuse, and Neglect and Self-Neglect.

Bispham CastAways Principles

All vulnerable people have the right to protection from abuse, irrespective of their gender, sex, pregnancy or maternity status, marital status, race, colour, religion or belief, disability, age, sexual orientation, or gender reassignment (“Protected Characteristics”). It is the responsibility of all associated with Bispham CastAways to report any concerns about abuse. All incidents of alleged poor practice, misconduct or abuse will be taken seriously and responded to swiftly and appropriately in accordance with Bispham CastAways disciplinary procedures. All personal data will be processed in accordance with the privacy policies set down by the Bispham CastAways which adhere to the requirements of the Data Protection Act 1998 and 2018 GDPR.

Membership for young people between the ages of sixteen and eighteen, must be countersigned by a parent or guardian. This counter signatory has the right to observe any rehearsal or meeting and can discuss specific issues to the young person, in confidence, with a member of the trustees, the below named safeguarding officer, or the director of the current production. This counter signatory has no right to vote in any members’ vote and cannot interfere with the normal running of the group unless they are also a paid-up member.

The group will make any reasonable adjustments it can to accommodate a member of the group or audience with specific additional needs and individual cases can be discussed with any member of the board of trustees or the below named safeguarding officer. It may be necessary to share this information with other members of the group to allow changes to take place and for the health and safety of the member in question to be safeguarded. This will be discussed with the member or their representative and they will have the final decision on who can be informed on specific issues.

An annual audit of trustee skills will take place. If there are found to be any gaps in knowledge or expertise, the group will make use of local authority training to help fill these. Training will also be utilised to ensure our policies are up to date and relevant to our membership.

The group will review its safeguarding policies (at least) annually to make sure they are up to date, relevant to our membership and follow the latest local authority guidelines. Any reported safeguarding alert, change in legislation or

accusation of discrimination should prompt an extraordinary review of Bispham CastAways safeguarding policies before the regular annual date set.

The date of our next review will be before the 2019 AGM and any changes or amendments will be entered in to the minutes of the AGM and an updated safeguarding policy made available to the membership.

In the event of an extraordinary review, a meeting must be called between the trustees, the safeguarding officer and any other necessary external body as soon as this is possible. Any changes made to the policy must be clearly noted in the minutes book, swiftly employed and the membership informed either through an EGM or other means of communication.

Responding to Disclosures

The possibility of abuse can come to light (be disclosed) in various ways, for example:

