



SAFEGUARDING VULNERABLE PEOPLE

POLICY & PROCEDURES

Registered Charity 32833

**CONCERNED ABOUT
SOMEONE?**

TURN TO PAGE 22 NOW.

POLICY STATEMENT

1. Purpose of the policy

Safeguarding and promoting the welfare of vulnerable people

A “vulnerable” person may be in need of community care services by reason of mental or other disability, age or illness; and may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Magic Me believes that it is always unacceptable for any person to experience abuse of any kind, and recognises it has a responsibility to safeguard the welfare of vulnerable people, by a commitment to practice which protects them.

Magic Me recognises that:

- every person, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, health or identity, has the right to equal protection from all types of harm or abuse.
- it has a duty and responsibility to ensure that all its functions are carried out with due regard to safeguarding and promoting the welfare of vulnerable people.
- Working in partnership with vulnerable people, their carers and the agencies who work with them is essential in promoting their welfare, and protecting vulnerable adults from maltreatment.

Every effort will be made to promote the wellbeing, security and safety of adults at risk of abuse, consistent with their rights, mental capacity and personal choices.

2. Persons affected

- All staff, paid and unpaid, including freelancers and volunteers
- All participants in Magic Me activities.
- All visitors and contractors

3. Safeguarding vulnerable people policy

Magic Me seeks to safeguard vulnerable people by:

- a. Adopting vulnerable adult protection guidelines through Magic Me's *Procedure for Safeguarding Vulnerable People* and related codes of conduct for staff, volunteers and participants.
- b. Ensuring the Magic Me's *Procedure for Safeguarding Vulnerable People* is followed.
- c. Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- d. Providing effective management for staff and volunteers through supervision, support and training, ensuring they understand good practice for working with vulnerable people, have a clear understanding of their responsibilities for safeguarding, are familiar with Magic Me's *Procedure for Safeguarding Vulnerable People* and know how to report any concerns. (Concerns may be about something within Magic Me activities or within another aspect of a person's life).
- e. Responding promptly and appropriately to concerns reported about the well-being and safety of a vulnerable person, following Magic Me's *Procedure for Safeguarding Vulnerable People* speaking to the agencies that need to know and involving vulnerable adults and their carers appropriately.

NB This Policy Statement should be read with the following document, *Magic Me's Procedure for Safeguarding Vulnerable People*.

SAFEGUARDING VULNERABLE PEOPLE PROCEDURE



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TABLE OF CONTENTS

	<u>Pages</u>
1. Purpose of procedure, people affected & their responsibilities	4
2. How to report actual or suspected abuse	5 – 7
2A Always follow procedure	
2B How to report actual or suspected abuse	
2C What happens when abuse or suspected abuse is reported.	
2D What happens next?	
3. Guidance for responding to an allegation of abuse	8 – 9
4. Allegations management	10 – 12
4A Allegations of abuse or malpractice against a member of Magic Me staff, (paid or unpaid including volunteers.)	
4B Reporting procedure for allegations against a member of Magic Me staff, (paid or unpaid including volunteers.)	
4C Action to be taken by the Appointed Person or Deputy	
4D Suspension	
4E Responsibilities of the Magic Me Appointed Person and Deputy	
4F Record keeping	
4G Dealing with the Media	
5. Support	13
5A Support for a person who reports a concern to Magic Me	
5B Support for the Magic Me Appointed Person and Deputy	
6&7. Definitions and Types of Abuse	14 – 16
8&9. Good practice for setting up, planning & running projects	17 – 18
10. Safeguarding checklist for Project Managers	19 – 20
11. Review & comments	21
Appendix A: Flowchart - Concerned about someone? What to do next	22
Appendix B: DECLARATION to sign and return to Magic Me	24

1. PURPOSE OF PROCEDURE, PEOPLE AFFECTED & THEIR RESPONSIBILITIES

1A PURPOSE OF THIS PROCEDURE

This procedure establishes the guidelines to be followed by Magic Me staff (paid and unpaid) including trustees, staff, freelance artists, volunteers, students and contractors, without exception, for the protection from abuse or harm for vulnerable adults.

NB This Procedure should be read with the accompanying document, Magic Me's *Policy Statement on Safeguarding of Vulnerable People*

1B PEOPLE AFFECTED

- All staff, paid and unpaid, including volunteers, students and freelancers.
- All participants in Magic Me activities.
- All visitors and contractors.

