

Aesop Safeguarding Policy

1. Overview

- 1.1. This document is the Safeguarding Policy for Aesop and all Aesop programmes and projects which will be followed by all members of the organisation and promoted by those with a leadership position within the organisation.
- 1.2. For the purposes of this document:
 - *Contracted Staff* are defined as people employed or contracted by Aesop.
 - *Trustees* are defined as any member of Aesop's board of trustees.
 - *Associated Personnel* are defined as all volunteers, visitors, researchers, family members, programme visitors including clinicians, photographers, journalists, celebrities and politicians, and any other people who may attend on site or be involved in the delivery of Aesop programmes and activities.
 - *Children* are those aged under 18 years.
 - *Adult at risk* is defined as an individual aged over 18 who; has needs for care and support (whether or not the local authority is meeting any of those needs) and; is experiencing, or 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 (Care Act, 2014).
 - *Local Adult Safeguarding Boards (LASB)* are the agencies which lead adult safeguarding arrangements across their localities and oversee and coordinate the safeguarding work of their member and partner agencies.
- 1.3. This policy demonstrates Aesop's commitment to keeping safe Aesop's contracted staff, trustees, associated personnel, participants and particularly any children or adults at risk who are involved in Aesop programmes. This may include the children or

grandchildren of adults who use our services. The potential for harm could arise from:

- The conduct of contracted staff, trustees, associated personnel or programme participants.
- The conduct of staff contracted to partner organisations such as dance artists and their assistants.
- The design and implementation of Aesop's programmes and activities.

1.4. This policy defines the commitments and procedures expected of Aesop and informs all contracted staff, trustees, associated personnel and programme participants of their responsibilities regarding safeguarding.

1.5. This policy exists in partnership with related policies on whistleblowing, harassment and bullying, health and safety, data protection (including digital safety) and Aesop's risk assessment procedure.

2. Policy Statement

2.1. Aesop believes that everyone we associate with has the right to be protected from all forms of harm, abuse, neglect and exploitation.

2.2. We acknowledge our responsibility to keep safe any people involved with our services and are committed to practice in a way which protects them. Aesop will not tolerate harm, abuse, neglect or exploitation by staff, trustees or associated personnel.

2.3. Aesop commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

3. Legal framework

3.1. In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse, neglect and exploitation.¹

3.2. In our sector, we understand it to mean protecting people, including children and adults at risk, from harm that arises from association with our staff or programmes.

¹ NHS 'What is Safeguarding? Easy Read' 2011

3.3. This policy is based on law and guidance that seeks to protect children and adults at risk. Acts of Parliament relevant to this document are:

- Children Act 1989
- United Convention of the Right of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Mental Capacity Act 2005
- Protection of Freedoms Act 2012
- Care Act 2014
- Modern Slavery Act 2015

4. Prevention – Code of conduct

4.1. Aesop will maintain a clear code of conduct, detailed in 4.2 and 4.3, which sets out the culture and behavioural expectations of staff, trustees and volunteers.

4.2. Aesop will:

- 4.2.1. Ensure that all staff, trustees, personnel, and participants are familiar with this policy, the Code of Conduct, their responsibilities and associated procedures.
- 4.2.2. Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from contact with Aesop. This includes management of personal information.
- 4.2.3. Implement safeguarding procedures when recruiting, managing and deploying staff, trustees and associated personnel, ensuring all necessary checks are carried out.
- 4.2.4. Ensure staff and personnel have sufficient supervision, training and support on safeguarding commensurate with their position in Aesop. This will normally include completing Level Two: Awareness of Adults Safeguarding training every three years.
- 4.2.5. Keep up to date with national developments relating to preventing abuse and welfare of children and adults at risk.
- 4.2.6. Follow up any reports of safeguarding concerns promptly and according to agreed procedures in line with LASB.
- 4.2.7. Work with other organisations and agencies within the framework issued under Care Act 2014 statutory guidance.
- 4.2.8. Devise joint standards around safeguarding with partner organisations including reporting procedures, implementation and information sharing.