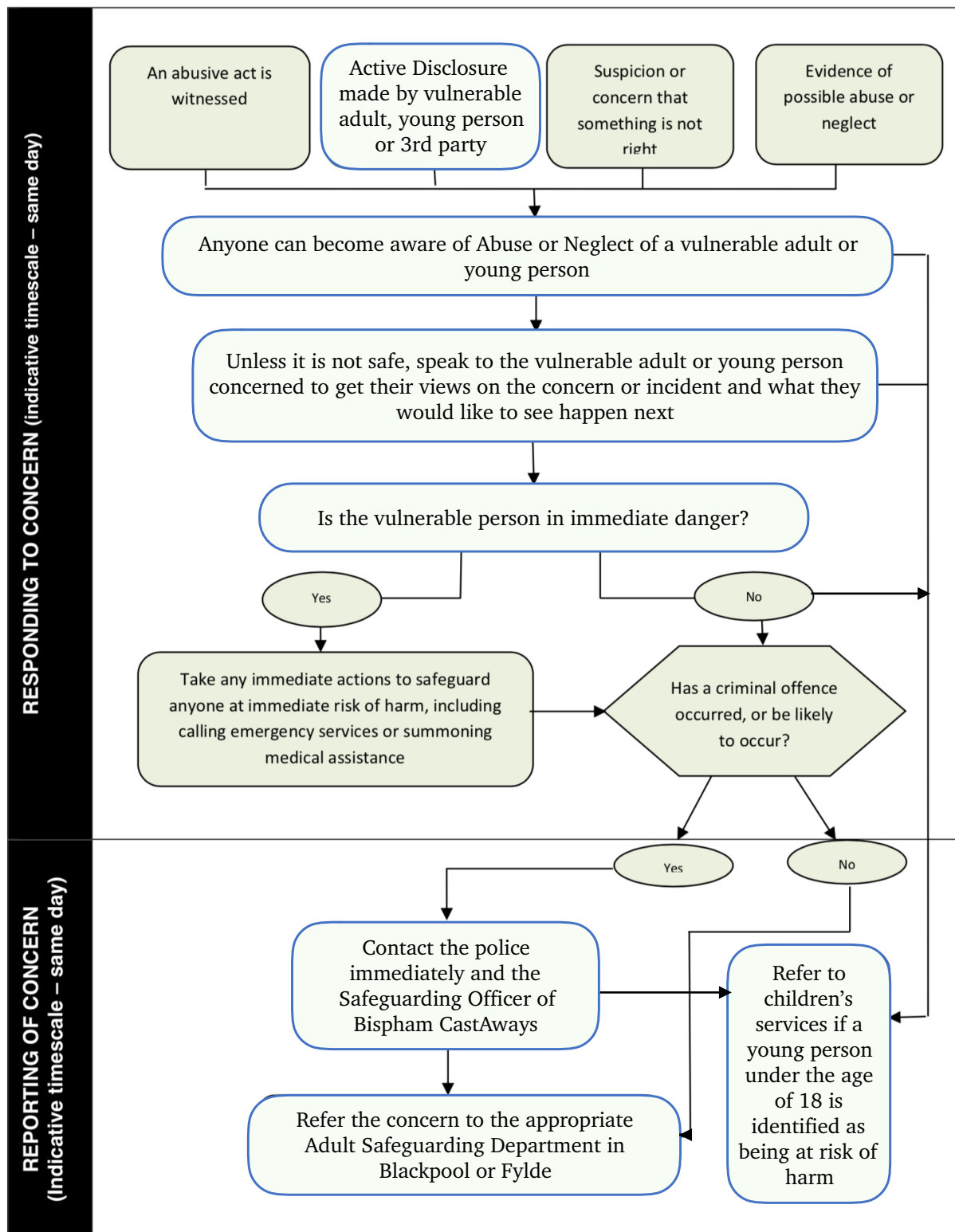
- an active disclosure of abuse by the adult
- a passive disclosure of abuse where someone's attention is drawn to the signs of abuse or neglect
- an allegation of abuse by a third party
- a complaint or concern raised by an adult or a third party, who doesn't perceive that it is abuse or neglect.

Responding to a disclosure can be daunting. The following is the good practice that Bispham CastAways promotes:

- It is often difficult to believe that abuse or neglect can occur. Remember, it may have taken a great amount of courage for the person to tell you that something has happened. Fear of not being believed can cause people not to tell.
- Accept what the person is saying – **DO NOT QUESTION** the person or get them to justify what they are saying. Reassure the person that you take what they have said seriously.
- **DON'T 'INTERVIEW'** the person – just listen carefully and calmly to what they are saying. If the person wants to give you lots of information, let them. Try to remember what the person is saying in their own words so that you can record it later.
- You can ask questions to establish the basic facts – try to avoid asking the same questions more than once or asking the person to repeat what they have said, this can make them feel they are not being believed.
- **DON'T PROMISE** the person that you'll keep what they tell you confidential or "secret". Explain that you will need to tell another person but you'll only tell people who need to know so that they can help.

- **REASSURE** the person that they will be involved in decisions about what will happen.
- **DO NOT BE JUDGEMENTAL OR JUMP TO CONCLUSIONS.**
- If the person has specific communication needs, provide support and information in a way that is most appropriate to them.

Reporting and Recording of incidents



• ***Talking to the vulnerable person concerned***

The above figure shows the key decisions to follow after a disclosure of possible abuse or neglect is made. Remember that, unless it is not safe or will increase the risk to the vulnerable person, it is always best practice to speak to the individual involved at as early a stage as possible to get their views and wishes on the concerns. This should help to guide what next steps should be taken and whether the concern should be reported as an adult/young person safeguarding concern or should be dealt with by another means. All adults have the right to choice and control in their own lives, as a general principle, no action should be taken for, or on behalf of, an adult without obtaining their consent.

