



RL Dance Studios Adult Safeguarding Policy

This Policy

This policy must be read and understood by all members of staff at RL Dance Studios. We will make sure this policy is accessible to all staff, parents and students, where appropriate, and will make sure that all teachers/staff members can understand this policy by making them sign a copy each year and being available for questions if necessary. All staff and volunteers at RL Dance Studios must adhere to this policy and must understand their duties and responsibilities regarding safeguarding. A copy of this policy will always be available on our website:

www.RLDanceStudios.com

All staff and volunteers have a strict duty never to subject an adult to any form of harm or abuse. Failure to adhere to these procedures will be treated as gross misconduct.

Our Responsibility

At RL Dance Studios we recognise we have a responsibility to protect and safeguard the welfare of all adults with care and support needs that we work with under the Care Act 2014. We must safeguard individuals, promote their wellbeing and wherever possible consider their views, wishes, feelings and beliefs whilst doing so. We will take appropriate steps to safeguard any adult who is believed to be at risk or experiencing abuse or neglect and will ensure all safeguarding actions we take allow adults the freedom to make their own choices and will include them in all decision making. All adults have a right to live free from harm and abuse, some may find it hard to get the help and support they need or may be unable to protect themselves from harm and abuse. We recognise our responsibility to support these individuals to receive the safeguarding support they need.

An adult is anyone of 18 years and over.

All staff and volunteers have a strict duty never to subject an individual to any form of harm or abuse. Failure to adhere to these procedures will be treated as gross misconduct.

Individuals who attend RL Dance Studios may view our policy where appropriate and a copy will always be available on our website: www.RLDanceStudios.com

Safeguarding Adults

‘Safeguarding adults’ 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 risks and the experience of abuse or neglect, while at the same time making sure that the adults wellbeing is promoted including, where appropriate having regard for their views, wishes, feelings 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.’ (Care and Support Statutory Guidance 2017.)

All safeguarding work should be underpinned by an ethos of empowerment, prevention, proportionality, protection, partnership and accountability.

The Care Act 2014 sets out a duty for any adult who:

Has care and support needs (whether or not these are known to the local authority where they reside)

Experiencing or is at risk of experiencing abuse or neglect and

Is unable to protect themselves due to their care and support needs.

Any safeguarding action should be person lead, and outcome focused. We should help the individual to receive the kind of help and support that is right for them.

At RL Dance Studios we will do this by:

- Stopping abuse and neglect where possible
- Preventing harm and reduce the risk of abuse or neglect to adults with care and support needs
- Safeguarding adults in a way that supports them in making choices and having control about how they want to live
- Promoting an approach that concentrates on improving life for the adults concerned
- Providing information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of an adult

At RL Dance Studios all concerns and allegations of abuse will be taken seriously. It is the responsibility of all staff and volunteers to take steps to protect adults with care and support needs, to keep them safe from hazards and to take appropriate action in the event of an accident. It is the responsibility of all staff and volunteers to take reasonable steps to protect adults with care and support needs from harm and abuse while in contact with our school and our staff and to report any incident of or suspicion of abuse to the Designated Safeguarding Person or in their absence directly to the appropriate statutory authority.

A Brief Guide to Abuse and Neglect

- Physical abuse – Involves the intentional use of force that results in pain, injury, or distress. This can include hitting, slapping, punching, pushing, misuse of medication, or inappropriate restraint.
- Sexual abuse – Refers to any non-consensual sexual activity, including situations where the individual lacks the capacity to consent. This can include sexual assault, inappropriate touching, forced sexual acts, indecent exposure, and other forms of sexual exploitation.
- Psychological abuse – Affects an individual's emotional well-being and mental health. Examples include verbal abuse, threats or intimidation, humiliation, isolation from family and friends, controlling behavior, and gaslighting (manipulating someone into doubting their perceptions or memory).

