



Boho Arts Limited Safeguarding Adults Policy

This Policy should be read alongside the appropriate Procedures Sections and Appendices that follow.

Document Owner: Boho Arts Limited

Document approved by: Ben Dickenson

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'Boho Arts Policy for Safeguarding Children and Young People' can be found on the policies page of our [website](#) or provided on request.



Introduction and Mission Statement

Boho Arts is a participatory arts charity that brings together diverse people to connect, collaborate and be creative by taking part in professional creative processes through workshops, performances, community projects and at arts and cultural events. Our vision is a world of creative opportunities where everyone has access to the arts in a more integrated society where they are seen, valued and heard. Our mission is to create accessible spaces and activities where communities, artists and audiences can come together to connect, collaborate, and be creative. By putting access at the heart of what we do, we will be safe, inclusive and encourage participation in the arts to instil confidence, wellbeing and creative fulfilment.

Scope

This safeguarding adult policy and associated practices and procedures apply to all individuals involved in Boho Arts including participants, service users, staff, trustees, and volunteers; and to all concerns about the safety of adults whilst taking part in our organisation, its activities and in the wider community.

Purpose

This policy aims to cover:

- The legislation, our commitment and procedures for safeguarding adults.
- Our role and responsibility for safeguarding adults.
- What to do or who to speak to if someone has a concern relating to the welfare or wellbeing of an adult within the organisation.

Legal Framework – What is Safeguarding Adults?

Safeguarding adults applies to everyone over the age of 18 and is about:

- protecting an adult's right to live in safety, free from abuse and neglect.
- people and organisations working together to prevent and stop both the risks and experience of abuse and neglect, while at the same time making sure that the adult's wellbeing is promoted, taking fully into account their views, wishes, feelings and beliefs in deciding on any action.

Any adult may experience abuse or harm. However, certain people are considered to be at greater risk of harm and are therefore given more protection by law. "Adults at risk" are those who are at an increased risk of abuse or neglect as they are unable to protect themselves against significant harm or exploitation.

“Safeguarding Adults at Risk” is working with adults who have care and support needs to keep them safe from abuse or neglect. It is an important part of what many public services do, and a key responsibility of local authorities (Care Act 2014). All organisations have a duty to ensure that the welfare of all adults is ensured.

The practices and procedures within Boho Arts Safeguarding Adults Policy are based on the legislation and government guidance relevant to our organisation. Further information can be found on the [Ann Craft Trust website](#).

Policy Statement

Boho Arts:

- believes everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.
- is committed to creating a culture of zero-tolerance of harm to adults which necessitates: the recognition of adults who may be at risk and the circumstances which may increase risk and being willing to report safeguarding concerns.
- recognises that any adult may experience abuse or harm. However, certain people are considered to be at greater risk so are given more protection by law. Whether an adult is at risk or not is something which can change with their circumstances.
- is committed to the six principles of Safeguarding Adults:
 - **Empowerment** – People being supported and encouraged to make their own decisions and informed consent.
 - **Prevention** – It is better to act before harm occurs.
 - **Proportionality** – The least intrusive response appropriate to the risk presented.
 - **Protection** – Support and representation for those in greatest need.
 - **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
 - **Accountability** – Accountability and transparency in delivering safeguarding.
- is committed to Safeguarding Adults in line with national legislation and relevant local guidelines by ensuring that our activities are delivered in a way which keeps all adults safe by creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.
- recognises that health, well-being, ability, disability and need for care and support can affect a person’s resilience. Boho Arts recognises that some people experience barriers, for example, to communication in raising concerns or seeking help.
- accepts that we are ALL required to fulfil our duty of care, which means that we must do everything that can be reasonably expected of us to help safeguard and protect people from harm, and to act when we suspect that someone is being harmed, or is at risk of harm.

We will seek to keep adults safe by:

- valuing, listening to and respecting everyone.
- appointing designated employees and Trustee senior lead for safeguarding.
- adopting safeguarding best practice through our policies, procedures and behaviour codes of conduct <https://www.bohoarts.co.uk/school-of-improv-code-of-conduct>
- developing and implementing an effective online safety policy and related procedures.
- providing effective management for staff and volunteers through supervision, support, and training.
- ensuring all staff and volunteers understand and follow our policies, procedures and behaviour codes confidently and competently.
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made.
- recording, storing and using information professionally and securely, in line with data-protection legislation and guidance.
- sharing information about safeguarding, good practice and behaviour codes of conduct with relevant individuals via leaflets, posters, online, in group work and one-to-one discussions.
- making sure that relevant individuals know where to go for help if they have concerns.
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving relevant individuals, their families and carers appropriately.
- using our procedures to manage any allegations against relevant individuals appropriately.
- creating and maintaining an anti-harassment and anti-bullying environment and ensuring that we have a policy and procedures to help us deal effectively with any bullying or harassment issues that arise.
- ensuring that we have effective complaints and whistleblowing measures in place.
- ensuring that we provide a safe physical environment for all persons by applying health and safety measures in accordance with the law and regulatory guidance.
- building a safeguarding culture where all relevant individuals treat each other with respect, compassion and are comfortable about sharing concerns.

