

ASSOCIATED STUDIOS
Performing Arts Academy

Safeguarding Policy

January 2017

Policy Statement

Associated Studios Performing Arts Academy (hereinafter referred to as Associated Studios) is committed to protecting individuals from maltreatment, abuse and neglect and to preventing harm to their health development and wellbeing. We provide a safe and supportive environment for our students, staff, freelance tutors and other people who work with us. Associated Studios currently work with persons over the age of 18 and whilst there is no legal directive regarding safeguarding adults this policy covers the principles in which we work. Failure to follow this safeguarding policy would constitute a matter of concern for Associated Studios and may lead to disciplinary action and/or dismissal.

Purpose of this Policy

The purpose of this policy is to convey our commitments to safeguarding the individuals we work with and outlines

- (a) The expectations of all Associated Studios students, staff and tutors within this area
- (b) The key principles of equality and diversity
- (c) Our strategic priorities
- (d) Our measures for reporting of incidents and monitoring complaints.

Supporting Policies and Procedures

This policy is designed to be used in conjunction with our existing policies and procedures.

Scope of this policy

This policy applies to all Associated Studios' students, employees, freelance workers, contractors and Board of Trustees. It supersedes all previous safeguarding policies.

Definitions

Safeguarding

To safeguard is to protect from harm or damage with appropriate measure. For Associated Studios it is the action taken to promote the welfare of all our students, employees, freelance staff and guest tutors, contractors and the Board of Trustees.

Associated Studios believes that the health, welfare and safety of all students, regardless of age or vulnerability, are of paramount importance. We believe that all people, without exception, have a human right to be protected from maltreatment or harm of any kind regardless of age, gender, ethnicity, nationality, disability, sexuality, gender identity, lifestyle or religious beliefs.

Failure to follow the Academy's safeguarding guidance and procedures would constitute a matter of concern for the Academy and may lead to disciplinary action.

Student

The term student applies to anyone who attends or takes part as a participant in any courses offered by Associated Studios.

Staff member

Staff member means anyone employed by Associated Studios including those working as Visiting Professionals or working on a freelance basis. It also includes Trustees and contractors.

All staff are required to share safeguarding concerns that they may have, have witnessed or been made aware of.

Abuse

Abuse can consist of a single or repeated act of harm or exploitation. Abuse can be Physical, Verbal, Psychological, Emotional, Financial or Sexual.

For vulnerable adults, abuse can also occur when the person is persuaded to enter into a financial arrangement, support for terrorism or a sexual relationship to which they have not, or could not, offer informed consent to or understand.

Radicalisation and Extremism

Radicalisation is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist or extremist groups or acts.

Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

Vulnerable Adults

A vulnerable adult is someone aged 18 years or over who 'is or may be in need of community care services by reasons of mental health or other disability, age or illness' and 'is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'.

Making a judgement about vulnerability is a process based on gathering evidence and on discussion with the person concerned, others, and the Principal. Vulnerability may exist due to the circumstances a person is living in, for example they are homeless, living in an abusive relationship or having a mental health crisis of some kind. It is an inability to protect themselves against significant harm which makes them vulnerable.

Vulnerable adults can be at risk of being open to recruitment to extremist groups by radicalisers who encourage others to develop or adopt beliefs and views supportive of terrorism, and forms of extremism leading to terrorism.

Implementation

Effective safeguarding begins with staff and students being well informed, being aware of safeguarding issues, and following the procedures outlined in this and other policies.

Associated Studios' staff members and students are required to report any concerns of potential risk to themselves and/or others or of abuse immediately.

In some situations it may be necessary for Associated Studios to make a referral to local safeguarding services, and, in emergencies, the Police.

Effective safeguarding is supported by our commitment to:

EQUAL OPPORTUNITIES: Equality and Diversity Policy and Harassment and Bullying Policy

IT: Acceptable use of IT networks and approach to digital communications, security and safe practice.

STUDENT SUPPORT

LEARNING SUPPORT: for those with Disabilities or Special Educational Needs

HEALTH & WELLBEING: including Counselling, Nutrition, Mental Health Support, Physical Health Support

CONFIDENTIALITY & DATA PROTECTION

HEALTH & SAFETY

RECRUITMENT: including Auditions Policy, Student Complaints Procedure, Medical History Policy

STAFF RECRUITMENT: including Staff Induction, Staff Handbook

Associated Studios is committed to:

EMPOWERMENT: Presumption of person-led decisions and informed consent

PROTECTION: Support and representation for those in greatest need

PREVENTION: Taking action before harm occurs

PROPORTIONALITY: Proportionate and least intrusive response appropriate to the risk presented

PARTNERSHIP: Local solutions through services within their communities

COMMUNITIES: Acknowledging communities have a part to play in preventing, detecting and reporting neglect and abuse

ACCOUNTABILITY: Accountability and transparency in delivering safeguarding

SAFEGUARDING PROCEDURE

Recognising and reporting a safeguarding concern:

If staff members have safeguarding concerns they must:

1. Not ignore it
2. Not work in Isolation

Any concerning behaviour involving the wellbeing and welfare of a student, must

be reported to the Administrator and recorded immediately

Where this concern may be considered 'high risk' and a staff member is concerned for a student's immediate or on-going welfare, the Principal should be contacted immediately.