1C RESPONSIBILITIES

- i. All members of staff (paid and unpaid) are required to report any suspected abuse and be aware of the appropriate reporting and support procedure for safeguarding.
- ii. The Safeguarding Officer and Deputy Safeguarding Officer will discharge their safeguarding functions in a way that ensures that the welfare of vulnerable people is promoted, and that they are safeguarded from harm. They are responsible for following up any suspected reports of abuse and for informing the Police or other appropriate external bodies.
- iii. The Trustees are responsible for supervision of these activities and the Chair of Trustees will lead this process.

2. HOW TO REPORT ACTUAL OR SUSPECTED ABUSE

2A Always follow procedure

Following procedure in this document is vital. Many people want to sort out a problem themselves, or be very sure before referring a concern to an appropriate or other agency. **Abuse allegations CANNOT be tackled in this way.** Passing the information or concern on to the right person (making a referral) is likely in the long term to cause less harm. Not following this procedure may cause the abuse to continue.

Refer – **DO NOT INVESTIGATE** and **DO NOT** discuss any concern, suspicion or allegation with the person who has allegedly abused a vulnerable adult.

Relationships can be badly affected where people try to investigate allegations and concerns by themselves. Unfortunately, there are no pain-free ways of dealing with this sort of situation.

2B How to report actual or suspected abuse

NB SEE ALSO FLOWCHART ON BACK COVER OF THIS DOCUMENT.

- i. Any artist, staff member, volunteer, trustee or other person must report any actual / suspected abuse in confidence to one of the Safeguarding Officers listed below. *Some signs of abuse and neglect are given in section 6 & 7.*
- ii. Concerns must be reported where possible on the same day the concern arises or as soon as possible and must be followed up in writing within 24 hours.

Magic Me's Safeguarding Officers are:

Safeguarding Officer & Appointed Person:

Susan Langford, Director | susanlangford@magicme.co.uk | 020 3222 6064

Out of hours: 07505 970866

Deputy Safeguarding Officer & Appointed Person absence cover A:

Kate Hodson, Programme Director | katehodson@magicme.co.uk | 0203 222 6064 Out of hours: 07834 150926

Trustee Lead/Chair of Trustees:

Alison Harvie | chair@magicme.co.uk

- iii. Nobody else is to be contacted within Magic Me. **Do not discuss the matter with anyone else, including your line manager.** You do not need permission to report a concern or suspicion of abuse.
- iv. If you are worried about the **immediate** safety of a person and cannot contact the Appointed Person **call the police on 999**, or contact the Local authority safeguarding team - **Tower Hamlets First Response Team on 020 7364 5005**. Record what you have done and then contact the Appointed Person with this record as soon as you can within the 24 hours.
- v. Your report to the Appointed Person must be accurate, make notes about the conversation as soon as possible after the discussion. Record exactly what the adult said and when he or she said it and what was happening immediately beforehand e.g. a description of the activity. Note the time, date and place of the conversation and the name of any other person present. If the initial note is handwritten, keep it if it is subsequently typed up.

2C What happens when abuse or suspected abuse is reported.

The Appointed Person will report the concern to the relevant agency or partner as soon as possible:

- i. **If the person is in immediate danger** they will ring 999 or contact or the Social Care First Response Team on 020 7364 5005.
- ii. **If the adult is not in immediate danger** and:
 - a) **Magic Me is working with an older people's organisation with a duty of care for the vulnerable older people taking part (e.g. a day centre, nursing home)**
 - The Magic Me Director will work in partnership with a senior member of staff to respond to the allegation or concern.
 - The Magic Me Director will work with the partner organisation to assess the situation, agree what action is to be taken and by whom, and by when, and this will be recorded in writing for both parties.
 - The partner organisation may already be dealing with the issue and have a long-term involvement with the person, their family, Social Services etc. In this case the procedure will be followed as above.
 - If the allegation or suspicion is about a worker or other person within the partner organisation the Director may report the matter to the Social Services Area Office, or the Police, without referring to the partner organisation.

b) Magic Me is running a project independently

- The Director will assess the situation and what action needs to be taken next. She / he may seek advice and support from staff in Social Services, Age Concern Tower Hamlets or other partners in order to do this. Otherwise the procedure will follow that described above.