Procedure for Raising a Concern

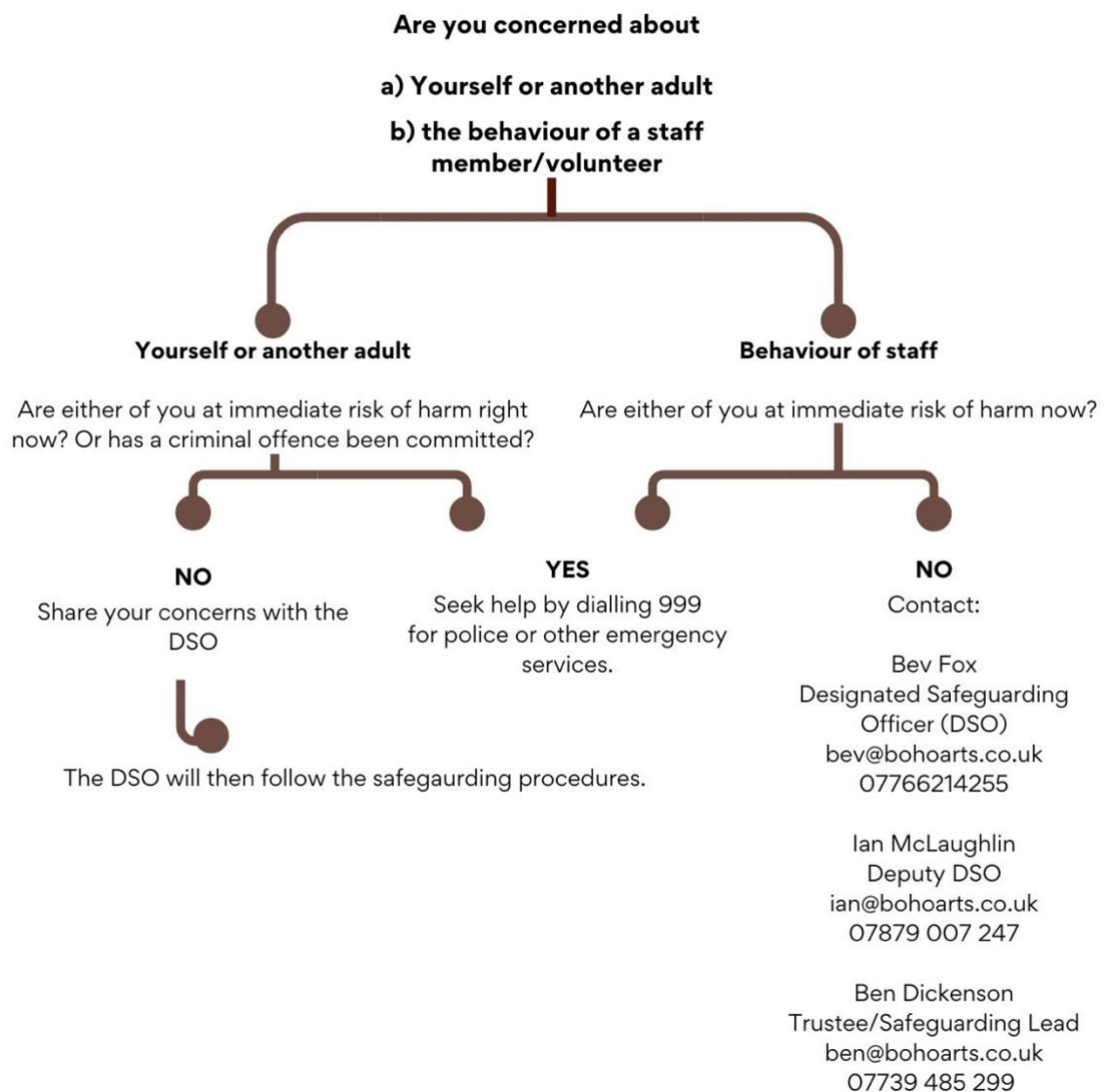
Any safeguarding concerns can be reported directly to the DSO, or to a frontline member of staff, volunteer or trustee who will refer directly to the DSO. Should the concern involve the DSO, report instead directly to the Trustee/Senior Safeguarding Lead.

Any concern that an adult is not safe is taken seriously, responded to promptly, and followed up.

If someone is injured or at immediate risk, immediate action should be taken. Seek help by dialling 999 for police, ambulance or other emergency services.

Below is an example flowchart of how a service user, volunteer or member of staff might raise a safeguarding concern.

Raising and Managing a Concern





Procedure for Managing a Concern

The DSO will:

- Speak with the adult concerned about the issue wherever possible
- Determine the wishes of the adult concerned to ensure the process is person led and outcome focused, noting any views that the adult may have regarding how they wish the matter to be dealt and keeping them informed throughout the process.
- Seek internal or external advice and guidance where appropriate, such as the local Safeguarding Adults Team, police or Ann Craft Trust.
- Ask for consent to report the concern to statutory agencies if appropriate.
- Only share information with the people who need to know. Any referrals or passing on of information will be done with the consent of the adult wherever possible. If consent is withheld, but information is still passed on, the DSO will clearly document this and the reasons why, and also inform the adult of this action wherever possible.
- Offer support and information for the adult concerned to make informed choices.
- Put measures in place to keep the adult safe during the activity (if appropriate)
- Keep the adult informed and involved throughout the process
- Make a written record of the concern and store it safely in line with Data Protection requirements.

