



Imperial Society of
Teachers of Dancing

Safeguarding adults



Membership



Safeguarding Adults at risk*

This resource booklet outlines the key procedures to follow when there is a concern that an adult is in need of protection.

There is also a step by step guide on how best to deal with safeguarding issues and a body map resource. Please feel free to print these specific pages and use as part of the safeguarding process.

For further queries, please contact: safeguarding@istd.org

* An adult at risk is defined by the Ann Craft Trust as being a person over the age of 18 who has needs for care and/or support (whether or not the local authority is meeting any of those needs); and is experiencing, or is at risk of, abuse or neglect; and 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.

Detailed procedures where there is a concern that an adult at risk* is in need of protection

Suspicious or allegations of abuse or harm may relate to:

- Physical abuse
- Sexual abuse
- Psychological or emotional abuse
- Organisational abuse
- Financial abuse
- Discriminatory abuse
- Neglect or acts of omission
- Self-neglect
- Forced marriage
- Modern slavery
- Domestic abuse
- Online abuse

If there is concern about any of the above, the Member/Designated Safeguarding Lead (DSL) will:

- Ask the person about whom the concerns have arisen whether they will consent to concerns being reported. The Mental Capacity Act 2005 requires a presumption that the adult, about whom there are concerns, has capacity to give consent. Where there is a perceived reason to doubt the adult's capacity to decide whether to agree to a concern being reported, advice should be obtained from Adult Social Services, or from thirtyone:eight, or the Ann Craft Trust.
- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively thirtyone:eight, or the Ann Craft Trust, can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.



Step-by-step guide

If you have safeguarding concerns in relation to an adult at risk:

Do

- Stay calm – do not rush into inappropriate action.
- Seek medical help if needed urgently. Inform the doctor of any suspicions you have.
- Maintain confidentiality
- Make a record of your concern and how it came to your attention (use your dance centre's recording form if there is one, otherwise use a blank sheet of paper and use the heading "Safeguarding Incident") and sign and date.
- Let the adult know that you will be reporting your concern to the centre's DSL.
- Ask them if they will agree to the concern being reported to and acted on by the appropriate authorities. Report their reply to the DSL.
- Use an adult body map (see page 6) to record any visible marks that you need to report.

Do not:

- Panic
- Delay taking action

If the person has made a disclosure to you:

Do

- Reassure the person – that they are not to blame and confirm that you know how difficult it must be to confide.
- Listen – to what the person says and show that you take them seriously.
- Keep questions to a minimum – use clarifying questions and open questions, (i.e., those where more than a yes/no response is required).
- Ensure that you clearly understand what the person has said so that it can be passed on to the appropriate agencies for investigation.

Do not:

- Make promises you can't keep by explaining that you are not able to keep secrets and may have to tell other people in order to stop what is happening whilst maintaining maximum possible confidentiality.
- Make the person repeat the story unnecessarily.
- Ask any questions beyond those which are designed to clarify what the person is disclosing. Investigations into safeguarding concerns are conducted through multi-agency cooperation and it is important that the investigation is carried out by the appropriate person – your role is to report the disclosure as accurately as possible, and not to investigate.
- Ask leading questions. The law is strict, and cases of alleged abuse have been dismissed where it appeared that the alleged victim was led or that words or ideas were suggested to them.

Once you have gathered the information:

Do

- Consult with the Designated Safeguarding Lead (DSL) at the centre where you work – ensuring that you communicate all the information accurately.

Do not

- Tell anyone about what you have reported other than the person you reported it to, and anyone involved in investigating what you have reported.

If you are the DSL (or person responsible for safeguarding):

Do

- Contact Adult Social Services, or thirtyone:eight, or the Ann Craft Trust, for advice in cases of deliberate injury, if concerned about the person's safety, or if the person is afraid to return home.
- Before passing on identifying information, provide details of any conversation with the adult relating to consent to act, and follow their guidance regarding consent and mental capacity.
- Seek medical help if needed urgently. Inform the doctor of any suspicions you have.
- Record the details of all contact that you have in relation to the matter.

Do not

- Tell the carers unless advised to do so, having contacted Adult Social Services.

If your concern involves alleged or suspected sexual abuse:

Do

- Contact the Adult Social Services Department Duty Social Worker or Police Safeguarding Team direct.
- If, for any reason, you are unsure whether or not to contact the police or social services, seek and follow the advice given by thirtyone:eight, or the Ann Craft Trust.

Do not

- Talk to anyone else about the allegation or suspicion unless advised to do so by the Police or Adult Social Services.

If your concern is of a lesser nature

Do

- Speak with the carer if it is safe, and you feel comfortable to do this - encourage them to seek help.
- In cases of immediate danger, if the carer still fails to act, contact Adult Social Services for advice.
- If you are unsure whether to contact Adult Social Services, seek and follow advice given by thirtyone:eight, or the Ann Craft Trust.

Do not

- Speak with the carer about your concern if this places the person at risk of significant harm.

If the concern involves an employee or member of the ISTD:

Do

- Contact the Designated Safeguarding Officer at the ISTD.
- If the Designated Safeguarding Officer is not available, contact the Deputy Designated Safeguarding Officer or the Safeguarding in Dance Specialist.
- If an adult at risk has been or is in danger of being significantly harmed, contact Adult Social Services.
- If you believe a crime has been committed, contact the Police.
- Seek medical help if needed urgently. Inform the doctor of any suspicions you have.
- Take whatever practical steps you can to ensure that the employee/member is kept apart from people who could be at risk of harm while the concern is being investigated.

