

PATHWAYS TO PROGRESS:

SAFEGUARDING ADULTS PROCEDURES

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Introduction

The Phoenix Arts Club is committed to providing a safe environment for everyone participating in our organisation and its activities, including performances and rehearsals. These procedures must be followed in any circumstances where an adult is at risk of harm. This procedure should be implemented with reference to The Phoenix Arts Club's Safeguarding Adults Policy and supporting information.

This document details the steps to be taken in responding to any concern that an adult involved in The Phoenix Arts Club or its activities, including performances and rehearsals, is at risk of or is experiencing harm. The procedures have two main sections:

- Section 1: Reporting Concerns - For everyone
- Section 2: What happens next – For Safeguarding Lead and organisational response

Glossary

For more details, please see the additional information sections of The Phoenix Arts Club's Safeguarding Adults Policy.

Adult

A person over the age of 18

Adult at risk

Definition used in legislation (different in each home nation) for adults whom the Local Authority has a responsibility to support to prevent them from experiencing (further) harm caused by abuse and neglect.

Abuse

A violation of a person's physical, emotional, or mental integrity by any other person.

Case Management Group

A group created to ensure the organisation carries out its role in individual cases of abuse or neglect and maintains an overview of the implementation of the organisation's safeguarding functions.

Harm

Damage done to a person's well-being.

MASH

Multi-Agency Safeguarding Hubs are used as a single point of contact for safeguarding referrals in some areas.

Mental Capacity

The ability to consider relevant information, make, and communicate a decision.

Safeguarding

Work to prevent and stop abuse and neglect.

Safeguarding Adults Board (SAB) (England and Wales)

A statutory body set up in line with national legislation to coordinate safeguarding work across the Local Authority district.

Section 1: Reporting Concerns (For everyone)**Reporting Concerns About Yourself**

If you are experiencing harm within The Phoenix Arts Club, including during performances or rehearsals, contact the Safeguarding Lead at [insert contact details]. If you are in immediate danger or need immediate medical assistance, contact emergency services at 999. If the Safeguarding Lead or Welfare Officer is implicated, report to The Phoenix Arts Club Chief Executive/Officer.

Reporting Concerns About Others (Flowchart 1)

Speak to your Club Welfare Officer or National Governing Body Safeguarding Lead at [insert contact details] and report your concerns without delay. If they are implicated or may not act appropriately, contact The Phoenix Arts Club Managing Director: Peter Dunbar Peter.dunbar@phoenixartsclub.com

Is a serious crime in progress or has been committed?

- **Yes:** Contact the police at 999.
- **No:** Seek medical attention if needed.

Make notes and complete a Safeguarding Adults Concerns Report Form (see Appendix 1) and submit it to the Club Welfare Officer or National Governing Body Safeguarding Lead/MD.

Section 2: What happens next? (Safeguarding Lead and organisational response)

Procedure for Safeguarding Lead*

1. Immediate Response

- Ensure immediate actions necessary to safeguard anyone at risk.
- Check and complete the Safeguarding Adults Report Form.
- Inform, reassure, and advise the person making the report.
- Consider the situation, risks, and the views of the adult.
- Ensure the adult has information about the process and support organisations.

2. Taking Action

- Prevent further harm within the organisation.
- Consult with the Case Management Group/Chair and relevant authorities.
- Contact the police if a serious crime is suspected.
- Make a referral to the Local Authority Safeguarding Adults Team if needed.
- Use internal procedures to address any behaviour causing harm.
- Coordinate with statutory agencies for further actions.

3. Recording and Reporting

- Ensure all decisions, actions taken, and outcomes are logged.
- Maintain contact with the adult to keep them informed and supported.
- Convene Case Management Group meetings to coordinate internal actions.
- Store records securely and report to senior management as requested.

Further Information and Useful Contacts

Policies, procedures, and supporting information are available on The Phoenix Arts Club website: <https://phoenixartsclub.com/equality-diversity-inclusion/>

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