Contact information

If someone is injured or at immediate risk, immediate action should be taken. Seek help by dialling 999 for police, ambulance or other emergency services.

Boho Arts Safeguarding Team Contact Details

DSO - Designated Safeguarding Officer:

Bev Fox, CEO & Co-Artistic Director, Boho Arts Limited
07766 214 255 / bev@bohoarts.co.uk

Deputy DSO

Ian McLaughlin, COO & Co-Artistic Director, Boho Arts Limited
07879 007 247 / ian@bohoarts.co.uk

SSL - Trustee/Senior Lead for Safeguarding and Child protection:

Ben Dickenson, Trustee, Boho Arts Limited (CEO, Theatre Hullabaloo)
07739 485 299 / ben@bohoarts.co.uk



Newcastle City Council Adult Social Care Team:

Email: scdadmin@newcastle.gov.uk

Call: 0191 278 8377 (Monday-Friday, 8am-5pm)

Call: 0191 278 7878 (Evenings and Weekends)

Text/SMS: 07968 474 891 (Monday-Friday, 8am-5pm)

You can also make an [Online Referral](#)

Whistleblowing

If you feel that a safeguarding concern isn't being acted upon, dealt with properly, may be being covered up, or you are worried that you might experience repercussions, contact the Newcastle City Council Adult Social Care Team (contact information above).

More Sources of Information and Support

Action on Elder Abuse: A national organisation based in London. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information. 020 8765 7000 Email: enquiries@elderabuse.org.uk
www.elderabuse.org.uk

Ann Craft Trust (ACT): A national organisation providing information and advice about adult safeguarding. ACT have a specialist Safeguarding Adults in Sport and Activity team to support the sector. 0115 951 5400 Ann-Craft-Trust@nottingham.ac.uk
www.anncrafttrust.org

Men's Advice Line: For male domestic abuse survivors: 0808 801 0327

National LGBTQI+ Domestic Abuse Helpline: 0800 999 5428

National 24Hour Freephone Domestic Abuse Helplines:

England	Northern Ireland
Tel: 0808 2000 247 www.nationaldahelpline.org.uk/Contact-us	Tel: 0808 802 1414 www.dsahelpline.org
Scotland	Wales
Tel: 0800 027 1234 Email: helpline@sdafmh.org.uk Web chat: sdafmh.org.uk	Llinell Gymorth Byw HebOfn / Live free from fear helpline Tel: 0808 8010 800 Type Talk: 18001 0808 801 0800 Text: 078600 77 333



Respond: Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.

Tel: 020 7383 0700 or 0808 808 0700 (Helpline) www.respond.org.uk

Stop Hate Crime: Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.

Telephone: 0800 138 1625 Web Chat: www.stophateuk.org/talk-to-us/

Susy Lamplugh Trust: The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

020 83921839 info@suzylamplugh.org www.suzylamplugh.org

Victim Support: Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

Tel: 0808 168 9111 www.victimsupport.com

Women's Aid Federation of England and Wales: Women's Aid is a national domestic violence charity. It also runs a domestic violence online help service.

www.womensaid.org.uk/information-support



Boho Arts Limited

Safeguarding Adults Procedures

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Introduction

Boho Arts (Limited) is committed to providing a safe environment for everyone to participate in our organisation and its activities. These procedures must be followed in any circumstances where an adult is at risk of harm.

The procedure should be implemented with reference to Boho Arts' Safeguarding Adults Policy and supporting information.

This procedure details the steps to be taken in responding to any concern that an adult involved in Boho Arts or its activities, 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

The information is presented in flow charts with accompanying text. Please refer to both as the text contains more detail.

Glossary

For more details please see the additional information sections of Boho Arts 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 who 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 by an organisation to ensure the organisation carries out its role/s in individual cases of abuse or neglect AND to maintain 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 one point of contact/safeguarding referrals in some areas. A referral to MASH benefits from the information held by and the expertise of various agencies e.g. Local Authority, Police and Health. Newcastle upon Tyne MASH: https://www.newcastlesafeguarding.org.uk/safeguarding-adults-unit/
Mental Capacity	The ability to consider relevant information, make and communicate a decision.
Safeguarding	Work to prevent and to stop abuse and neglect.
Safeguarding Adult Team	A team set up to manage the safeguarding of adults at risk within an organisation or more commonly across a Local Authority district.
Safeguarding Adults Board (SAB) (England and Wales)	A statutory body set up in line with national legislation. Statutory membership includes the Local Authority, Police and NHS. Representatives from the voluntary sector and of 'citizens' e.g. a representative from a disabled people's forum are often also included. Their role is to coordinate safeguarding work across the Local Authority district.
Safeguarding Adult Partnership (Northern Ireland)	
Adult Protection Committee (Scotland)	

Section 1: Reporting Concerns (For everyone)

Reporting Concerns About Yourself

If you are experiencing harm within Boho Arts contact our Designated Safeguarding Officers (DSO) Bev Fox
bev@bohoarts.co.uk 07766 214 255

If you are in immediate danger or need immediate medical assistance contact the emergency services 999.

