



# Moving Parts Arts Ltd. Vulnerable Adult Protection Policy

Updated: Monday 5th April 2021

## COMPANY DETAILS

Name: Moving Parts Arts Ltd.

Registered address: 5a Westgate Hill Terrace, Newcastle upon Tyne, NE4 6AS

Company number: 11035359

Directors: Kerrin Tatman, Matthew Wood, William Steele

## COMPANY CONTACT DETAILS

Website: [www.movingpartsarts.com](http://www.movingpartsarts.com)

General email: [info@movingpartsarts.com](mailto:info@movingpartsarts.com)

Contact number: 07814046205

## SAFEGUARDING LEADS (VULNERABLE ADULTS) DETAILS

Safeguarding Leads: Laura Firby, Erin Connor

Safeguarding email: [movingpartsvolunteers@gmail.com](mailto:movingpartsvolunteers@gmail.com)

Safeguarding contact number: 07921933911 or 07857990235

Our regular programme of activities includes, but is not limited to:

- The biennial Moving Parts: Newcastle Puppetry Festival, which includes performances, workshops, engagement projects and outdoor events.
- One-off events, including performances, workshops, engagement projects and outdoor events.
- The Moving Parts Scratch Space, which includes performances and workshops.
- The Moving Parts Puppet Schools, which includes performances and workshops.

# 1. INTRODUCTION AND STATEMENT OF INTENT

Moving Parts Arts Ltd. (hereafter referred to as 'Moving Parts') is committed to a practice, which protects vulnerable adults from harm. All **contracted freelance staff and directors\*** (hereafter referred to as 'staff') and volunteers accept and recognise our responsibilities to develop awareness of issues, which cause vulnerable adults harm.

\*Note that this does not refer to short-term contractors, such as artists performing at a one-off event.

It is the policy of Moving Parts to safeguard the welfare of all vulnerable adults by protecting them from all forms of abuse and neglect including physical, emotional, financial and sexual harm. Personnel should at all times show respect and understanding for individual's rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of Moving Parts. This organisation is committed to creating a safe environment in which vulnerable adults can feel comfortable and secure while engaged in any of our programmes and activities.

We will endeavour to safeguard vulnerable adults by:

- Adopting vulnerable adult protection guidelines through a code of behaviour for staff and volunteers.
- Sharing information about vulnerable adult protection and good practice with staff and volunteers in an accessible manner.
- Sharing information about concerns with agencies who need to know, and involving carers, guardians or other named parties as appropriate.
- Safeguarding vulnerable adults in a way that supports them in making choices and having control about how they want to live.
- Following procedures carefully for recruitment and selection of staff and volunteers, including Disclosure and Barring Service (DBS) checks.
- Providing effective management for staff and volunteers through supervision, support and training.
- Ensuring that any allegation of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported.
- Clearly advertising or collecting permission during public events when photography or videography is being recorded and where the footage will be displayed.
- Only partnering with organisations for project delivery who uphold good standards of vulnerable adult protection.
- Ensuring that all contractors, ie. booked artists, are not left with vulnerable adults on their own and a trained member of Moving Parts staff who is DBS checked is present during any contact time.
- Being committed to reviewing our policy and good practice on an annual basis.

## **2. GENERAL GUIDELINES FOR ALL MOVING PARTS STAFF AND VOLUNTEERS**

### **a) DEFINITION**

An adult at risk is defined by the 2014 Care Act as individuals aged over 18 who:

- Have need for care and support (whether or not the local authority is meeting any of those needs).
- Is experiencing, or at risk of, abuse or neglect.
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

### **b) ATTITUDES**

Staff and volunteers are committed to:

- Treating vulnerable adults with respect and dignity.
- Always listening to what a vulnerable adult is saying or communicating.
- Valuing each vulnerable adult.
- Recognising the unique contribution each individual can make.

### **c) BY EXAMPLE**

Staff and volunteers will endeavour to:

- Provide an example, which we would wish others to follow.
- Use appropriate communication with vulnerable adults in a non-patronising manner. Volunteers will be made aware that people have a range of communication needs and methods and encouraged to explore how the person communicates and be lead by them and/or their carers.
- Respect a vulnerable adult's right to privacy.