There will be occasions where speaking to the vulnerable person could put them at further, or increased, risk of harm. This could be, for example, due to a risk of fleeing or removal of the vulnerable person from the local area, or an increase in threatening or controlling behaviour if the person causing the risk of harm were to know that the adult had told someone about the abuse or neglect. The safety of the vulnerable person and the potential for increasing the risk should always be considered when planning to speak to the person. Any such situations where there is the potential for endangering safety or increasing risk should be assessed carefully and advice taken from the below named Safeguarding Officer or a Bispham CastAways trustee, and/or from an external agency as appropriate.

• ***Reporting without the consent of the vulnerable person***

If there is an overriding public interest, or if gaining consent would put the adult at further risk, the concern must still be reported. This includes situations where:

- there is a risk or harm to the wellbeing and safety of the adult or others
- other adults or children could be at risk from the person causing harm
- it is necessary to prevent crime or if a crime may have been committed
- the person lacks capacity to consent

The person would normally be informed of the decision to report and the reasons for this, unless telling them would jeopardise their safety or the safety of others. Disclosure without consent needs to be justifiable and the reasons recorded in the written report.

• ***If the vulnerable person is in immediate danger***

If there is an immediate or clear danger to another member of the group, supporter of the group, an audience member or member of the general public made clear to any member of Bispham CastAways, it is that person's responsibility to report the incident to the relevant authority. This could be, for example, the police or other emergency service. It is also appropriate to inform a member of the trustees or the below named safeguarding officer. Steps must be

followed to ensure that the vulnerable person is in no immediate danger by, where appropriate:

- calling 999 if there is a medical emergency, other danger to life or risk of imminent injury, or if a crime is in progress.
- summoning urgent medical assistance from the GP or other primary healthcare service if there is a concern about the person's need for medical assistance or advice. The NHS 111 service may be used for urgent medical help or advice when it is not a life-threatening situation.
- supporting and encouraging the vulnerable person to contact the Police if a crime may have taken place.

The person reporting the safeguarding concern should also take steps to preserve any possible physical evidence and consider if there are other vulnerable adults, young people or children who are at risk of harm.

- **Written Report**

It is vital that a written record of any incident, allegation of crime or disclosure of possible abuse or neglect is made as soon as possible after the information is obtained. Written records must reflect, as accurately as possible, what was said and done by the people involved. It is good practice to make the written report of what has been seen, disclosed or is causing concern **as soon as possible on the same day**. The informed Safeguarding Officer or Trustee will try to ensure anyone who saw or heard anything relating to the alert makes a written report.

Any written report must be made in **written or printed ink** and must be **clearly legible** and so able to be photocopied.

The written report must include:

- Name of vulnerable person concerned
- Date and time when the disclosure was made, or when the person reporting was told about or witnessed the incident(s) concerned
- Who was involved, including any other possible witnesses
- A brief outline of exactly what happened or what was disclosed, in the vulnerable person's own words, keeping it factual and not interpreting what was seen or disclosed
- The appearance and behaviour of the vulnerable person and/or the person making the disclosure, including any injuries observed
- If appropriate, the views and wishes of the vulnerable person
- Any actions and decisions taken at that point, e.g. Police phoned or vulnerable person taken to hospital

- Any other relevant information, e.g. previous incidents that have caused concern
- The name of the person the report was made to, including the specific department and local authority the report was made to, and the named official at the local authority to whom the report was addressed

Due to the sensitive and confidential nature of the personal information contained in a report of this kind, it will be kept under strict adherence to the Privacy Policy set down by Bispham CastAways, and in accordance with the Data Protection Act 1998 and the GDPR 2018. It will only be made available to the person(s) named in the report if safe to do so and/or under a Subject Access Request, and to the police, other external agency, and any local authority group who will be investigating the allegation.