- 4.2.9. Share information when requested to assist in enquires, case discussion at the multi-agency safeguarding hub (MASH), reviews or police investigations.
 - 4.2.10. Inform all visitors defined as associated personnel of this policy and safeguarding expectations.
 - 4.2.11. Share information about best practice in safeguarding with volunteers working with Aesop.
 - 4.2.12. Ensure organisational complaints and whistleblowing policies enable staff to report any safeguarding concerns, including those directed at Aesop staff, without fear of prejudice towards their position.
 - 4.2.13. Annually review and update this policy and associated procedures to ensure they remain effective and reflect good practice.
- 4.3. Contracted staff, trustees and associated personnel will:
- 4.3.1. Familiarise themselves with this policy, the Code of Conduct and their responsibilities arising from them including the procedures to be followed in the case of suspected or reported abuse, neglect or self-neglect.
 - 4.3.2. Familiarise themselves with the definitions of different forms of neglect and abuse.
 - 4.3.3. Behave at all times in a manner which treats all people, including children and adults at risk, with respect. Staff will not subject anyone they are in contact with to emotional, physical, financial or sexual abuse of any form.
 - 4.3.4. Familiarise themselves with the reporting and responding procedures for alerting Aesop and authorities to cases of safeguarding concern.
 - 4.3.5. Follow the appropriate procedures when a safeguarding situation arises.
 - 4.3.6. Attend training and keep up to date with CPD regarding safeguarding where appropriate for their role. This will normally include completing Level Two: Awareness of Adult Safeguarding training every three years.

5. Recognising abuses and mistreatment

- 5.1. The Care Act 2014 recognises ten types of abusive behaviour towards people which deliberately or intentionally cause harm. These are: physical, self-neglect, sexual, domestic, psychological, organisational, discriminatory, financial or material, neglect and modern slavery. Aesop staff, trustees and associated personnel involved with the delivery of Aesop's programmes are to be familiar with the types and indicators of abuse.

5.2. Aesop acknowledges that no one will show all indicators of abuse, and evidence of multiple indicators are not needed to report a concern. It is recognised that abusive behaviour often occurs for some time before it is identified. Aesop affirms to staff that it is better to report a concern than ignore evidence for fear of being incorrect.

6. Responding to concerns

- 6.1. Aesop acknowledges that recognition, response, reporting and referral are key to managing a safeguarding concern.
- 6.2. Aesop staff are trained to recognise situations which may raise concerns around welfare or safeguarding.
- 6.3. Aesop acknowledges its duty to respond appropriately to any safeguarding concerns, allegations, reports or suspicions of abuse and to ensure partners have relevant safeguarding protocols in place.
- 6.4. Aesop acknowledges its responsibility to inform and train staff and associated personnel how to respond to safeguarding disclosures.
- 6.5. Aesop will accept reports of welfare concerns or disclosures from contracted staff and associated personnel, and external sources such as venue managers, family members of project participants, partners and official bodies. Aesop will accept safeguarding reports or disclosures occurring outside of Aesop activities if those concerns involve staff, personnel or participants.
- 6.6. Aesop has clear reporting procedures outlined below.
- 6.7. When necessary a referral, formal reporting of a disclosure or a concern, may be made to the necessary authorities: the LASB, MASH or the police. Anyone can make a referral to MASH, LASBs or the police.
- 6.8. Any referral to an outside agency must be made with the Designated Safeguarding Lead's knowledge and involvement unless they are directly implicated in the safeguarding concern or disclosure.

7. Recognising a disclosure

- 7.1. A disclosure (self-reported safeguarding concern) or concern

about a child or adult at risk may be raised in the following ways:

- First person: an adult at risk says he or she is being abused.
- Secondhand: someone reports that an adult at risk has told them they are being abused.
- Witnessing: Abuse by another is witnessed or if someone reports that they have witnessed abuse.
- Suspicion: someone strongly suspects a person has been or is being abused based on their knowledge of potential indicators of abuse.
- Welfare concern: someone has a concern regarding an adult at risk's welfare, where there are no specific disclosures or allegations of abuse.