In all cases of a report or allegation of abuse

- The Director will report to the Chair of Trustees that a concern or allegation of abuse has been made to them and / or that a referral to the Social Services Area Office has been made. The Trustees will support the designated Director in her role, and accept that any information they may from time-to-time have in their possession will be shared in a strictly limited way, on a need to know basis.
- Where there is suspicion or an allegation of abuse related to the Director or Chair of Magic Me they should not be contacted. The matter should be referred immediately to relevant Social Services staff.
- Exceptionally, there may be a disagreement between a worker who reports an allegation of abuse and the Director as to the appropriateness of a referral to Social Services. In that case the worker retains a responsibility as a member of the public to report serious matters concerning the welfare of a vulnerable person and should do so without hesitation. They should also report the matter to the Chair of Trustees of Magic Me.

2D What happens next?

- i. A referral to the Local Authority will be dealt with in accordance with the procedures laid down by the Local Safeguarding of Vulnerable Adults Board. The Board works with all relevant local agencies including Police, NHS and voluntary agencies.
- ii. Once a referral is made Magic Me will not investigate or take further action. The referral will be taken up by the Local Authority Designated Officer (LADO) and Magic Me will only take action where requested and guided by them.
- iii. A referral will be dealt with by them, and Magic Me may not hear details of what action is taken, as these will remain confidential.
- iv. If a further concern is reported about the same adult then the Magic Me Appointed Person will report this again, in the same way and not assume that anyone else is aware of the concern.

3. GUIDANCE FOR RESPONDING TO AN ALLEGATION OF ABUSE FROM A VULNERABLE PERSON.

General Points

- Keep calm – do not appear shocked or disgusted
- Accept what the person says without passing judgment (however unlikely the disclosure may sound)
- Look directly at the person
- Be aware the person may have been threatened and fear reprisals for having spoken to you
- Never push for information or question the person as this can undermine any subsequent criminal investigation. If at any point the person decides not to continue, accept that and let them know that you are ready to listen should they wish to continue at any time.

Helpful things to say or show

Show acceptance of what the person says:

- “I take what you are saying very seriously”
- “I am pleased that you have told me. Thank you for telling me”
- If appropriate, “it isn’t your fault and you are not to blame at all”
- “I am sorry that happened to you”

Things not to say

- “Why didn’t you say something before?”
- “I really can’t believe it”
- “Why?” “Where?” “When?” “Who?” “What?” “How?”
- Don’t make false promises to the person– like confidentiality if you cannot keep to this – be honest now. Any lies will be further abuse and betrayal
- Never make statements such as ‘I am shocked!’ or ‘don’t tell anyone else’.

Concluding the conversation

- Reassure the person that they were right to tell you.
- Tell them what you are going to do next

What to do next

- Please **ALWAYS REFER** to the **FLOWCHART OF ACTIONS** on the back page of this document.
- Make notes about the conversation as soon as possible after the discussion. Record exactly what the adult said and when he or she said it and what was happening immediately beforehand e.g. a description of the activity. Note the time, date and place of the conversation and the name of any other person present. If the initial note is handwritten, keep it if it is subsequently typed up.
- Do not be tempted to try to investigate further the claims – this could lead to contamination of the evidence and could jeopardize any Police investigation and criminal prosecution activity.

4. ALLEGATIONS MANAGEMENT

4A Allegations of abuse or malpractice against a member of Magic Me staff, (paid or unpaid including volunteers.)

- i. It is essential that any allegation of abuse made against a person who works with vulnerable people, including those who work in a voluntary capacity, is dealt with fairly, quickly, and consistently, in a way that provides effective protection of participants, and at the same time supports the person who is the subject of the allegation.

4B Reporting procedure for allegations against a Magic Me member of staff, (paid or unpaid, including volunteers.)

- i. The allegation must be reported immediately to the Appointed Person, if possible within one working day.
- ii. If the allegation is against the Appointed Person, then the allegation must be reported to the Chair of Trustees, who must then report the allegation to the Local Area Designated Officer (LADO) on the same day.