Please contact the Designated Safeguarding Officer (DSO), Bev Fox (CEO). If you would prefer, you can contact another member of staff who will help you raise the issue to the DSO.

If the DSO is implicated or you think has a conflict of interest, then report to Ben Dickenson, (Trustee) Boho Arts Senior Safeguarding Lead (SSL) ben@bohoarts.co.uk 07739 485 299

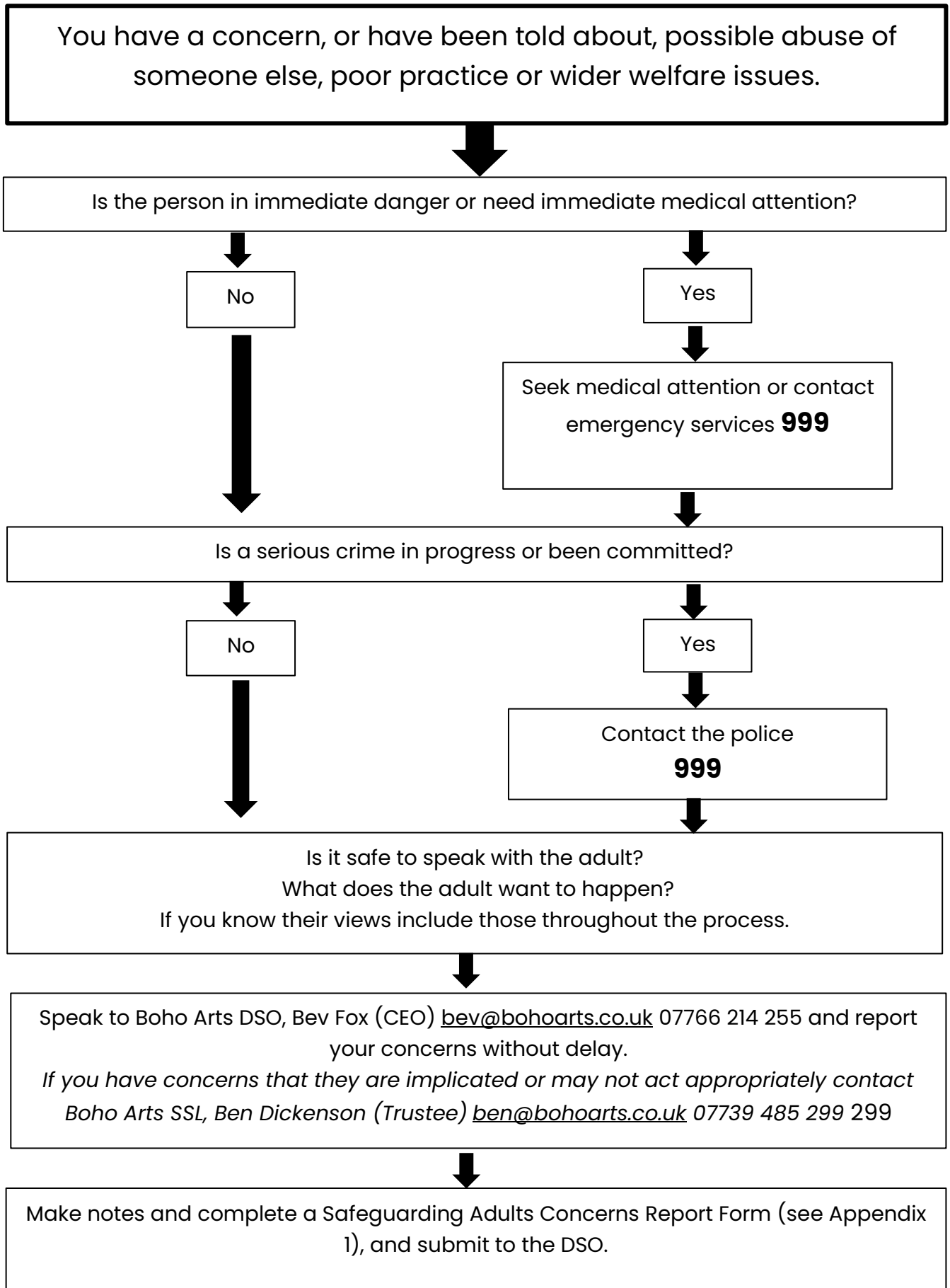
You can also contact the Police, Social Services, your doctor or other organisations that can provide information and give help and support (see Appendix 2 Other sources of support).

Boho Arts will follow the procedure in this document. If you do not think your concerns are being addressed in the way that they should be by the DSO or SSL named above, please contact the Deputy DSO, Ian McLaughlin, ian@bohoarts.co.uk 07879 007 247 or a member of the Boho Arts Board at admin@bohoarts.co.uk

At all stages you are welcome to have someone who you trust support you and help you to explain what happened and what you want to happen.