- Financial abuse – Involves the exploitation, misuse, or theft of an adult’s finances or property. Examples include theft of money, belongings, or assets; misuse of bank cards; forcing someone to change their will or sign financial documents; taking control of someone’s finances without consent; and scams or fraudulent behavior.
- Modern slavery – Includes situations where individuals are exploited, controlled, or forced to work against their will. This can include forced labor, human trafficking, domestic servitude, and debt bondage.
- Discriminatory abuse – Occurs when someone is treated unfairly due to personal characteristics. Examples include harassment or verbal abuse based on race, gender, age, disability, or sexual orientation; denying access to services due to personal characteristics; hate crimes motivated by prejudice; and exclusion from activities due to disability or cultural background.
- Organisational abuse – Occurs in care settings when poor practices, neglect, or rigid systems cause harm. Examples include strict, inflexible routines that disregard personal needs; lack of privacy or dignity; overuse of medication or unnecessary restraint; and unsanitary or unsafe living conditions in care homes or hospitals.
- Neglect and acts of omission – Involves failing to provide necessary care or support, leading to harm. This can include failing to provide adequate food, water, or shelter; ignoring medical or physical care needs; withholding necessary medication or assistance; or leaving someone in unsafe or unsanitary conditions.
- Self-neglect – Occurs when an individual fails to care for their own needs, often due to mental health issues, physical illness, or other challenges. This can include poor personal hygiene, hoarding to an extent that creates health hazards, not eating properly or refusing medical treatment, and living in unsanitary or unsafe conditions.

A Brief Look at Signs, Symptoms, and Indicators of Abuse and Neglect

- Depression
- Self-harm
- Suicide attempts

- Fear or anxiety
- Being dirty, smelly, unkempt
- Lacking proper clothing for the time of year
- Lacking money to meet their basic needs
- Injury
- Sleeplessness
- Changes in mood, behaviour or appearance

Designated Safeguarding Person (DSP)

At RL Dance Studios our designated safeguarding person is Risa Larmand.

Phone: +44 7830 185111

Email: risa@rldancestudios.com

Referring a Concern to your DSP

Our designated safeguarding lead will act on behalf of RL Dance Studios in referring concerns or allegations of harm to Adult Social Care or the police as appropriate. If the designated safeguarding lead is in any doubt information should be shared with Adult Social Care for a second opinion. It is not the role of the DSP to investigate, only to collect information, clarify details of the concern, and facilitate information sharing. In the absence of the DSP, the individual who has the concern is responsible for contacting Adult Social Care and the information should be shared with the DSP retrospectively.

Devon County Council:

The contact number for Adult Social Care is 0345 1551 007 (Monday to Thursday 9.00 am to 5.00 pm, Friday 9.00 am to 4.30 pm).

Outside of hours or on bank holidays call the Emergency Duty Service on 0345 6000 388.

Email: adultsc.safeguardingadultservices-mailbox@devon.gov.uk

Plymouth Council:

The contact number for Adult Social Care is 01752 668000.

Online Form: <https://www.plymouth.gov.uk/adult-safeguarding-signposting#no-back>

Managing Recruitment

All individuals working at RL Dance Studios who have contact with adults with care and support needs are required to hold a valid, clear DBS check. All staff and volunteers will be recruited in line with safer recruitment guidance. No staff will be employed or able to volunteer if they are barred from working with adults with care and support needs, and in the event of an incident where a member of staff has to be dismissed (or chooses to leave) because they have harmed a person, DBS will be notified.

Seeking Medical Attention

If anyone has a physical injury, and there are concerns of abuse, medical attention should be sought immediately. Any safeguarding concerns should be shared with ambulance or hospital staff and then must be reported to Adult social care.

Nothing should be allowed to delay urgent medical treatment.

Consent and Information Sharing

Issues of consent are essential to effective safeguarding practice. Consent must be sought for any activity that is out of the usual parameters of our work. Basic consents for day-to-day activities can be sought through enrolment process, and appropriate organisational guidance shall be provided to ensure those consenting have clear information on what they are consenting to.

Significant harm is no exception to this. Before making a referral to Adult Social Care, consent must be sought. **Adult Safeguarding Process is a consent-based process** and support cannot be provided for an individual who doesn't want it. Conversations about consent must be recorded.

Consent need not be sought, and action should be taken, where:

- There is immediate risk to that individual or others, often known as a public protection issue.
- Asking for consent is at that time unsafe.
- The individual lacks the mental capacity to consent therefore you do so on their behalf.

Any information shared will be relevant, necessary and proportionate. You must record your decision and the reasons for it, whether or not you choose to share information. If you share you should record what you shared and who you shared with.

Staff and volunteers must be aware there are many barriers for individuals who may wish to share experience of abuse or neglect to seek help and support. Patience and reassurance are essential.