4C Action to be taken by the Appointed Person or Deputy

- i. **Where there is a report of abuse or suspected abuse** this will be referred.
- ii. **Where the allegation does not involve a possible criminal offence**, as evaluated by the Magic Me Appointed Person, then she/he will deal with the allegation. S/he will take advice from the LADO as necessary.
- iii. ***In either case*** the Appointed Person will inform the Chair of Trustees of the allegation in strict confidence as described above.
- iv. In such cases, if the nature of the allegation does not require formal disciplinary action, appropriate action should be instituted within **three working days**.
- v. If a disciplinary hearing is required and can be held without further investigation, the hearing should be held **within 15 working days**.
- vi. Where further investigation is required to inform consideration of disciplinary action, the Appointed Person will discuss who will undertake that investigation with the LADO.
- vii. On receipt of the report of the disciplinary investigation, the Appointed Person should decide **within two working days** whether a disciplinary hearing is needed, and if a hearing is needed it should be held **within 15 working days**

4D Suspension

- i. The possible risk of harm posed by an accused person needs to be managed and evaluated. The evaluation will be in respect of the vulnerable adults involved in the allegation and any other vulnerable adults in the individual's home, work or community life.
- ii. In some cases it will require consideration to be given to the use of suspension for the person involved in the allegation. This may be until the matter is resolved. A paid member of staff or a contracted freelancer will be paid as usual during this suspension.
- iii. A Magic Me member of staff (paid or volunteer) must not be automatically suspended without careful thought and consideration of the circumstances of the allegation. In making the decision, the Appointed Person must consider whether the person should be suspended from contact with vulnerable adults for the duration of the investigation, or until resolution has been reached. In any case, alternatives to suspension should be explored and advice sought from the LADO.
- iv. Where the LADO becomes involved in a case Magic Me Appointed Person may need to take part in a case conference convened by the LADO and as guided by them.

4E Responsibilities of the Magic Me Appointed Person and Deputy.

- i. They will discharge their safeguarding functions in a way that ensures that vulnerable adults are safeguarded from harm, and promotes their welfare.
- ii. They will liaise and work with other agencies to carry out their safeguarding functions.
- iii. They will keep an up to date knowledge and record of arrangements for Safeguarding of vulnerable adults made by Local Authorities, and be aware of their legal responsibilities in relation to safeguarding.
- iv. They will take part in ongoing training in Safeguarding to ensure they are up to date with best practice, usually 12 hours over every 2 years.

4F Record keeping

- i. Any information held either electronically or in hard copy will be held securely in a password protected document or sealed envelope in a secure, locked drawer.
- ii. Any electronic database used for recording and reporting abuse internally will protect the identity of the adult and use an identifying code rather than the name so as to ensure confidentiality.

4G Dealing with the Media

- i. No Trustee or member of staff is permitted to discuss any allegation or proven allegation of abuse relating to Magic Me, with any member of the media or any other interested party, including carers, or family members.
- ii. Any enquiries should be forwarded to the Director to deal with.
- iii. Any direct enquiries should be dealt with using the words 'no comment'.

5. SUPPORT

5A Support for a person who reports a concern to Magic Me

- i. Magic Me encourage and require our staff whether paid or unpaid to raise concerns about the safety and wellbeing of participants. Magic Me recognise that for many people this will be a difficult and challenging thing to do and that an allegation may cause disruption, strong emotions and practical difficulties within a project or workshop group.
- ii. Magic Me will provide support for a staff member, paid or unpaid who reports a concern or allegation to the Appointed Person by:
 - a) Ensuring they are never made to feel a nuisance, are not penalised or treated negatively because of raising a concern, or being a whistle blower.
 - b) Providing management support to enable them to continue their role and any extra work raised by the new situation.
 - c) Holding a budget to bring in an extra member of staff or freelancer where this would be appropriate, to support a project.
 - d) Holding and using a budget for short term counselling where appropriate.

5B Support for the Magic Me Appointed Person and Deputy.

- i. It is important that any concerns about the suspected abuse are kept confidential and not discussed generally within Magic Me.
- ii. Magic Me recognise that the Appointed Person or Deputy could be dealing with unexpected new workload, difficult partnership issues and the emotional impact of learning about abuse, and not be able to discuss these with colleagues.
- iii. Magic Me will provide support for the Appointed Person and Deputy by:
 - a) The Chair providing managerial support without breaking confidentiality.
 - b) Keeping a Designated Fund for staff support to pay for example for: cover staff or artists, should someone be suspended for a period; support staff to relieve the Appointed Person while they undertake Safeguarding work.
 - c) Keeping a Designated Fund budget for short term counselling or confidential mentoring from a specialist for the Appointed Person during the period of managing the allegation, or later if required.