It is of utmost importance to Boho Arts that you can take part in our activities safely and we will take every step to support you to do that.

Reporting Concerns About Others (Flowchart 1)



Reporting Concerns About Others

You may be concerned about harm to another person because of something you have seen or heard, information you have been told by others or because someone has confided in you about things that are happening or have happened to them.

You should not keep safeguarding concerns to yourself. If you have concerns and/ or you are told about possible or alleged abuse, poor practice or wider welfare issues you must contact the DSO or SSL as soon as you can.

If the DSO or SSL is implicated or you think has a conflict of interest, then report to your concerns to the Deputy DSO, Ian McLaughlin, ian@nohoarts.co.uk 07879 007 247 or a member of the Boho Arts Board at admin@bohoarts.co.uk

If you are concerned about harm being caused to **someone else**, please follow the guidance below.

- It is not your responsibility to prove or decide whether an adult has been harmed or abused. It is however, everyone's responsibility to respond to and report concerns they have.
- If someone has a need for **immediate medical attention** call an ambulance on 999.
- If you are concerned someone is in **immediate danger** or a **serious crime** is being committed contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.
- Remember to be **person centred/make safeguarding personal**. If it will not put them or you at further risk, discuss your safeguarding concerns with the adult and ask them what they would like to happen next. Inform them that you have to pass on your concerns to your Safeguarding Lead or Welfare Officer. **Do not** contact the adult before talking to your Safeguarding Lead or Welfare Officer if the person allegedly causing the harm is likely to find out.
- **Remember not to confront the person thought to be causing the harm.**

Responding to a Direct Disclosure

If an adult indicates that they are being harmed or abused, or information is received which gives rise to concern, the person receiving the information should:

- Take it seriously.
- Stay calm.
- Listen carefully to what is said, allowing the adult to continue at their own pace,
- Be sensitive.
- Keep questions to a minimum, only ask questions if you need to identify/ clarify what the person is telling you.
- Reassure the person that they have done the right thing in revealing the information.
- Ask them what they would like to happen next.
- Explain what you would like to do next.
- Explain that you will have to share the information with Boho Arts DSO
- Ask for their consent for the information to be shared outside the organisation.
- Make an arrangement as to how Boho Arts (you/DSO) can contact them safely.
- Help them to contact other organisations for advice and support (e.g. Police, Domestic Abuse helpline, Victim Support –see Appendix 6).
- Act swiftly to report and carry out any relevant actions.
- Record in writing what was said using the adult's own words as soon as possible.

It is important **not** to:

- Dismiss or ignore the concern.
- Panic or allow shock or distaste to show.
- Make negative comments about the alleged perpetrator.
- Make assumptions or speculate.
- Come to your own conclusions.
- Probe for more information than is offered.
- Promise to keep the information secret.
- Make promises that cannot be kept.
- Conduct an investigation of the case.
- Confront the person thought to be causing harm.
- Take sole responsibility.
- Tell everyone.

Record Keeping

- Complete a Safeguarding Adults Report Form (see Appendix 1) and submit to Boho Arts' DSO without delay.
- Describe the circumstances in which the concern came about and what action you took/ advice you gave.
- It is important to distinguish between things that are facts, things that have been observed or over-heard and opinions, in order to ensure that information is as accurate as possible.
- If someone has told you about the harm or abuse, use the words the person themselves used. If someone has written to you (including by email, message) include a copy with the form.

Be mindful of the need to be confidential at all times.

This information must only be shared with Boho Arts DSOs or SSL and others that have a need to know –e.g. to keep the person safe whilst waiting for action to be taken.

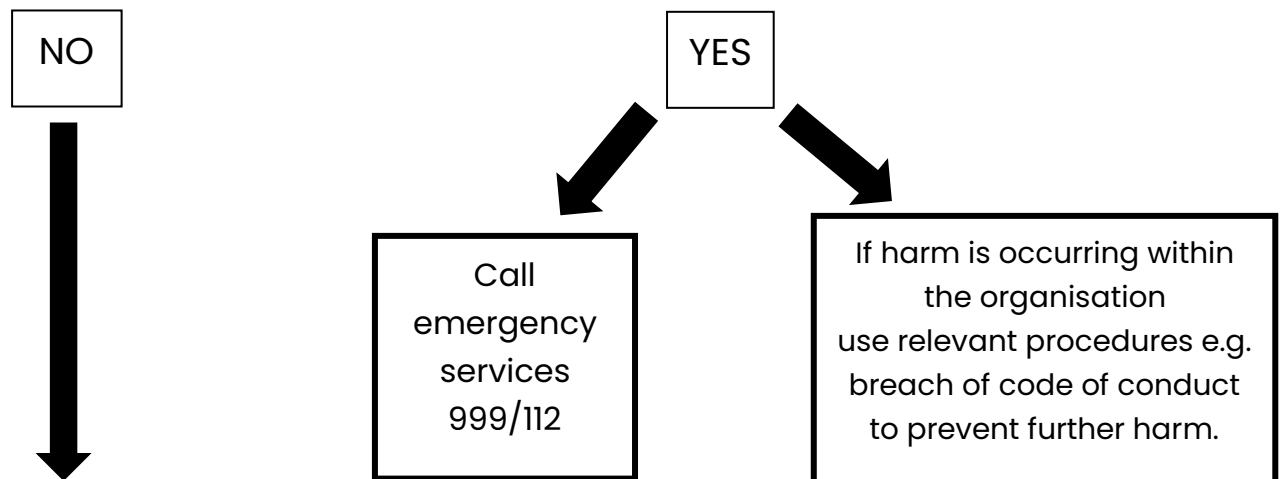
Section 2: What happens next? (DSO and organisational response)

