

The Gloucestershire Piano Trust

SAFEGUARDING POLICY

Adults at risk

Policy Statement

The Gloucestershire Piano Trust is a Charitable Trust set up to support the work of performing artists in schools and prisons, educational activities for young musicians, commissioning new music, and recording music by little-known composers. Its core activities include running concerts in prisons and schools, as well as organising individual coaching and mentoring sessions for under-18s.

By definition, all people in prison in both male and female prisons are adults at risk. The Gloucestershire Piano Trust's acknowledges it has a responsibility for safeguarding and promoting the welfare of adults at risk. It recognises the importance of people and other organisations working together to prevent and stop both the risk and the experience of abuse and neglect, whilst at the same time making sure an individual's well-being is being promoted with due regard to their views, wishes, feelings and beliefs.

We take Safeguarding seriously and undertake to report, without delay, any concerns relating to people in prison to the prison's Safeguarding team. All staff who work on behalf of the Gloucestershire Piano Trust in prisons are required to:

- recognise and accept their responsibilities;
- develop awareness of the issues which can cause harm to adults at risk; and
- report concerns following the procedure below.

The Gloucestershire Piano Trust will endeavour to safeguard adults at risk by:

- creating a working environment within which all adults are treated with respect and dignity;
- reporting concerns to the authorities;
- following careful procedures for recruitment and selection of staff and helpers who will have contact with adults at risk;
- providing effective management for staff through support and training.

The Gloucestershire Piano Trust is also committed to reviewing its Safeguarding Policy and Code of Practice at regular intervals.

It is the Gloucestershire Piano Trust's policy that:

1. All staff working on behalf of the Gloucestershire Piano Trust accept responsibility for the welfare of adults at risk with whom they come into contact through the organisation, and that they will report any concerns about an adult at risk or somebody else's behaviour, using the procedures laid down (see Procedure for Reporting Concerns).
2. There is a designated safeguarding lead (DSL) within the Gloucestershire Piano Trust organisation who will take action following any expression of concern.
3. The designated safeguarding lead knows how to make appropriate referrals to Prison Safety Teams.
4. All those who are involved with students on behalf of the Gloucestershire Piano Trust should adhere to the Code of Practice (below) in relation to adults at risk.
5. Information relating to any allegation or disclosure will be clearly recorded as soon as possible, and there is a procedure setting out who should record information and the time-scales for passing it on.
6. Considerations of confidentiality which might apply to other situations should not be allowed to over-ride the right of adults at risk to be protected from harm. However, every effort should be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated.
7. The Gloucestershire Piano Trust's policy on duty of care to adults at risk is distributed to every member of staff who comes into contact with adults at risk through the work of the Trust. Acceptance and understanding of the policy is an integral part of the recruitment process.
8. A culture of mutual respect between adults at risk and those who represent the Gloucestershire Piano Trust in all its activities will be encouraged, with staff modelling good practice in this context.
9. It is part of the Gloucestershire Piano Trust's acceptance of its responsibility of duty of care towards adults at risk that anybody who encounters safeguarding concerns in the context of their work for the Gloucestershire Piano Trust will be supported when they report their concerns in good faith.

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Registered Charity No.: 1211820

Trustees: Penny Wright, Benjamin Browne, Nicholas Steel

Code of Practice

The Gloucestershire Piano Trust expects that all staff, which for these purposes includes anybody in paid or unpaid work on its behalf, will be aware of this Code of Practice and adhere to its principles in their approach to all adults at risk.

1. If a 'disclosure' of abuse is made, it is important to follow the Gloucestershire Piano Trust's procedure for reporting such concerns by informing the Designated Safeguarding Lead and not to attempt to investigate the concern yourself.
2. Remember that those who commit abuse can be of any age, gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.
3. Good practice includes valuing and respecting adults at risk as individuals, and the modelling of appropriate conduct - which will always exclude bullying, shouting, racism, sectarianism or sexism.
4. All artists working on a one-to-one basis with adults at risk on behalf of the Gloucestershire Piano Trust must have a valid DBS certificate issued within the past three years. It is the responsibility of the DSL to ensure that this check has been carried out.

The Designated Safeguarding Lead

The Gloucestershire Piano Trust has appointed a designated safeguarding lead who is responsible for dealing with any concerns about the protection of adults at risk.

The role of the DSL is to:

- know which outside agency to contact in the event of a safeguarding concern coming to the notice of the Gloucestershire Piano Trust;
- provide information and advice on safeguarding adults at risk within the organisation;
- ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing under confidential cover;
- liaise with prison authorities and other agencies, as appropriate; keep relevant people in the Gloucestershire Piano Trust informed about any action taken and any further action required, for example, disciplinary action against a member of staff;
- ensure that a proper record is kept of any referral and action taken, and that this is kept safely and in confidence;
- advise the Gloucestershire Piano Trust of safeguarding training needs;
- review the operation of the Safeguarding Policy regularly to ensure the procedures are working and that it complies with current best practice.