### **d) PHYSICAL CONTACT WITH THE PUBLIC OR OTHER STAFF DURING WORKING HOURS**

Staff and volunteers should never:

- Engage in sexually provocative or rough physical games, including horseplay.
- Do things of a personal nature for a vulnerable adult that they can do for themselves. If such an incident arises, for example, where a vulnerable adult has limited mobility, Moving Parts staff should seek advice from the Safeguarding Leads to deal with such an incident.
- Allow, or engage in, inappropriate touching of any kind.

## e) GENERAL

Staff and volunteers should:

- Be aware that someone might misinterpret our actions no matter how well intentioned.
- Never allow ourselves to be drawn into inappropriate situations, such as tantrums or crushes.
- Never exaggerate or trivialise vulnerable adult abuse issues or make suggestive remarks or gestures about, or to a vulnerable adult, even in fun.

## f) RELATIONSHIPS

- Staff and volunteers who are involved in relationships with other members of staff or volunteers should ensure that their personal relationships do not affect their role within Moving Parts or the work of Moving Parts.

## g) SHARING INFORMATION - GENERAL

- Good communication is essential in any organisation. In Moving Parts every effort will be made to assure that, should individuals have concerns, they will be listened to and taken seriously.
- It is the responsibility of the management to ensure that information is available to, and exchanged between all those involved in this organisation and its activities. Some information is confidential and should only be shared on a strictly need-to-know basis.
- Any confidential information will be locked in a draw in the Moving Parts office and only made accessible to the Safeguarding Leads.
- Personal information, such as contact details, must not be shared publicly without consent. All Moving Parts personnel should refer to our Data Policy at [www.newcastlepuppetryfestival.co.uk/data](http://www.newcastlepuppetryfestival.co.uk/data).

## h) SHARING INFORMATION - PUBLIC

- Vulnerable adults and their families have a right to information, especially any information

that could make life better and safer for them. Moving Parts will act to ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties.

- Vulnerable adults and their families should be assured that they are involved with a credible organisation.

We achieve this by:

- publicising information on all our public-facing activities.
- publishing the named Safeguarding Lead and how to make a complaint/suggestion/request further information on our website
- publishing a full copy of this Vulnerable Adult Protection Policy on our website.

## **i) SHARING INFORMATION - STAFF & VOLUNTEERS**

- It is imperative that each member of Moving Parts staff is aware of their responsibilities under Vulnerable Adult Protection legislation and has a working knowledge of Moving Parts procedures.
- Each member of staff will receive updated training in Vulnerable Adult Protection every three years.

## **j) SHARING INFORMATION - OTHER BODIES**

- A copy of our Vulnerable Adults Protection Policy will be made available to any other appropriate body.

## **k) BEING AWARE**

- All staff and volunteers will be made aware to be extra vigilant during events where contractors and vulnerable adults are present, i.e. a booked artist running a workshop. There will always be a trained Moving Parts staff member or volunteer present during such an occurrence.
- During events with the public, Moving Parts staff and volunteers must be extra vigilant for inappropriate activity. This includes photography, for instance if a member of the public is taking photographs of people without prior consent.

## **l) PHOTOGRAPHY**

- We regularly take pictures and shoot videos at our events for marketing and evaluation purposes. The public must be made aware of this through clearly displayed signage or through granting consent where appropriate. It must be considered how a person granting

consent communicates and efforts are made to meet their needs so they have understood the essential information.

### **m) TRAINING**

- All members of the core Moving Parts staff must receive at least Level 1 training in vulnerable adult protection every 3 years.
- The Safeguarding Leads must receive at least Level 3 training in vulnerable adult protection every 3 years.
- The level of training will be given to core Moving Parts staff depending on the nature of their roles.
- If appropriate, volunteers will receive Level 1 training if helping to deliver Moving Parts activities.
- All members of the core Moving Parts staff will be DBS checked.

### **n) RECORD KEEPING**

- All records, information and confidential notes will be kept in separate files in a locked drawer or filing cabinet.
- Only the Safeguarding Leads will have access to these files.