Procedure for Boho Arts DSO (Flowchart 2)

(or appointed individual)

Steps 1-5 **Initial response** (as soon as you receive the Safeguarding referral)

Step 1: Is someone at immediate risk of harm/ danger or in need of immediate medical attention?



Step 2 – Safeguarding Report Details

If you have been sent a Safeguarding Adults Report Form check that you can understand what is written and that all the necessary parts have been completed
 If you are being contacted directly request a completed Safeguarding Adults Report Form (staff and volunteers) or fill in the form with the person making the report (public/adult themselves)

Step 3- Person Making the Report

Inform, reassure and advise the person making the report e.g.: what to do/what not to do. Explain what will happen next. Reinforce the need for confidentiality.

Step 4- Person at Risk

What are the risks? What are the views of the adult? Are they an adult at risk? Do they need support to make decisions about their safety?

Do you need to contact the adult directly? Is it safe for you to do so?

Step 5 – Person at Risk

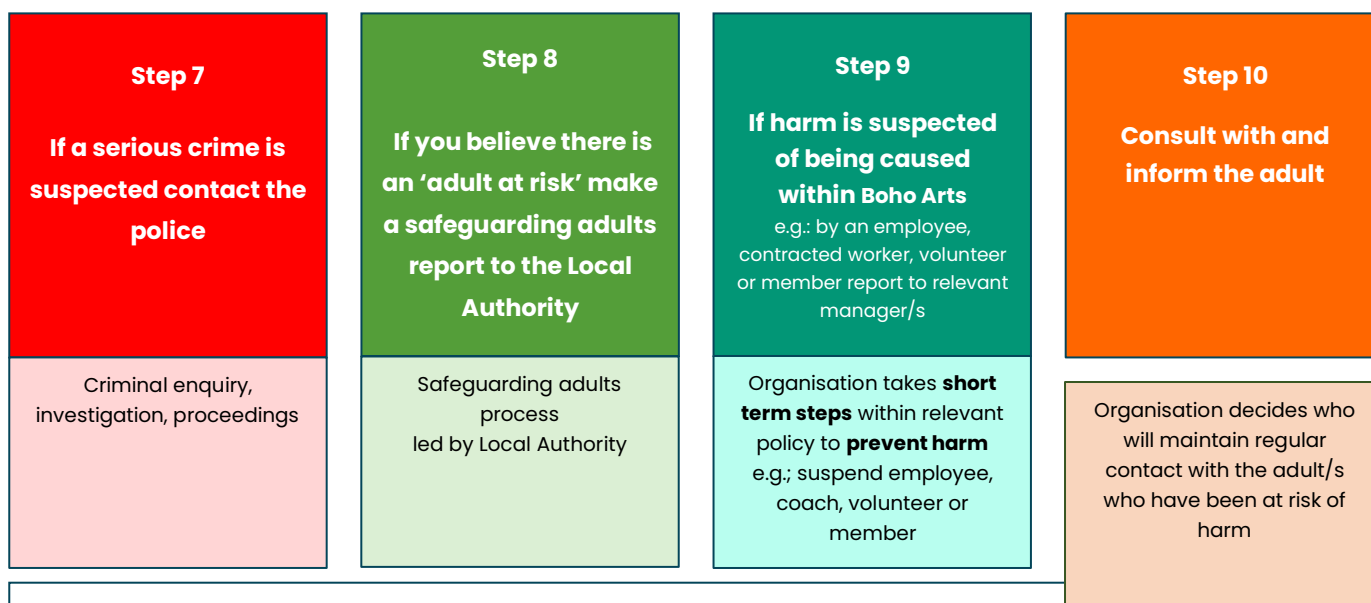
If it is safe to do so – ensure the person at risk has information about what will happen next.

Make sure they have been given information about other organisations that can support them (see Appendix 2).

Steps 6- 14 Taking Action

Step 6 – Consult and Decide

As needed consult Boho Arts Safeguarding Team Local Authority/the Police and decide which one or more of the following actions need to be taken.