Dealing with a Disclosure:

If a student makes a disclosure of abuse, neglect, or presents a potential risk of significant harm to themselves directly to a staff member, the staff member should:

- (a) Listen carefully to what is said and allow the student to tell you at their own pace
- (b) Record/Write down basic factual information; seek any necessary clarification of facts, but try to avoid asking leading questions. Avoid offering any opinion or advice.

Let the person know that they have done the right thing in disclosing information and, whilst you will not be able to keep the matter confidential, assure them that information will only be shared with people who need to know and who can provide help and support.

Staff members should be aware that it is their duty to tell the appropriate person when significant harm or risk is disclosed or they have a safeguarding concern. It is not their duty to make a judgement about what action Associated Studios should take (this is the responsibility of the Principal).

Where the disclosure or concern presented is considered low risk, the Administrator should be informed and internal support mechanisms implemented.

Where the disclosure or concern presented is considered medium or high risk the tutor should:

- Record all information including who is concerned (facts, dates and times etc.)
- Talk to Associated Studios' Principal or her designated representative about the safeguarding concern or disclosure
- Work with the Principal or her designated representative to assess the level of risk and agree what action should be taken

The Principal or her designated representative will meet with the student as soon as possible to explain what action is being taken.

Where a safeguarding concern is raised by a member of staff and not through a

student disclosure, the student will be informed at the soonest opportunity and throughout the process, unless this may raise the risk of significant harm.

If a colleague shares a concern regarding an Associated Studios' staff member or tutor, this must be reported to the Principal without delay.

Where safeguarding concerns are raised, regardless of the level of risk, a 'Record of Safeguarding Concern' form should be completed.

If the level of risk is high and the situation is urgent, immediate action must be taken to protect the student. This may involve:

- Calling an ambulance so the student is taken by Health Care professionals to A&E
- Calling the Police
- Calling the local Social Services Emergency Duty team

Where significant harm is suspected and there are immediate concerns of danger, the concern will need to be referred immediately (within 24 hours) to relevant local services or external agencies.

Where there is uncertainty over whether a referral should be made Social Services should be contacted for advice. If for any reason Social Services cannot be contacted the concern can be reported to the local police or Community Safety Unit.

Where appropriate, other referral options should be considered to offer the individual further support; these may include:

- Referral to a Counsellor
- Referral to professional services including, Dyslexia/Learning support, NHS clinics (anorexia / dietary etc.)

Where the level of risk is not considered high the Principal or her designated representative will:

- Arrange a meeting with the student concerned to address the issues and implement any relevant actions and procedures
- Regularly monitor The student involved and issue until the issue is resolved

SPECIFIC SAFEGUARDING CONCERNS

Physical Harm:

Where someone may have suffered or is at risk of suffering Physical Harm. This may be historical, through family or partnership relations, social or work environments. This may involve hitting, shaking, throwing, poisoning, burning or scalding.

Emotional and Psychological Harm:

Where someone is suffering from an emotional or psychological maltreatment which may cause severe and persistent adverse effects on the individual's emotional development and well-being. This may involve controlling behaviour, threats of harm, deprivation of contact, humiliation, blaming, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks. It may involve seeing or hearing the ill-treatment of another.

Neglect:

Neglect is the persistent failure to meet a person's basic physical and/or psychological needs, likely to result in the serious impairment of health or development. This may involve failing to protect from physical and emotional harm or danger, failure to ensure adequate support and supervision, or the failure to ensure access to appropriate medical care or treatment.

Self-Neglect:

Self-Neglect is the failure of a person to take care of themselves that causes, or is reasonably likely to cause serious physical, psychological or emotional harm (or damage to or loss of assets). An act of Self-Neglect may be intentional (active) or non-intentional (passive). This may involve malnutrition, refusal to seek medical advice and self-harming.

Sexual Abuse:

Sexual abuse involves forcing or enticing a person to take part in sexual activities, including prostitution, whether or not they are aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts.

Financial abuse:

Financial abuse involves theft, fraud, exploitation, or the misuse or misappropriation of property or possessions.

Radicalisation:

A person may become susceptible to radicalisation through a range of social, personal and environmental factors. It is known that extremists often exploit vulnerabilities in individuals in order to drive a wedge between them and their families and communities. Critical risk factors can include:

- Being in contact with extremist recruiters

- Accessing violent extremist websites, especially those with a social networking element
- Possessing or accessing violent extremist literature
- Using extremist narratives and a global ideology to explain personal disadvantage
- Justifying the use of violence to solve societal issues
- Joining or seeking to join extremist organisations
- Significant changes to appearance and/or behaviour
- Experiencing a high level of social isolation resulting in issues of identity crisis and / or personal crisis

Responsibilities

Of Associated Studios Board of Trustees and Principal

To establish and maintain an environment where students feel safe, can talk freely about their feelings and experiences in structured ways, and are listened to.

Take effective, timely and robust action to protect students and report concerns according to the procedures outlined in this policy.