6. DEFINITIONS OF ABUSE

6A Definitions

i. Definition of Abuse

- “Abuse is a violation of an individual’s human and civil rights by any other person or persons.”
- “Abuse of a vulnerable person may consist of a single, or repeated acts over time. It may occur as a result of a failure to undertake action or appropriate care tasks. It may be physical, psychological, or an act of neglect, or occur where a vulnerable person is persuaded to enter into a financial or sexual transaction to which they have not or cannot, consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the individual.” (Taken from ‘No Secrets’ Department of Health Guidance 2000)

ii. Definition of a ‘Vulnerable Person’

“An adult who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.”

(Taken from ‘No Secrets’ Department of Health Guidance 2000)

6B Magic Me and vulnerable people

Some Magic Me adult participants would be included in the above description of ‘Vulnerable People’ because they are not able to make informed decisions or give informed consent, and may therefore be open to abuse or manipulation by others.

This might, for instance, include people with dementia, or with certain mental health problems, or people who have recently experienced a trauma or loss. The condition may make them vulnerable in the long or short term.

There are other people who might be deemed ‘vulnerable’ because they have chosen a lifestyle or an activity which others consider may put them at risk of harm. Individuals have the right to choose their own lifestyle; value judgements about their choices should be avoided. Rather than asking ‘Would I wish to live in such a way, or do this?’ the question should be ‘What actual risk is the person exposing themselves to by living in such a way or doing this?’

‘Vulnerability’ has to be considered ‘in the moment’ because a person’s situation, and therefore the risk that they may be in, may change over time.

7. TYPES OF ABUSE

The definitions of abuse outlined below are taken from 'No Secrets' Department of Health Guidance 2000.

Somebody may abuse or neglect an older person by inflicting harm, or failing to act to prevent harm. It may be systematic and repeated or consist of a single incident. **The presence of one or more of the signs and symptoms does not establish abuse or neglect; they merely alert one to the possibility.**

Physical Abuse

Examples include hitting, slapping, pushing, being inappropriately physical whilst providing care, burning, scalding, inappropriate restraint, neglect or deprivation and misuse of medication.

Signs and symptoms

- History of falls
- Bruising, particularly in protected areas
Finger marks
- Burns
- Unexplained lacerations or abrasions
Unexplained dislocations

Emotional/Psychological Abuse

Examples include verbal intimidation or abuse, threats, humiliation, denying choice, deprivation of dignity or privacy, social isolation or withdrawal from services, blaming, controlling or coercion.

Signs and symptoms

- Withdrawn, agitated or anxious
- Manipulative, uncooperative, aggressive behaviour
- Unwilling to be in presence of the abuser

Sexual Abuse

Examples include any form of sexual innuendo or contact which the recipient:

- does not want
- does not understand
- cannot give informed consent to due to ill health or medication
- cannot legally enter into This may not involve direct contact. It might include exposure to pornographic material, sexual taunts or remarks.

Signs and Symptoms

- Stained or bloody underclothes
- Bruises, pain or bleeding in external genitals, vaginal or anal areas
- Venereal disease
- Change in behaviour, withdrawn, overt sexual behaviour / language

Financial Abuse

Examples include theft, fraud or exploitation, or pressure in connection with inheritance, wills or property, misuse of possessions or benefits.

Signs and Symptoms

- Disappearance of money or property
- Inability to pay, or non-payment of bills
- Change in ability to meet basic needs

Neglect

Examples include ignoring physical, medical or psychological needs, failing to provide access to appropriate support or services, withholding the necessities of life such as adequate nutrition or heating.

Signs and Symptoms

- Absence of food, heat, hygiene, clothing, comfort
- Person is prevented from having access to services

Discriminatory abuse

Including racist, sexist, homophobic, faith based verbal abuse, slurs, harassment, loss of rights, or the abuses described above targeted at a person or people because of their race, gender, sexuality, religion, age or disability.