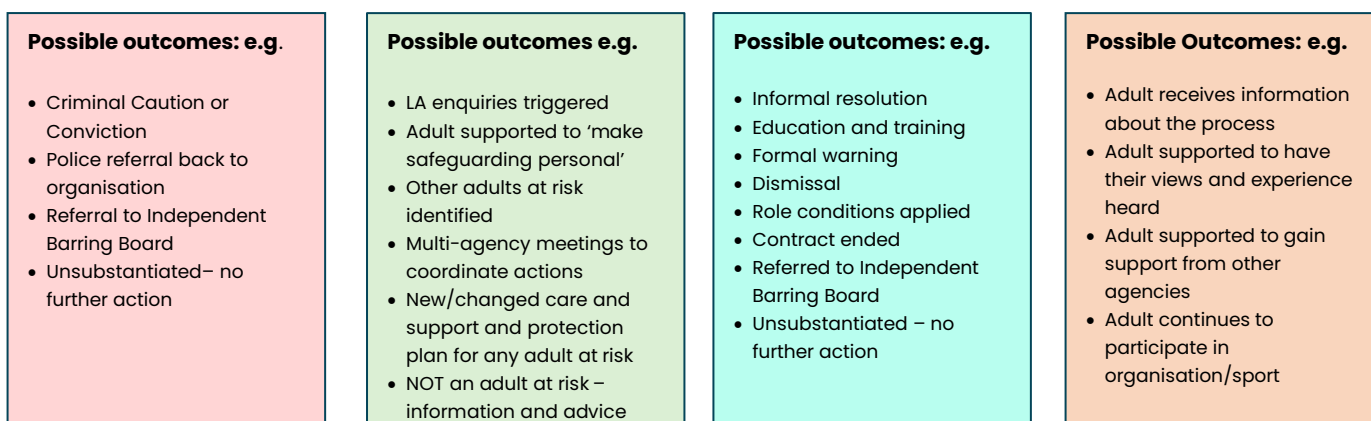


Step 11

Take advice from and **coordinate actions** taken by **Boho Arts** with those of **other agencies. Attend and contribute to Safeguarding Adults strategy meetings**

Step 12

Hold Case Management meeting to coordinate actions by **Boho Arts**



Steps 13 and 14

Recording and reporting

Ensure decisions made, actions taken, and outcomes logged and reported

Once a concern has been passed to the DSO, they will coordinate Boho Arts Safeguarding Adults Procedure (see Flowchart 2 below).

The DSO will keep clear records of decision making, actions taken, and the outcomes achieved. They will also collect feedback from the adult.

The DSO where appropriate, in consultation with Boho Arts Safeguarding Teamr, will take the following actions:

Immediate Response

1. Ensure any **immediate actions** necessary to safeguard anyone at risk have been taken.

If the risk is said to be due to the behaviour of an employee or other person involved in the organisation/activities use the relevant procedures (e.g. breach of code of conduct, breach of contract, disciplinary or grievance procedures) to prevent that person making contact with the adult being harmed.

2. If you have been sent a **Safeguarding Adults Report Form** check that you can understand what is written and that all the necessary parts have been completed.

If you are being contacted directly by a member of staff or a volunteer request that they complete a Safeguarding Adults Report Form if they have not already done so (see Appendix 1) as soon as possible.

If the report is being made by the adult themselves or a member of the public fill in the safeguarding report form yourself gaining the details with the person contacting you.

3. Inform, reassure, and advise the **person making the report** e.g. what to do/what not to do. Explain what will happen next. Reinforce the need for confidentiality.
4. Consider what is known about the situation, what the risks are, what is known of **the views of the adult**, whether they have given their consent to the report being made and whether they might be considered to be an 'adult at risk'.

Find out whether the person making the report believes the adult has the mental capacity to make decisions about what safeguarding actions they want to be taken (they are not expected to assess this, only provide their opinion).

Decide if you need to **contact the adult** to get more information, determine their wishes, or explain what actions you need to take.

5. Ensure that the **adult has been given information** about the process and what will happen next. Ensure that they have been provided with information about other organisations that can support them (see Appendix 2).

ONLY do this if you have a known safe way of contacting them.

Taking Action

In all situations you should ensure those in your organisation who can act (within their remit) to prevent further harm have the information to do so. This includes supporting the person at risk. Depending on the situation you may need to pass information to and work together with other organisations such as the Police and the Local Authority safeguarding team.

6. Consult and Decide

If necessary, consult with the Local Authority/the Police and decide which of the following actions need to be taken.

7. Contact the police (where the crime took place)

If:

- a serious crime has been committed.
- a crime has been committed against someone without the mental capacity to contact the police themselves.
- the adult has asked you to make a report to the Police on their behalf because they are unable to themselves.

8. Make a referral/report to the Local Authority Safeguarding Adults Team or Multi-Agency Safeguarding Hub (MASH) (where the adult lives) if you believe they may be an **adult at risk**

AND

- the adult appears not to have the mental capacity to make decisions about their own safety and well-being.
- the risk is from a person employed or volunteering in work with adults with care and support needs (including within a sports organisations).
- there are other 'adults at risk' (e.g. another family member, another club member or other people using a service).
- the adult at risk lives in Wales or Northern Ireland (no consent required).

- the adult at risk lives in England or Scotland and they have asked you to make a report or have given their informed consent to you making it.

If a child is at risk you must also make a child safeguarding referral to the Local Authority. This includes all situations where there is domestic abuse within the household where the child lives.