Ensure there is a commitment to 'safer recruitment' in selection and vetting of staff; and ensure that all staff are adequately aware of and supported in matters regarding safeguarding procedures.

Ensure that all staff and students are aware of this safeguarding policy and will implement procedures and protocols in accordance with this policy.

Notify relevant external agencies where an appropriate safeguarding concern is identified or suspected.

Ensure that all referrals to external agencies have full information in relation to identified risk.

Of Associated Studios' Staff Members

Staff members must make sure they are familiar with the safeguarding policy and procedures and are able to follow procedures if appropriate.

Staff members are responsible for their own professional conduct, and the welfare of students (physical and emotional) through their working practice.

Staff members should always take action according to this policy if they have

safeguarding concerns.

Staff members must declare any relevant existing convictions. Failure to do so will be regarded as gross misconduct, and may result in disciplinary action and/or dismissal.

Rights

Of those who report safeguarding concerns

All those reporting maltreatment, making an allegation or expressing concern, whether they be staff or students will be listened to and taken seriously and their concerns will be acted on in accordance with this policy.

Students and Staff will be given immediate protection from the risk of reprisals or intimidation. This includes a respect for confidentiality for when reporting concerns.

Of students

Students will be given access to this policy.

All students have the right to be listened to and to have alleged incidents and concerns taken seriously and acted on in an appropriate way.

Students have the right to receive sensitive, fair and respectful treatment during the processes undertaken in line with this policy.

Students have the right to have their wishes and feelings taken into account when safeguarding decisions about actions are being made.

Students (and parent/guardians where a student has given permission for a parent/guardian to be involved) have the right to be consulted and informed about decisions made, including if the actions taken by Associated Studios are against their wishes, and to receive information about the actions taken and their outcomes.

Induction

All Associated Studios staff members will be made aware of and familiarise themselves with this safeguarding and associated policies and procedures.

All staff members will be made aware how to implement the safeguarding policy.

All Associated Studios students will be made aware of the Safeguarding and associated policies and procedures during their induction and in their handbooks.

Record keeping

Associated Studios will keep a written record of any safeguarding concerns or incidents. These records will be kept securely by the Administrator. It is important that this information is recorded as factually as possible. Disclosures of information should include what was said or observed, all persons involved, the date and time of what has occurred, the date of disclosure and, if there are observable, any injuries. Any actions agreed and/or taken must also be recorded.

Records should be completed as soon as is reasonably practical and ideally within twenty- four hours of a disclosure or incident occurring.

Documentation or statements must be given to the Administrator and a written record must always be kept, even where there is no referral to statutory authorities.

Written documentation will be kept for as long as deemed necessary, in line with the Data Protection Act 1998 and best practice.

Confidentiality

Associated Studios offers a safe and secure environment to its students. This means that Associated Studios will not disclose personal information about a student to an external third party without the individual's consent, unless there is a risk of significant harm.

Staff members should however be clear with students that information may be shared with other relevant Associated Studios' staff for the purposes of student support and guidance, and safeguarding.

In certain circumstances Associated Studios may have a legal duty to break confidentiality without the consent of a student, if there is evidence of a real risk of significant harm (a "genuine concern for a student's welfare")

Associated Studios will always discuss this with the student and inform them of our actions, unless it is legally acceptable to break confidentiality without informing a student if informing them would lead to high likelihood of significant harm. For example, if by informing the student they are highly likely to immediately attempt suicide, hurt someone else, or disappear.

Disclosure of disability

If a student makes a disclosure of a disability to a staff member and the student

has not yet declared this disability to Associated Studios, the staff member should ensure that the Principal is notified immediately.

The disability disclosed may be a physical or sensory impairment, mental health difficulty, a specific learning difficulty such as dyslexia, or an unseen medical condition and may not relate to a safeguarding concern at all.

However, the information must still be shared with the relevant staff so Associated Studios can respond appropriately and ensure that any reasonable adjustments are implemented.

Safeguarding concerns about Associated Studios' staff members

If there are safeguarding concerns about a person working for Associated Studios, the Principal should be informed immediately. Associated Studios understands that this may be sensitive, but the organisation has a duty to safeguard all students and staff.

ASSESSING LEVEL OF RISK

Safeguarding procedures are based on an assessment about the student's needs:

- Level 1:** Universal needs: the student doesn't have any additional needs at the moment and universal services are adequate in meeting the needs they do have.
- Level 2:** Low needs but someone is vulnerable: the needs of the student are not clear, not known or not being met. This is of concern. This is the threshold that triggers internal procedures (Well-being and Fitness to Study or a safeguarding cause for concern).
- Level 3:** High needs: the needs of the student require longer interventions to be met, are at a high level and/or require statutory or specialist interventions. This is the threshold that triggers specialist internal and external intervention.
- Level 4:** Complex or acute needs: the needs of the student are immediate, complex or acute. There are high risks and intensive statutory support is required. This is the threshold that triggers specialist emergency service intervention.

People's situations can fluctuate between these levels. The aim is that, through appropriate action and support, the level of need goes down.

Associated Studios' staff should not be making an assessment of level of need.
The Principal is ultimately responsible for the triggering of any action.