Signs and Symptoms

- As listed above for types of abuse

Institutional Abuse

Includes all forms of abuse perpetrated in an institutional setting, by people who have a legal or contractual obligation to provide the person with care and protection. Many forms of institutional abuse have become incorporated into institutional life, examples include:

- Regimented daily routines which eliminate choice
- Denying access to personal belongings
- Denying access to forms of communication, e.g. radio, telephone
- Denying choice around cultural or religious requirements
- Poor handling of complaints

All of the above forms of abuse may be carried out by specific acts, or omissions to act. They may be intentionally carried out or may occur by default. The abuse may be a one off incident or may occur repeatedly over years. The common defining characteristic of abuse is that it has a negative effect on the recipients' mental and physical wellbeing, and is in many cases, covered by legislation or case law.

8. GOOD PRACTICE FOR PLANNING & RUNNING PROJECTS

8A Good Practice

Magic Me run projects that bring together children and adults, to work regularly on arts projects and build positive working relationships. Magic Me recognise the need to plan carefully and have procedures in place to make our activities safe, welcoming, beneficial and enjoyable for all who join them.

The following procedures are designed to promote the effectiveness of work and to protect both vulnerable and workers and trustees. The procedures involve all potential staff, trustees and volunteers being treated as potential job applicants.

8B Appointment of staff, artists, volunteers & trustees

Prospective workers will be asked to complete an application form requesting basic details, experience or working with children and vulnerable adults. When someone will have unsupervised direct contact with participants, or information about them, e.g. in an admin role, they will be subject to an 'enhanced' check made through the Disclosure and Barring Service. A criminal record may not itself prevent appointments, as the nature of any offence is considered, with the exception of convictions for crimes against children or vulnerable adults.

8C Magic Me Artists Handbook

Magic Me has written a handbook for our freelance artists which outlines their role and responsibilities, including their key role in keeping safe the children and adults who participate in the activities they lead. Artists should refer to the Handbook as well as the guidelines in the next section, and refer to their Project Manager

8D Volunteers Agreements

Magic Me writes an agreement with each volunteer, outlining their roles and responsibilities, and also listing actions they must not undertake – e.g. helping a child or adult go to the toilet if they ask. The Volunteer has a named supervisor and they are encouraged and required to report any concerns they may have about the well-being of a child or adult participant.

8E Boundaries and Touch

- All workers are responsible for establishing and maintaining appropriate boundaries and ensuring that meeting their own emotional needs is not dependent on their relationships with project participants. Touch should be related to a participant's needs, not the workers.
- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be appropriate and be initiated by the participant, not the worker.
- Workers should take responsibility for monitoring one another in the area of physical contact. They should be free to constructively challenge a colleague if necessary.

9. SETTING UP AND RUNNING PROJECTS

Magic Me works with children and young people encouraging and enabling them to get to know older people and to build mutually enjoyable and beneficial relationships with them.

Projects need to be set up and run in a way which is safe, supportive and positive for all concerned. Whilst planning a project, Magic Me personnel and staff from partner organisations (e.g. teachers, activities organisers) need to pay particular attention to protection issues at all the key stages:

Setting up the project will include:

- agreeing selection criteria (with partner organisations if they are involved) before people are invited to participate. This will need to be done very sensitively when working with some client groups, for example, people with dementia, so that guidelines on acceptable behaviour are drawn up with the staff who know participants.
- agreeing what level of staff supervision and support will be needed for the particular group of participants and ensuring this level is available.
- ensuring that partner organisations understand that they must take responsibility for recruiting carefully from their own members or users, bearing in mind that young people and vulnerable adults are involved.
- ensuring that partner organisations take responsibility for dealing with any issues that arise with their members or users as the project progresses.

Preparing participants before they meet will include:

- working with young people on how to build safe relationships with strangers including older people, how to communicate with older adults, personal safety issues and comfort zones.
- devising and agreeing rules for appropriate behaviour during the project which will include: discussion about private and public spaces in the venues and which ones participants may go into or use; and discussion about issues of confidentiality in relation to participants and supporting staff, including when it is right to break confidentiality.

