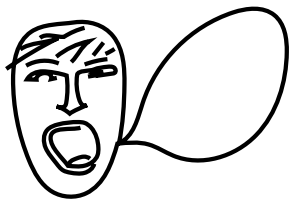


**This
New
Ground**



Safeguarding Policy

Safeguards are measures an organisation has in place to help reduce the risk of young people and adults being harmed.

This New Ground elevates the artistic voices and talents of people with learning disabilities in Hammersmith and Fulham and the city of Portsmouth. We aim to remove barriers for people with learning disabilities to lead, make and participate in the arts.

This New Ground will do our best to make sure vulnerable adults are safe from abuse, neglect or harm.

Keeping vulnerable adults safe is the responsibility of all staff, freelancers, volunteers and anyone working with This New Ground.

We will work with vulnerable adults, their parents and carers to do our best to keep vulnerable adults safe.

This New Ground want to create a supportive culture to keep vulnerable adults safe. We will always work in partnership with organisations to run our projects.

In Hammersmith and Fulham we partner with Creighton Centre Learning Disability Outreach. In Portsmouth we partner with Make at Aldingbourne Trust.

As a small organisation this means we have support to refer and signpost to support networks for young people and vulnerable adults when needed.

Created February 2024



What is abuse?

There are different types of abuse:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Financial abuse
- Neglect

Child abuse also includes:

- Domestic violence (when people in the family hurt each other)
- Drug and alcohol abuse by parents
- Abuse by parents with mental health problems

Who are children and vulnerable adults?

A **child** is anyone under 18 years old

A **vulnerable adult** is someone over 18 years, who is considered vulnerable because they are not able to protect themselves from abuse, harm or exploitation. This may be because of illness, age, mental illness, disability or other types of physical or mental impairment

We will do our best to keep young people and vulnerable adults safe by:

- listening to each other
- valuing and respecting others
- respecting differences
- sharing information about concerns with our partner organisations and agencies who need to know
- involving others, including young people and vulnerable adults, in decision-making as appropriate
- recruiting staff and volunteers safely, making sure all necessary checks are made

What to do when someone reports abuse to you

Take it seriously

Explain that you may need to share the information with others. Do not promise to keep it a secret.

Stay calm

Reassure the person that they have done the right thing in telling you.

Listen carefully to what is said

Let the person to continue at their own pace.

Tell them what you will do next and who you will share the information with.

Ask questions to understand things, do not ask questions to suggest a particular answer.

What to do if you believe someone is at risk

Report concerns to This New Ground's Safeguarding Lead as soon as possible.

Record in writing what you observed or what was said, using the young person's/vulnerable adult's own words, as soon as possible.

Safeguarding Lead: **Lucy Groenewoud**

Role: **Co-Director**

Email: **lucy@thisnewground.com**

Telephone: **07834338263**

Remember: The person who finds out about possible abuse is not the one who decides whether or not the abuse has taken place. That is the job of professional child protection agencies after they get the referral.

Checklist for when someone reports abuse

Name of vulnerable adult:

Date of birth:

Any special factors:

Parent's/Carer's name(s):

Home address:

(Phone number if available):

Your name and position:

To whom reported and date of reporting:

Signature:

Today's date:

Are you reporting your own concerns or passing on those of somebody else? Give details:

Description of what has prompted the concerns; include dates, times of any specific incidents:

Any physical signs? Behavioural signs? Indirect signs?

Have you spoken to the vulnerable adult? If so, what was said?

Have you spoken to the parent(s)/carers? If so, what was said?

Has anybody been alleged to be the abuser? If so, give details:

Have you consulted anybody else? Give details:

Role of Safeguarding Lead

The role of the Safeguarding Lead is to:

- Receive and record information from anyone who wants to report a concern
- Assess the information quickly and carefully, make it clear and get more details if needed
- Contact and make a formal report to a statutory agency or the police as soon as possible

They must:

- Be aware of the local statutory child protection and learning disabilities network
- Have received basic level training in child and vulnerable adults protection

If you think the young person or vulnerable adult may be in immediate danger, you should call 999

Hammersmith and Fulham - Concerns for an adult

General enquiries: 0800 145 6095
Out of hours service: 020 8748 8588.
safeguardingadults@lbhf.gov.uk

Hammersmith and Fulham - Concerns for a child

General enquiries: 020 8753 6600
Out of hours service: 020 8748 8588
familyservices@lbhf.gov.uk

Portsmouth - Concerns for an adult

General enquiries: 023 9268 0810
Out of hours service: 0300 555 1373
AdultSafeguarding@portsmouthcc.gov.uk

Portsmouth - Concerns for a child

General Enquiries: 023 9268 8793
Out of hours: 0300 555 1373
mash@portsmouthcc.gov.uk

What to do if you have a concern about an adult who works with vulnerable adults?