7.2. The concern may be raised in person, by phone, letter, message or email.

8. Response to a disclosure

- 8.1. Aesop recognises that once a disclosure is made, staff do not investigate the concern. Aesop advises staff to follow the guidance for recording and responding to a disclosure outlined in Appendix A.
- 8.2. Aesop staff will ensure any possible criminal investigation is not compromised by the activities of staff in response to a disclosure.
- 8.3. If the concern or disclosure indicates that the adult at risk is in immediate danger then the police should be contacted and all reasonable steps taken to ensure their safety including access to emergency medical treatment, see Appendix A.
- 8.4. In other circumstances where a welfare concern or disclosure is made but the person involved is not in immediate danger, or suffering or likely to experience significant harm, the person disclosed to should make suitable notes and complete an incident form, they should inform the Designated Safeguarding Lead at Aesop within 24 hours and pass on these documents. See Reporting pathways flowchart in Appendix A.

9. Reporting a safeguarding concern

- 9.1. All safeguarding reports to any Aesop staff must be passed to the Designated Safeguarding Lead. Reports may also be made directly to the Designated Safeguarding Lead. In the absence of the DSL,

reports should be made to *Tim Joss, Chief Executive and Founder* (timjoss@ae-sop.org).

9.2. If the person reporting doesn't feel it is safe or appropriate to report to the designated safeguarding lead (they may feel the report won't be taken seriously or the named person is implicated in the concern) then they should report to the trustee with oversight on safeguarding.

- Designated Safeguarding Lead at Aesop is:
Charlotte Bridle, Programme Manager - Volunteering (charlottebridle@ae-sop.org)
- Aesop Trustee with safeguarding oversight is:
Peter Daniel (peter.daniel@collyerbristow.com)

9.3. Thresholds for whether an incident is a referable safeguarding concern vary from region to region. The Designated Safeguarding Lead will contact their local LASB for advice on whether a concern should be referred to an agency.

10. Safeguarding reports from partner organisations

10.1. All staff contracted by partner organisations must report welfare and safeguarding concerns or disclosures according to their organisation's own internal policies.

10.2. The designated safeguarding lead at partner organisations will inform Aesop's Designated Safeguarding Lead at Aesop of any disclosures involving Aesop staff or associated personnel to ensure that appropriate measures can be put in place to support an individual experiencing distress or abuse. Similarly it is the responsibility of Aesop's Designated Safeguarding Lead to share information with their equivalent at partner organisations in an accurate, timely and confidential manner.

10.3. Information sharing on a safeguarding concern or disclosure is on a strict need to know basis.

11. Safe recruitment checks

11.1. All staff employed at Aesop undergo reference and qualification checks and if performing regulated activities or if their role requires them to be regularly in contact with adults at risk, they undergo Disclosure and Barring Service (DBS) checks.

- 11.2. Aesop are responsible for the DBS checks of volunteers if required and acknowledges a commitment to safe recruiting practices including reference checks of all eligible volunteer roles.
- 11.3. Aesop follows the guidance of the National Council for Voluntary Organisations from their document "Safeguarding for volunteer involving organisations" and the Principle of Proportionality required in adult safeguarding work which advocates the least intrusive response to the risk presented. See Appendix B for NCVO guidelines on DBS checks.
- 11.4. Any volunteers involved in Regulated Activity relating to adults will be required to have a DBS check. Aesop confirms that DBS checks are not used "just in case" and acknowledge that unnecessary DBS checks are felt by some to be intrusive and an invasion of privacy.

12. Mental Capacity

- 12.1. Aesop delivers programmes to some people who lack mental capacity under the Mental Capacity Act 2005. These individuals are residents of care homes and have dementia. Aesop recognises the presumption of capacity of these people to choose to take part with the Dance to Health programme, to choose to attend or not on a weekly basis and to choose to participate or not in activities within each session.
- 12.2. In consultation with the carers of these individuals, dance artists and Aesop staff support these individuals to make their own decisions regarding participation in the programme in line with the five principles of the Mental Capacity Act 2005. Aesop recognises that at times it may be that the carers of such individuals make a decision on their behalf as to whether they are able to participate in a Dance to Health session.