Running and managing the project will include:

- establishing from the start ways of working which encourage and enable participants to raise with the group or leaders any concerns or discomforts they may have about the project or the older people.
- establishing from the start ways of working which encourage and enable artists and other staff to reflect on their own and one other's practice, building a thoughtful and critical approach to the work.
- When the project ends Magic Me projects offer a supportive and safe structure for young people and older people to come together. Projects are time limited. From the outset thought must be given to how a project will finish and how participants will say goodbye to one another, so that there is a sense of completion.
- Magic Me cannot take responsibility for individual participants' safety or well-being once a project is over. Sometimes participating young or older people say that they would like to go on meeting. According to the circumstances one of the following scenarios will be appropriate:
 - Magic Me works with the partner organisations to arrange a further project to support this.
 - The partner organisations undertake to support and supervise a new phase of contact between young and older people.
- As part of the completion of the project participants are advised not to visit each other, or the venue, unless accompanied by a third party e.g. a family member or teacher

10. SAFEGUARDING CHECKLIST FOR PROJECT MANAGERS.

This list for project managers should serve as a checklist for each new project or one- off event.

A. Partnership working with other agencies

- Letter of Roles and Responsibilities includes confirmation of arrangements for Safeguarding of Children and Vulnerable Adults, including:
 - contact details for reporting concerns and
 - the vetting arrangements for any adults involved, including adult participants and whether or not they are vetted.
 - Selection criteria and support for children involved, to ensure wellbeing E.g. when a child has very limited English, is disabled or has special needs.
- When working outside Tower Hamlets, contact details of LADO (the Local Area Designated Officer) and Safeguarding teams, including out of hours, are documented in the project Risk Assessment.

B. Risk Assessment

- A Risk Assessment is done in liaison with partner staff e.g. teachers, and artists, so that all are aware of the reasons behind actions listed, using the agreed format.
- The Risk Assessment will include:
 - assessing the roles of all those involved in the project, and what vetting of adult is required.
 - The right proportion of staff to vulnerable adults for any given activity.

C. Vetting staff, freelance artists, volunteers, students and participants

- Where any person paid or unpaid will have regular contact with participants, as detailed in DBS guidance, then an Enhanced DBS check is done. Where the role is defined by the DBS as needing to be checked on the DBS Barred lists, this will also be done. See here for details: <https://www.gov.uk/disclosure-barring-service-check/dbs-barred-lists>
- Until the DBS process is complete and their record found to be satisfactory by the Director, they may be allowed to join a project or activity, but the role they can take in relation to vulnerable adults will be assessed and carefully supervised.
- We will take up two personal references for all new staff, freelance artists and trustees. The Project Manager will assess each volunteer role to decide if references are needed.

D. Artists and staff leading projects have included in the project plans:

- Preparation of participants, including how to build safe relationships with each other, communication skills, personal safety and comfort zones.

- Agreeing a Group Contract which covers appropriate behaviour during the project sessions; outside the project sessions and when the project ends.
- A safe travel / walking route for a group who go out and rules of behaviour agreed.
- Establishing a time and way for participants to voice their feelings and any concerns about the project.
- Referred to the *Magic Me Artists Handbook* for detailed guidance on best practice in creating a safe and supportive project environment.
- A good ending for the project and guidance on safe behaviour afterwards.

E. Photographs and video

- Have referred to Magic Me's Policy on use of Photographs, including websites.

11. REVIEW AND COMMENTS

Date approved:	February 2015
Date reviewed or amended:	May 2020
Next review date:	30 th May 2022