### **o) FURTHER INFORMATION**

For further information about what to do if you are worried a vulnerable adult is being abused, see the Newcastle City Council website: <https://www.newcastle.gov.uk/social-care-and-health/safeguarding-and-abuse/safeguarding-information-professionals/newcastle-safeguarding-adults-unit>

### 3. PROCEDURE FOR REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE

#### a) GENERAL

All action is taken in line with the following legislation/guidance:

- Newcastle Safeguarding Adults Board <https://www.newcastle.gov.uk/social-care-and-health/safeguarding-and-abuse/safeguarding-information-professionals/newcastle-safeguarding-adults-board>
- Care Act, 2014 government guidance

In any case where an allegation is made, or someone in Moving Parts has concerns, a record should be made. Formal forms are available from the Moving Parts office in Alphabetti Theatre. In the case that a form cannot be obtained, please record all information on a sheet of paper and kept confidential until passed onto the Safeguarding Leads or Newcastle Community Health and Social Care Direct Team.

#### b) ATTITUDE WHEN DEALING WITH A VULNERABLE ADULT DISCLOSING AN INCIDENT

- If a vulnerable adult has the capacity to give consent, then confidentiality must be adhered to unless they grant you to disclose information. This is an important distinction between our Child Protection and Vulnerable Adult policies.
- Listen to them, rather than question them directly.
- Offer them reassurance without making promises, and take what they say seriously.
- Allow them to speak without interruption.
- Accept what is said - it is not your role to investigate or question.
- Do not overreact.
- Alleviate feelings of guilt and isolation, while passing no judgement.
- Advise that you will try to offer support, but that you must pass the information on.
- Explain what you have to do and whom you have to tell.
- Record the discussion accurately, as soon as possible after the event.
- Use their words or explanation - do not translate into your own words, in case you have misconstrued what they were trying to say.

- Contact one of the Safeguarding Leads for advice / guidance, unless it is inappropriate to approach them, i.e. they are both involved in the abuse allegation.
- Record any discussions or actions taken within 24 hours.

### c) DETAILS TO BE RECORDED

A record should be taken with as much appropriate information as possible when documenting/referring an allegation or suspicion of abuse; however **the absence of information must not delay referral.**

- Full name, date of birth and gender of the vulnerable adult and their current whereabouts
- Home address
- Full names, dates of birth and addresses of immediate family members
- Name and address of GP
- Ethnicity, first language and religion
- Any need for an interpreter, signer or other communication aid
- Any special needs or medical conditions
- Any significant/important recent or historical events/incidents
- Cause for concern including details of any allegations, their sources, timing and location
- Emotional and physical condition
- Referrer's relationship and knowledge of child and parents/carers
- Full details of the reason for the referral.

### d) MAKING A REFERRAL

- Pass on the information acquired in sections 3(c) to the Safeguarding Leads, or if the allegation concerns them both, direct to the Newcastle Community Health and Social Care Direct Team.
- The referrer will immediately inform the Newcastle Community Health and Social Care Direct Team by telephone after collating all the information in section 3(c)

**Initial response service:** 0191 278 8377 (8am - 5pm)

**Emergency response service:** (out of hours): 0191 278 7878

- Confidentiality must be maintained and information relating to individual children and young people / families shared with staff on a strictly need-to-know basis.
- Referrers will be asked specifically if they hold any information about difficulties being experienced by the household due to domestic abuse, mental illness, substance misuse, and/or learning difficulties.
- The referrer must alert any professionals already involved with the vulnerable adult, if known.
- The telephone call should be followed up in writing to the Newcastle Community Health and Social Care Direct team outlining concerns using a Safeguarding Adults Initial Enquiry Form. This form can be found in the Moving Parts office at Alphabetti Theatre.
- Referrers should receive a response from Newcastle Community Health and Social Care Direct team within one working day of the referral being made. If not received within three working days, the referrer should contact the team again.

#### **e) IF YOU WITNESS AN ACT OF ABUSE DIRECTLY**

- If a crime has been witnessed the police should be contacted immediately by calling **911**.
- If safe to do so, then contact the Safeguarding Leads who will advise on the next steps.