



Attenborough Arts Centre Safeguarding Policy – Adults at Risk

This version dated: February 2025

Last review date by AAC Advisory Board: New policy

Next review date by AAC Advisory Board: March 2025

Owner / Review: Andrew Fletcher, Director

Designated Safeguarding Officer: Andrew Fletcher

Deputy Designated Safeguarding Officer: Jeremy Webster

Deputy Designated Safeguarding Officer: Marianne Scahill-Pape

AAC Advisory Board Safeguarding Lead: Tara Lopez

AAC Advisory Board Chair: Kerry Law

Our Safeguarding Policy and Safeguarding Procedures will be reviewed annually by Attenborough Arts Centre's Advisory Board. These documents will be regularly monitored and updated in the event of any incident or update in legislation by AAC's Designated Safeguarding Officer (DSO) and Deputy DSOs.

Attenborough Arts Centre is a department of the University of Leicester and aligns with the University's own Safeguarding Policy and Procedures:

<https://le.ac.uk/policies/safeguarding>

1. Definitions

Safeguarding duties apply to an Adult at Risk, who is defined as someone who:

- has needs for care and support (whether or not the local authority is meeting any of those needs)
- is experiencing, or at risk of, abuse or neglect
- 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

2. Purpose of this policy

- To protect Adults at Risk who engage with or receive Attenborough Arts Centre services from all types of harm and maltreatment.
- To ensure that Adults at Risk and their families and support staff are aware of the guidance and principles that guide our safeguarding approach.
- To ensure that all staff, volunteers and anyone working on our behalf is aware of the principles and guidance that sits behind our safeguarding approach to Adults at Risk.
- Attenborough Arts Centre's Safeguarding Policy applies to anyone working on behalf of Attenborough Arts Centre, which includes the Advisory Board, Senior Management team, paid staff, freelance and sessional workers, volunteers, students on work placements, agency staff and anyone else acting on our behalf.

3. Policy Statement

Attenborough Arts Centre is the University of Leicester's public centre for art and culture. Annually, we welcome 100,000 people of all ages and backgrounds to visit art exhibitions, performances and a wide range of creative activities in our building, offsite and online. Our Learning & Community programmes for people of all ages receive 24,000 engagements each year. These include Creative Courses and programmes for children and young people, families, schools as well as dedicated programmes for SEND (Special Educational Needs and Disabilities) children and young people. We also work directly and with a range of Community Partners who work with Adults at Risk. We have a longstanding track record in disability arts.

We believe that:

- The welfare of Adults at Risk is paramount and we have a responsibility to keep them safe.
- Adults at Risk have a right to protection from all types of maltreatment, harm and abuse.
- We will give equal priority to keeping all Adults at Risk safe, regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.

- Some Adults at Risk may be additionally vulnerable because of the impact of discrimination, previous experiences, their level of dependency, communication or any other additional needs.
- Working together in collaboration with children, young people, Adults at Risk, their parents, carers and other agencies is essential in effective safeguarding practices.

We will ensure that all suspicions and allegations of abuse or welfare concerns will be taken seriously and responded to swiftly and appropriately, and that staff and volunteers know how to respond to disclosures or concerns.

If you receive a complaint or have a concern about anyone engaged by Attenborough Arts Centre such as an employee, freelance worker, volunteer or Advisory Board member, please follow Attenborough Arts Centre's Whistle-Blowing Policy.

Attenborough Arts Centre recognises that safeguarding issues may trigger memories of historic abuse for Adults at Risk. The helpline for the National Association of People Abused in Childhood is 0808 801 0331 and their website is <http://napac.org.uk/>

Statutory guidance on safeguarding can be found here:

<https://www.gov.uk/government/publications/working-together-to-safeguard-children>

4. Promoting and embedding the Policy in our work

All employees and volunteers will:

- Receive safeguarding, child protection and Adult at Risk training as part of their induction
- Receive training on the University of Leicester's IT usage policy and how IT usage is monitored
- Receive enhanced training if working directly with children, young people and Adults at Risk
- Participate in discussions during team meetings
- Participate in discussions during their Performance Development Discussions (PDDs)
- Undertake Safeguarding refresher training
- Undertake other relevant CPD

5. Context

This policy is informed by the following legal requirements and guidance:

- Safeguarding Adults Legislation
- Safeguarding Adults in all home nations is compliant with United Nations directives on the rights of disabled people and commitments to the rights of older people. It is covered by:
 - The Human Rights Act 1998
 - The Data Protection Act 2018
 - General Data Protection Regulations 2018
- The practices and procedures within this policy are based on the relevant legislation and government guidance.
- England - The Care Act 2014 Care and Support Statutory Guidance (especially chapter 14) 2014
- Wales - Social Services and Well Being Act 2014 Wales Safeguarding Procedures 2019
- Scotland - Adult Support and Protection Act 2007 Adult Support and Protection (Scotland) Act 2007 Code of Practice 2014
- Northern Ireland - Adult Safeguarding Prevention and Protection in Partnership 2015
- Many other pieces of UK and home nation legislation also affect adult safeguarding. These include legislation about different forms of abuse and those that govern information sharing. For example, legislation dealing with:
 - Murder/attempted murder
 - Physical Assault
 - Sexual Offences
 - Domestic Abuse/Coercive control
 - Forced Marriage
 - Female Genital Mutilation
 - Theft and Fraud
 - Modern slavery and Human exploitation
 - Hate crime
 - Harassment
 - Listing and Barring of those unsuitable to work with adults with care and support needs
- Each home nation also has legislation about the circumstances in which decisions can be made on behalf of an adult who is unable to make decisions for themselves:
 - England and Wales - Mental Capacity Act 2005
 - Scotland - Adults with Incapacity Act 2000
 - Mental Capacity (Northern Ireland) 2016
- There are specific offences applying to the mistreatment of and sexual offences against adults who do not have Mental Capacity and specific offences where mistreatment is carried out by a person who is employed as a carer: e.g. wilful neglect and wilful mistreatment

6. Our Commitment

We are committed to actively safeguarding all Adults at Risk from harm and maltreatment by:

- Listening to Adults at Risk and respecting them.
- Having an appointed Designated Safeguarding Officer (DSO) and two Deputy DSOs.
- Having an appointed Attenborough Arts Centre Advisory Board member who takes the lead on behalf of the Advisory Board for safeguarding at the highest level in the organisation.
- Continually developing our detailed safeguarding, child protection and Adults at Risk policies and procedures in order to reflect best practice nationally.
- Ensuring that children, young people, parents, families and carers know about our Safeguarding Policy and Procedures and what to do if they have a concern.
- Create a culture of safeguarding where all staff, Advisory Board, freelance artists and volunteers feel comfortable sharing concerns.
- Implementing Safer Recruitment practices.
- Implementing a code of conduct for all staff and volunteers and ensuring that they know how they are expected to fulfil their role.
- Provide effective management of staff and volunteers with regard to their safeguarding responsibilities through training, support and audits.
- Storing and recording data
- Dissemination of information to those we work with
- How we work with external parties including the safeguarding partnership
- How we manage allegations
- How we address bullying
- We support whistleblowing procedures

7. Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents:

- Attenborough Arts Centre Safeguarding Procedures
- Role description for the designated safeguarding officer
- Dealing with disclosures and concerns about a child or young person
- Managing allegations against staff and volunteers
- Recording concerns and information sharing
- Child protection records retention and storage
- Code of conduct for staff and volunteers
- Behaviour codes for children and young people
- Photography and sharing images guidance
- Safer recruitment
- Online safety
- Anti-bullying
- Managing complaints
- Whistleblowing
- Health and safety

- Induction, training, supervision and support
- Adult to child supervision ratios.

8. Contact details

Designated Safeguarding Officer (DSO) for AAC:	Andrew Fletcher, Director, Attenborough Arts Centre	07754070461 andrew.fletcher@le.ac.uk
Deputy DSOs (DDSOs) for AAC:	Jeremy Webster, Deputy Director, Attenborough Arts Centre Marianne Pape, Learning and Outreach Manager, Attenborough Arts Centre	Direct line: 0116 2231526 Mobile number: 07882 410090 jeremy.webster@le.ac.uk Direct line: 0116 2523037 Marianne.pape@le.ac.uk
Attenborough Arts Centre Advisory Board Safeguarding Lead	Tara Lopez	
Designated Safeguarding Officer (DSO) for University of Leicester	Angela Truby, Director of Student Services and Belonging, University of Leicester	abt13@leicester.ac.uk
	Report and Support welfare reporting for University of Leicester students over the age of 18: https://reportandsupport.le.ac.uk/	
LADO – Local Authority Designated Officer The LADO’s role relates specifically to the safeguarding of children. They give advice and guidance to employers and voluntary organisations; liaise with the Police and other agencies, and monitor the progress of cases to ensure that they are dealt with as quickly as possible consistent with a thorough and fair process.	https://www.lcitylscb.org/about-the-lscpb/local-authority-designated-officer-lado/	Leicester City Council LADO based within the Safeguarding Unit To make a LADO referral to the Leicester City Council please complete the referral form below and send to the email address below. Referral Form (click link) Tel: 0116 454 2440 Email: Lado-allegations-referrals@leicester.gov.uk Leicestershire County Council LADO

		LADO Allegations Line 0116 305 4141 LADO Allegations Email: CFS- LADO@leics.gov.uk Rutland County Council Tel: 01572 758 407
Leicester City Council	Child Protection	Child Protection 0116 454 1004 (24 hour service)
	Report a concern regarding an Adult at Risk of harm	Emergency number: 0116 255 1606
Leicester Police	If a person is in immediate danger	Call 999 now. If you're deaf or hard of hearing, use our textphone service 18000 or text us on 999
	If it isn't an emergency	Call non-emergency 24/7 number: 101 . If you're deaf or hard of hearing, use textphone service on 18001 101
NSPCC Helpline		0808 800 5000 (24 hour service)
Childline		0800 1111
Local Area Prevent Team	https://www.leics.police.uk/ advice/advice-and- information/t/prevent/preve nt/beta/prevent-team- referral/	