Reports will be stored in a safe and secure place until needed. After the allegation has been resolved, any written reports will be destroyed as per the Privacy Policy set down by Bispham CastAways and the 1998 Data Protection Act and 2018 GDPR.

• ***Discrimination and Bullying***

Any person who feels that they are a victim of discrimination or bullying by a member of the group or a trustee can report the incident to any member of the board of trustees. They will investigate the matter with speed and care, ensuring that all members involved are supported to have the chance to be heard in a safe environment.

If it is appropriate, the trustees may take the view it is appropriate to temporarily suspend the membership of a member(s) to protect the vulnerable person(s). Once a decision has been made, this suspension can be rescinded or made permanent after an investigation on a majority vote of the board of trustees. If the vote is not in the majority, the chairperson of the meeting will have the casting vote.

If the allegation is against a trustee(s) of the group, the trustee will be suspended from their role until an investigation can be carried out. Whether a trustee is alleging another member has discriminated against or bullied them, or another member has alleged the trustee has discriminated against or bullied them, that trustee will not be involved in carrying out the investigation and will have no vote during the disciplinary hearing. If this reduces the number of trustees so a quorum cannot be met, another member (who both parties involved agrees is a neutral party) will sit on the board holding the disciplinary hearing.

If the trustees or a member of the group feel the incident is serious enough to warrant reporting to an outside agency, any internal investigation or disciplinary action will be postponed until the outcome of any external investigation. In this case a temporary suspension of the alleged member(s) will be in place until the

completion of these investigations. After any external investigations are complete, and only if appropriate, a disciplinary hearing may be held.

Contact Details

Bispham CastAways Safeguarding Officer Debbie Flavell 07715399838 debbief1973@hotmail.com	Bispham CastAways Business Manager (Trustee) Susan Hope 01253 353224 / 07515856264 susan.louise.hope@gmail.com
Blackpool Safeguarding Adults Board 01253 476931 01253 477678 (Emergency Out-of-Hours)	Fylde and Wyre Safeguarding Adults Enquiry Team 0300 123 6721 0300 123 6722 (Emergency Out-of-Hours)
Blackpool Safeguarding Children’s Board 01253 477025	Fylde and Wyre Children’s Social Care 0300 123 6720 0300 123 6722 (Emergency Out-of-Hours)
Blackpool Adult Social Care 01253 477592 01253 477600 (Emergency Out-of-Hours)	Blackpool Children’s Social Care 01253 477299

Date Policy Adopted: _____

Date to be reviewed: _____

(1)Signed: _____ (2)Signed: _____

Name: _____ Name: _____

(3)Signed: _____ (4)Signed: _____

Name: _____ Name: _____

(5)Signed: _____ (6)Signed: _____

Name: _____ Name: _____

Safeguarding Alert Reporting Form

This form must be completed in written or printed ink and be clearly legible. This completed form must be handed to the Safeguarding Officer or Business Manager (Trustee). All information must be treated in confidence and is subject to the Data Protection Act 1998 and 2018 GDPR.

Date of incident/ disclosure:		Time of incident/ disclosure:	
Name of person reporting:			
Contact details:			
Name of alleged victim:			
Contact details			
Were the Police contacted?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
	Name of Police Officer:		
	Phone number:		
	Crime number:		
Was another external agency informed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
	Department:		
	Name of person reported to:		
Bispham CastAways Safeguarding Officer informed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
	Why?		
Bispham CastAways Trustee informed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Name of Trustee informed:
	Why?		
Any member(s) involved subject to disciplinary action?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Name(s)
	What disciplinary action(s) taken?		

Record a brief outline of exactly what happened or what was disclosed, in the vulnerable person's own words, keeping it factual and not interpreting what was seen or disclosed. Use the space below and attach further paper if necessary. Where possible, include the following:

- **Who was involved, including any other possible witnesses**
- **The appearance and behaviour of the vulnerable person and/or the person making the disclosure, including any injuries observed**
- **If appropriate, the views and wishes of the vulnerable person**
- **Any actions and decisions taken at that point, e.g. Police phoned or vulnerable person taken to hospital**
- **Any other relevant information, e.g. previous incidents that have caused concern**