Care and Support Needs

The Care Act 2014 outlines that an individual is eligible for support if they have care and support needs that arise from a physical or mental impairment or illness and impact their ability to achieve at least two of the following:

- Managing and maintaining nutrition
- Maintaining personal hygiene
- Managing toilet needs
- Being appropriately clothed
- Being able to make use of the home safely
- Maintaining a habitable home environment
- Developing and maintaining family or other personal relationships

- Accessing and engaging in work, training, education, or volunteering
- Making use of necessary facilities or services in the local community
- Carrying out responsibilities as a parent

The Mental Capacity Act 2005

Is a legal framework which protects people who may lack capacity to make decisions themselves. The presumption is that adults have mental capacity to make informed choices about their safety and how they live their lives. Mental Capacity and a person's ability to give informed consent are at the heart of decisions and actions taken under this policy.

A person's ability to make a decision may be affected by duress and undue influence. Adults with capacity would normally make their own informed decision as to whether they consented to be involved in the adult safeguarding process. If it is reasonably believed that the decision is being made because of threats or coercion expert advice should be sought.

Staff and Volunteer Responsibility

All staff and volunteers at RL Dance Studios have a duty to:

1. Recognising Signs of Abuse and Neglect

Staff and volunteers must be alert to signs that an adult may be at risk. This includes:

- Physical indicators (e.g., unexplained injuries, malnutrition).
- Emotional and behavioural changes (e.g., withdrawal, fearfulness).
- Financial concerns (e.g., sudden loss of funds, unusual transactions).
- Environmental risks (e.g., unsafe living conditions, neglect).

2. Responding to Concerns

If a staff member or volunteer has concerns about an adult's safety, they must:

- Listen carefully and take concerns seriously.
- Reassure the adult and explain that help is available.
- Avoid leading questions or making assumptions.
- Do not promise confidentiality—concerns must be reported if consent is given, or an adult is deemed to be at risk of harm or pose a risk of harm to another.

3. Reporting and Recording

- Concerns must be reported immediately to the Designated Safeguarding Person (DSP).
- A factual written record should be made as soon as possible.
- Information must be shared appropriately while maintaining confidentiality.

4. Promoting a Safe Environment All staff and volunteers should:

- Treat adults with dignity, respect, and fairness.
- Support adults in making informed decisions about their own lives.
- Challenge and report discriminatory, abusive, or unsafe behaviour.
- Work in a way that reduces the risk of harm and promotes independence.

5. Working in Line with Policies and Legislation

- Staff and volunteers must adhere to the Care Act 2014, the Mental Capacity Act 2005, and local safeguarding policies.
- Information should only be shared on a need-to-know basis, in line with data protection laws.

6. Taking Immediate Action in Emergencies

If an adult is in immediate danger, staff and volunteers must:

- Call emergency services (999) without delay.
- Ensure the individual receives medical attention if required.
- Contact the Designated Safeguarding Person (DSP) as soon as possible.
- Cooperate with social services and other safeguarding authorities.

Allegations Against Staff Members/Volunteers

If any member of staff has concerns about another member of staff or volunteer at RL Dance Studios such as:

- Believing they have behaved in a way that has harmed or may cause harm to an individual
- Having possibly committed a criminal offence against or relating to an adult with care and support needs

- Behaved toward an adult with care and support needs in a way that indicates he/ she is unsuitable to work with people. (This could be within the workplace within the community or their own families).

The allegation or concern should be reported to the manager with responsibility for dealing with allegations immediately. This is Risa Larmand.

Neither the member of staff who has raised the concern/ allegation nor the member of staff who is alleged against should be allowed to question individuals or be part of any further investigation.

The designated safeguarding lead for RL Dance Studios, Risa Larmand will report the matter to the Local Authority safeguarding Adults Team.

Devon County Council:

Their number is 0345 1551 007

Plymouth Council:

Their number is 01752 306758

Their email is LADO@plymouth.gov.uk

If an allegation or concern arises about a member of staff, outside of their work at our organisation, and this may present a risk of harm to others for whom that member of staff is responsible, the general principles outlined in this policy will still apply.

Confidentiality

At RL Dance Studios we expect all members of staff and volunteers to maintain confidentiality at all times and to act in line with the General Data Protection Regulations and to there for share only that which is necessary, proportionate and relevant.

A handwritten signature in black ink, appearing to be 'R. Larmand', with a horizontal line extending from the end.

Policy signed by:

Name: Risa Larmand

Date: 21st April 2025