Nicholas Steel is the Designated Safeguarding Lead for the Gloucestershire Piano Trust and can be contacted on nick_steel@hotmail.co.uk / 07834 424792.

Procedure for Reporting Concerns

Staff could have their suspicion or concern raised in a number of ways, the most likely of which are:

1. the conduct of another member of Gloucestershire Piano Trust staff;
2. an adult at risk "disclosing" abuse;
3. bruising or evidence of physical hurt;
4. An adult at risk may also disclose that he/she is being abused in the prison or elsewhere.

If a member of staff has concerns about a specific adult at risk, these should be reported immediately in person or by telephone to the Designated Safeguarding Lead (DSL) and confirmed in writing within 24 hours. Delay could prejudice the welfare of an adult at risk. If the concerns relate to the conduct of a member of staff these should be reported to the DSL at the earliest opportunity.

The DSL will consider the report and either refer this immediately to the authorities or, after taking appropriate advice, decide not to refer the concerns to the authorities but to keep a full record of the concerns in the Safeguarding Log.

Definitions of Abuse

Anyone working for the Gloucestershire Piano Trust should be alert to the possibility of adult safeguarding concerns (offender as a victim or a perpetrator) when working with all offenders, but in particular with cases involving:

- Hate crime: assessing hate crime can present a challenge as it is often hidden. However, some adults with care and support needs may become victims of hate crime, in particular disability hate crime.
- Extremism: as with other groups in society, some adults with care and support needs may be vulnerable to extremism.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to an adult at risk. It may be the result of a deliberate act, but could also be caused through the omission or failure to act to protect.

Discriminatory Abuse

Discriminatory abuse includes making racist or sexist remarks or comments based on a person's disability, age or illness, and other forms of harassment, slurs or similar treatment. This also includes stopping someone from being involved in religious or cultural activity, services or support networks.

Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of an adult at risk which may involve making someone feel or believe that they are worthless, inadequate, or valued only insofar as they meet the needs of another person.

This is not intended to be a definitive list, as safeguarding adult concerns may be inter-connected with a wide range of offending behaviour.

Recruitment and Selection Procedures

Appropriate recruitment and selection procedures for teaching staff and helpers in the context of adult safeguarding have been adopted by the Gloucestershire Piano Trust and include the following.

1. A clear definition of any role so that the most suitable appointee can be identified.
2. Identification of key selection criteria.
3. Consideration of a wide selection of possible candidates to ensure equal opportunities.
4. Confirmation of the identity of the applicant including personal details for checks to be performed by the Disclosure and Barring Service where an applicant's work will take them into prisons.
5. A clear guarantee that disclosed information will be treated in confidence and not used against applicants unfairly, including adherence to the Disclosure and Barring Service code of practice.
6. Use of several selection techniques to maximise the chance of safe recruitment, e.g. interview, references, checks.

DEFINITIONS

Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risk and the experience of abuse or neglect, while at the same time making sure that the adult's well-being is promoted including, where appropriate, having regard to their views, wishes, feeling and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.

Adults at risk

The Care Act 2014 defines an adult as a person who is aged 18 years or over. Section 42 of the Care Act 2014 defines an adult at risk as an adult who:

- has needs for care and 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.

Key Contacts for Safeguarding Action

If you have an emergency, call the Police on 999.

If it isn't an emergency but you need help fast, call the Police on 101.

If the list below does not cover your particular area, look up the local authority website in the area you are looking for and search for "safeguarding". All the websites will lead you to safeguarding adults and children (either together or separately).

Gloucestershire (for HMPs Ashfield, Leyhill and Eastwood Park)

For Adults: <https://www.gloucestershire.gov.uk/health-and-social-care/adults-and-older-people/report-suspected-abuse-safeguarding-adults-at-risk/>

For Children: <https://www.gloucestershire.gov.uk/gscp/safeguarding-child-protection-arrangements/>

Staffordshire (for HMPs Stafford, Swinfen Hall, Drake Hall, Oakwood, Featherstone)

For Adults: <https://www.staffordshire.gov.uk/Advice-support-and-care-for-adults/reportabuse.aspx>

For Children: <https://www.staffsscb.org.uk/contact/>

Bristol (for HMP Bristol)

For Adults: <https://digital.bristol.gov.uk/social-care-health/report-suspected-abuse-safeguarding-adults-at-risk>

West Northamptonshire (for HMP Onley)

For Adults and Children: <https://www.westnorthants.gov.uk/about-us/safeguarding>

Wiltshire (for HMP Erlestoke)

For Adults and Children: <https://wiltshiresvpp.org.uk/>

Policy last reviewed: May 2024

New review due: May 2025