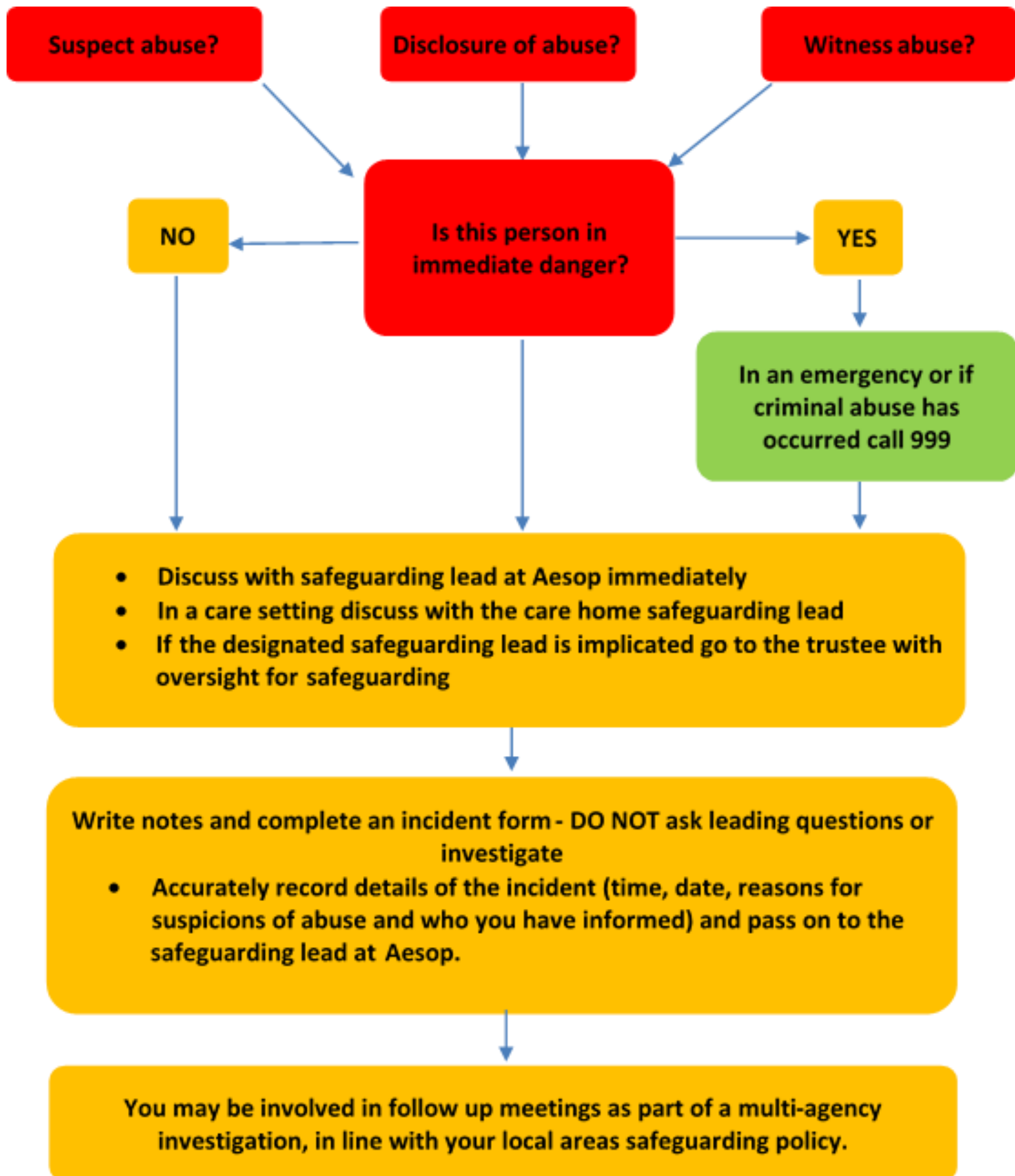
This policy was last reviewed on 13 June 2023



Signed:

Date: 13 June 2023

Appendix A - Reporting pathways flowchart

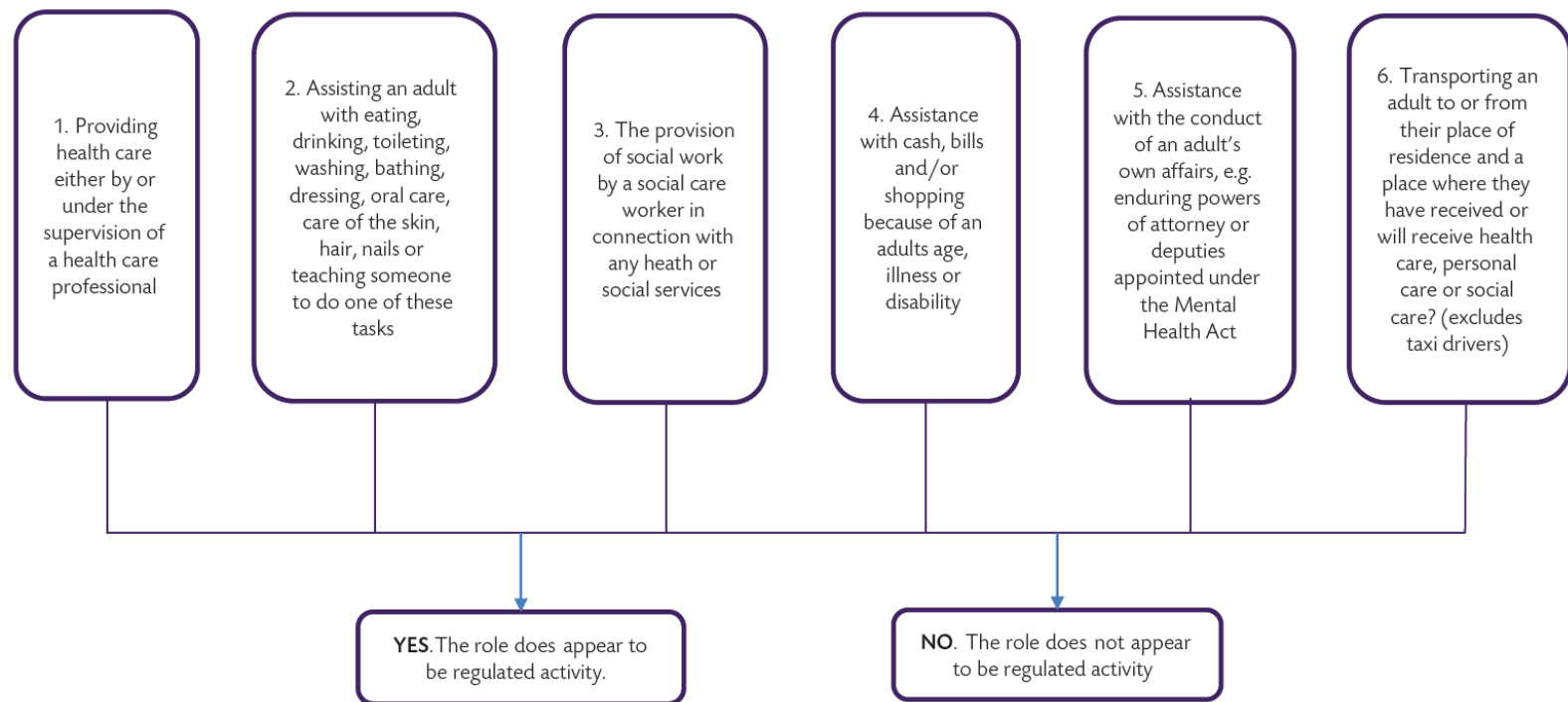


Appendix B - Regulated activity relating to adults

To ensure safe recruitment of staff, contractors and volunteers, it is necessary to consider the following:

- Does the job description or activity fall into any of the 6 categories below?
- Does the work occur in a setting where the staff/contractor/volunteer is alone with an adult at risk?

If yes, they will require a DBS check as part of their employment.



The Dance to Health programme may fall under category 1 and 3, through the action of the dance artist, 4 and 6 if receiving volunteer assistance with transport or paying subscriptions. The Dance to Health programme is designed to ensure that dance artists and volunteers are not left alone with vulnerable adults.

Note – anyone who provides day-to-day management or supervision of people involved in these activities are in Regulated Activity.