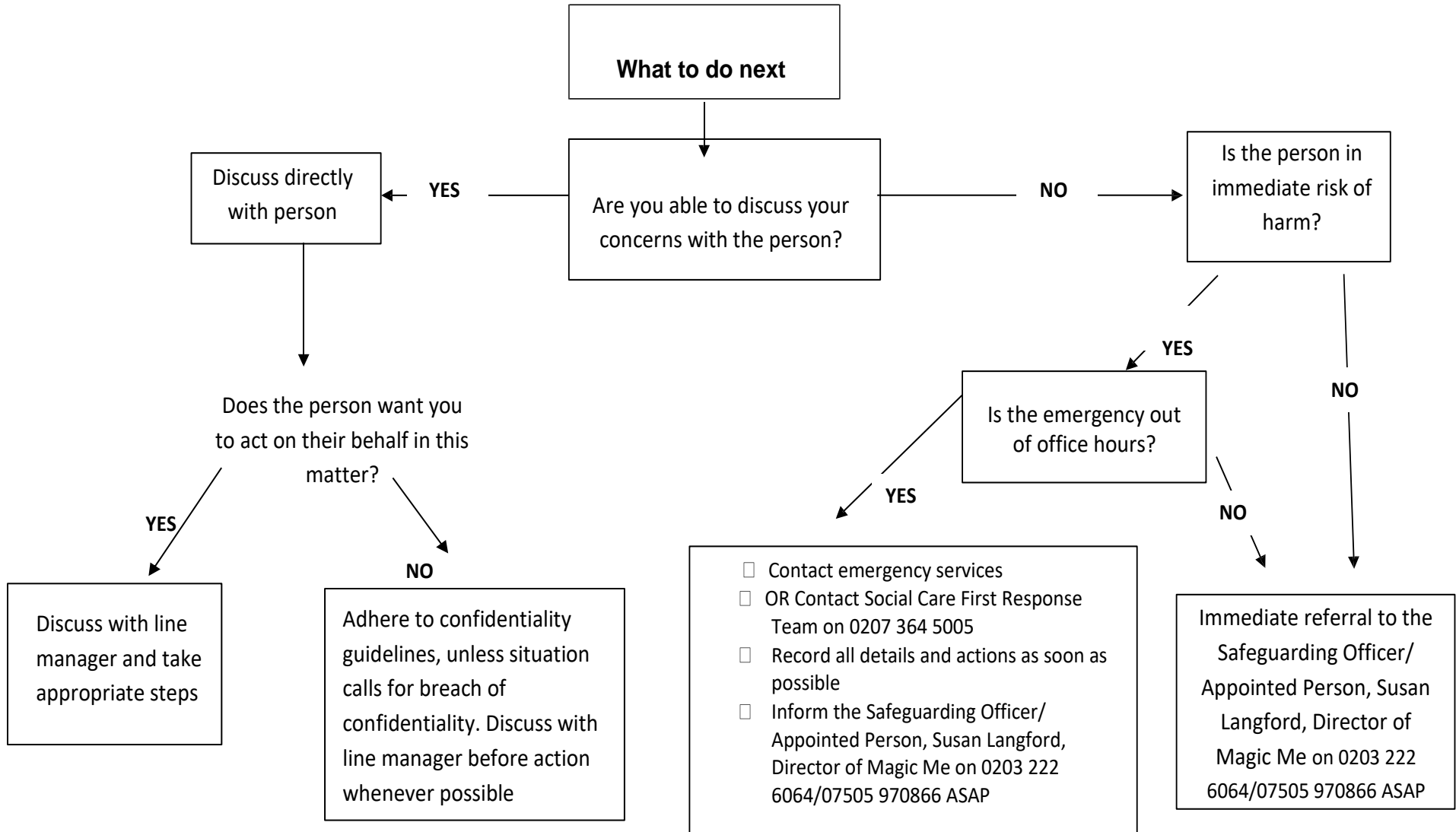
It is important that we are all alert to the issues discussed in the policy. Please contact Susan Langford on 020 3222 6064 with any concerns, comments or suggestions relating to this policy.

CONCERNED ABOUT A VULNERABLE ADULT?

Appendix A flowchart

Tower Hamlet First Response Team 0207 364 5005

Tower Hamlets Multi- Agency Safeguarding Hub (Police) 0203 276 3501



<NB THIS PAGE IS LEFT BLANK TO ENSURE FLOWCHART IS ON OWN PAGE WHEN STATEMENT IS SIGNED AND DETACHED!>

APPENDIX B: DECLARATION to sign and return to Magic Me.

Magic Me Policy and Procedure on Safeguarding Vulnerable people

All Magic Me staff, artists, freelancers and volunteers are required to sign this document to confirm they have read, understood and agreed with this policy and procedures.

NB This 24 page procedure should be read with the accompanying 2 page document, Magic Me's Policy Statement on Safeguarding of Vulnerable People

Please tick to confirm you have read both documents that make up the policy and procedures, then sign to confirm you have read, understood and will abide with the policy and procedures.

- I have read Magic Me's Procedure for Safeguarding Vulnerable People

- I have read Magic Me's Policy Statement on Vulnerable People (2 page pdf) I have understood and agree to abide by this policy and procedure.

Name _____

Signed _____

Date _____

PLEASE SIGN AND DETACH THIS PAGE and return it to; General Manger, Magic Me, 18 Victoria Park Square, London E2 9PF. Thank you