Do not

- Intervene in any way that might place yourself, the person, or other vulnerable people at risk of harm.

Adult Body Map

Guidance

Body maps should be used to document and illustrate visible signs of harm and physical injuries.

Always use a black pen (never a pencil) and do not use correction fluid or any other eraser.

Do not remove clothing for the purpose of the examination unless the injury site is freely available because of treatment.

***At no time should an individual teacher/member of staff or centre take photographic evidence of any injuries or marks to a person, the body map below should be used. Any concerns should be reported and recorded without delay to the Designated Safeguarding Lead (DSL), or by the DSL to the appropriate safeguarding services (e.g. the local authority adult social services department) or advice service (e.g. Ann Craft Trust, thirtyone:eight).**

When you notice an injury to an adult at risk, try to record the following information in respect of each mark identified e.g. red areas, swelling, bruising, cuts, lacerations and wounds, scalds and burns:

- Exact site of injury on the body, e.g. upper outer arm/left cheek
- Size of injury – in appropriate centimetres or inches
- Approximate shape of injury, e.g. round/square or straight line
- Colour of injury – if more than one colour, say so
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere?
- Is there a scab/any blistering/any bleeding?
- Is the injury clean or is there grit/fluff etc?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Does the person feel hot?
- Does the person feel pain?
- Has the person's body shape changed/are they holding themselves differently?

Importantly the date and time of the recording must be stated as well as the name and designation of the person making the record. Add any further comments as required.

Ensure First Aid is provided where required and record

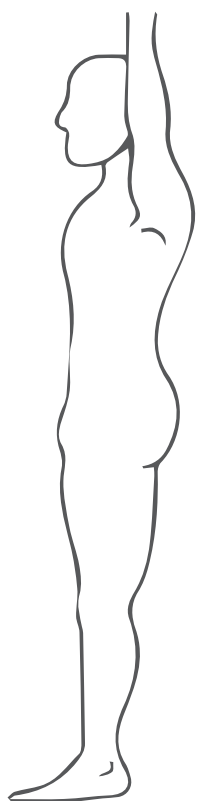
A copy of the body map should be kept on the person's concern/confidential file.

Must be completed at time of observation

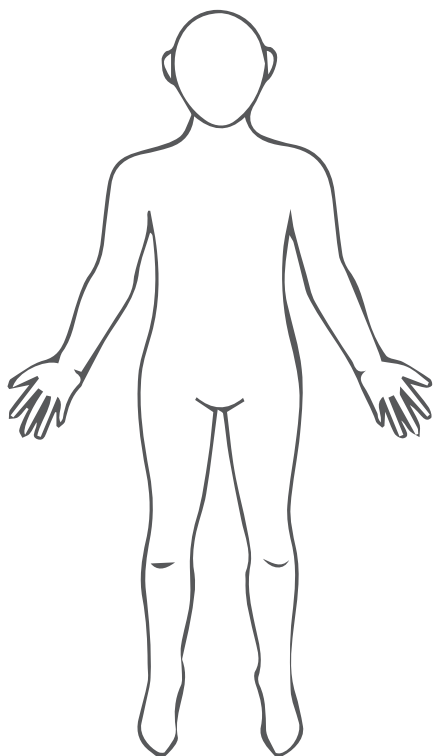
Full name of adult at risk: Date of birth:

Full name of staff: Job title:

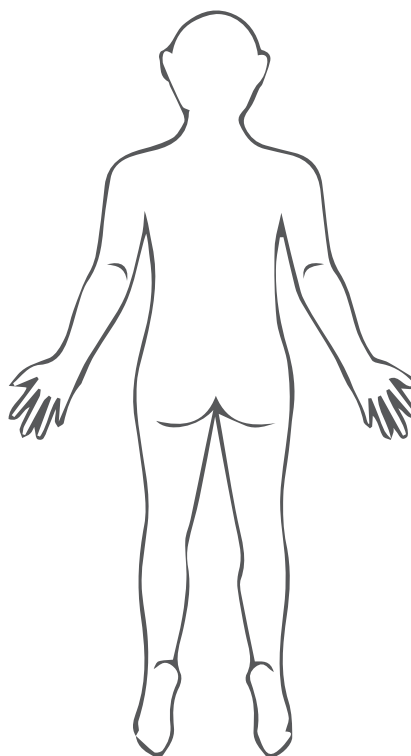
Date and time of observation:



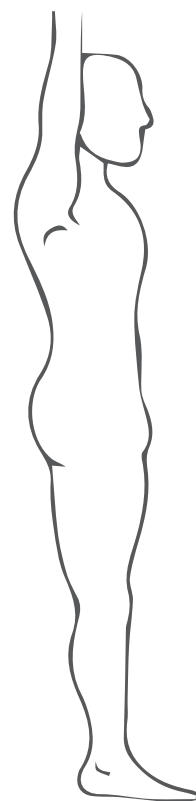
Side (left)



Front



Back



Side (right)

Comments (if any):

Completed by (signature):

Organisation:

Date:

If you have concerns regarding an adult at risk, please contact:

Thirtyone:eight

PO Box 133, Swanley, Kent BR8 7UQ

Tel: 0303 003 1111

The Ann Craft Trust

Centre for Social Work, Nottingham, Nottinghamshire NG7 2RD

Tel: 0115 951 5400

For any queries regarding the ISTD and safeguarding, please email the ISTD Designated Safeguarding Lead:
safeguarding@istd.org



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