This may be a volunteer or a member of staff.

This New Ground may make a referral to the Local Authority Designated Officer (LADO).

The LADO provides advice and guidance to employers and organisations who have concerns about an adult who works with children and young people.

Report your concern to the This New Ground Safeguarding Lead as soon as possible or if this is not possible, contact LADO.

To make a referral to LADO:

Hammersmith and Fulham

Email LADO Referrals: LADO@lbhf.gov.uk
(monitored Mon to Fri, 9am to 5pm)

Portsmouth

023 9288 2500
LADO@portsmouthcc.gov.uk

Induction, training and DBS



All staff and volunteers will receive an online induction on safeguarding when they first join This New Ground.

Training in safeguarding is mandatory for all This New Ground staff, regular freelancers and volunteers.

Disclosure and Barring Service Checks (DBS)

This New Ground requires that all staff and volunteers who work with us have an Enhanced DBS check.

This New Ground encourages the use of the DBS Update Service. If a person is not a member of this Service, we require a new Enhanced DBS check for people working with us for the first time and a new check after 3 years working with us.

Involving parents and carers

This New Ground aims to work in partnership with parents and carers to make sure the needs of vulnerable adults are met.

Parents and carers will be consulted regularly, given information about the sessions and feedback on the vulnerable adult's progress

Parents and carers are welcome to stay in the building during sessions and meet the vulnerable adults at break time.

Sometimes participants will need the support of their parent or carer. This should be arranged in advance with the workshop facilitator.

Parents and carers should let the workshop facilitator know if they are picking the the young people or vulnerable adults up at the end of the session and wherever possible avoid picking up late.



Safety and good practice in our sessions

Sessions should have a minimum of two adult facilitators or support staff present where possible.

Any activity using equipment that might be dangerous should be supervised by a facilitator/support staff at all times.

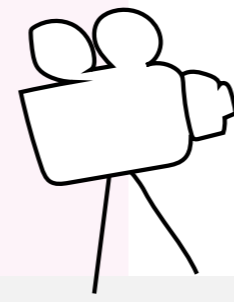
If participants have extra support needs, this should be discussed as soon as possible with the facilitator and support staff

Facilitators and support staff should never:

- allow or take part in rough physical games
- allow or take part in games of a sexual nature
- allow or take part in inappropriate touching of any form
- allow young people or vulnerable adults to use inappropriate language
- make sexually suggestive comments about a vulnerable adult (even in fun)
- ignore a vulnerable adult when they say someone is hurting or harming them – this should always be reported
- do things of a personal nature for vulnerable adult that they can do themselves



Printed materials, audio recordings, films and publicity



To make sure young people and vulnerable adults are safe, This New Ground will:

- Only use young people's first names (not last names) in photograph captions and stories. Adults' names can be used with their permission.
- Before a young person or vulnerable adult takes part in This New Ground sessions, they or their parents/carer will be asked to fill in a form giving their permission or not for them/their child to be photographed, recorded or filmed.
- Avoid giving out personal information of participants in social media posts, or sharing sensitive data.

Bullying

This New Ground will not tolerate bullying of any type in our sessions or activities. This includes physical violence, name calling, making people feel bad or foolish, sexual comments or suggestions, unwanted touching, comments about race or sexuality or bullying via text messages, phone calls or online.

We will do our best to prevent bullying in our sessions and keep vulnerable adults safe by:

- Treating everyone with understanding, dignity, kindness and respect
- Building, protecting and preserving positive relationships
- Understanding each vulnerable adults individual needs are recognised
- Involving vulnerable adults, thier parents or carers in decision-making as appropriate
- Making sure the vulnerable adults rights are supported at all times

If bullying occurs, vulnerable adults should be encouraged to talk about bullying with the session facilitator or support worker. The session facilitator or support worker should listen carefully and support the person, whether they are the one who is being bullied or the one doing the bullying.

They should then discuss any necessary action with the appointed person.

This New Ground is a Community Interest Company (CIC) Registered at Companies House in England & Wales with company number 11079671. with its registered office at Larch House, Parklands Business Park, Denmead PO7 6XP, England.