If you are unsure whether or not to make a referral/report you can ask for advice by contacting the Local Authority Safeguarding Adults Team/Multi-agency Safeguarding Hub and discuss the situation with them without disclosing the identity of the adult or the person who may be causing harm

9. Use policy and procedures to stop harm within the organisation

If the person who may be causing harm is a person involved in [Boho Arts](#) in whatever capacity inform the DSO/SSL.

Decide what policy and procedures the organisation will use to decide which actions will be taken e.g. breach of code of conduct, disciplinary procedures, breach of contract.

Agree what short term arrangements can be put in place to enable the adult, who may be being harmed, to be able to continue participating in the organisation/their sport.

The arrangements made must respect the rights of the person who may be causing harm and must be consistent with the relevant policy and procedures.

- 10.** If statutory agencies are involved **work together** with them to agree the next steps. E.g. the Police may need to interview an employee before a disciplinary investigation is conducted.

Attend and contribute to any safeguarding adults strategy or case meetings that are called by the Local Authority.

If statutory agencies say that they will not be taking any action in relation to a referral this should not stop Boho Arts taking internal steps to safeguard the adult. E.g. the Police may decide not to pursue a criminal investigation where there is an allegation against an employee, but the organisation should still follow its disciplinary procedure.

- 11.** Decide who in the organisation will **maintain contact with the adult** to consult with them, keep them informed and make sure they are receiving the support they need.

Unless advised not to by the Police or Local Authority, and only if there is a safe way to do so, contact the adult to let them know about the actions you have taken and the outcomes so far. Find out if the actions taken are working, what matters to them, what they would like to happen next and what outcomes they want to achieve.

12. Convene a Safeguarding Team Case Management meeting to coordinate actions internally:

- share information about what has happened with those within Boho Arts have a role in safeguarding the adult.
- share the views of the adult.
- share any actions being taken by the Police/Local Authority.
- agree who will coordinate between Boho Arts and other agencies.
- decide what actions Boho Arts will take.
- Coordinate action by Boho Arts.

These actions can include:

- Use of internal procedures such as breach of code of conduct/disciplinary procedures to address any behaviour that may have caused harm.
- Reporting any employee or volunteer found to have caused harm to the Disclosure and Barring Service.
- Communication with the adult about the safeguarding process, offering support to the adult and making any arrangements needed for them to continue their involvement with the organisation/sport.
- Offering support to staff, volunteers and members affected by the circumstances.
- Ensuring senior managers will be updated as needed.

13. Case Management meeting must be recorded so that decision making is transparent, and actions agreed are followed. **Follow up meetings** should be held as necessary until the actions needed are complete.

14. Ensure records are complete and stored securely. Collate monitoring information, including feedback from the person who was at risk of harm and **report to senior management team/ the Board as requested.**

Further Information and Useful Contacts

Policies, procedures and supporting information are available on the Boho Arts website:

<https://www.bohoarts.co.uk/policies>

DSO – Designated Safeguarding Officer:

Bev Fox, CEO & Co-Artistic Director, Boho Arts Limited
07766 214 255 / bev@bohoarts.co.uk

Deputy DSO – Deputy Designated Safeguarding Officer:

Ian McLaughlin, COO & Co-Artistic Director, Boho Arts Limited
07879 007 247 / ian@bohoarts.co.uk

SSL – Senior Safeguarding Lead:

Ben Dickenson, Trustee, Boho Arts Limited
07739 485 299 / ben@bohoarts.co.uk

Newcastle City Council Adult Social Care Team

Email: scdadmin@newcastle.gov.uk

Call: 0191 278 8377 (Monday-Friday, 8am-5pm)

Call: 0191 278 7878 (Evenings and Weekends)

Text/SMS: 07968 474 891 (Monday-Friday, 8am-5pm)

You can also make an [Online Referral](#)

Ann Craft Trust– Safeguarding Adults in Sport and Activity

Website: www.anncrafttrust.org

Email: Ann-Craft-Trust@nottingham.ac.uk

Telephone: 0115 951 5400

Section 3: Appendices

Appendices

Appendix 1 – Safeguarding Adults Report Form

Boho Arts Limited

To be completed as fully as possible if you have concerns regarding an adult.

If it is safe to do so, it is important to inform the adult about your concerns and that you have a duty to pass the information onto the DSO. They will then look at the information and start to plan a course of action.

Section 1 – Details of the relevant adult (you have concerns about)	
Name of adult	
Address	
Date of Birth/ Age	
Contact number	
Emergency contact if known	
Consent to share information with emergency contact?	
Section 2 – Details of the person completing this form/ Your details	
Name	
Contact phone number(s)	
Email address	
Line manager or alternative contact	
Name of organisation / club	
Your Role in organisation	
Section 3 – Details of concern	
<p>Please explain why you are concerned. Please give details about what you have seen/been told/other that makes you believe the adult is at risk of harm or is being abused or neglected (include <u>dates/times/evidence from records/photos etc.</u>)</p>	

Section 4 – Details of the person thought to be causing harm (if known)	
Name	
Address	
Date of Birth/Age	
Relationship/connection to adult	
Role in organisation	
Do they have contact with other adults at risk in another capacity? E.g. in their work/family/as a volunteer	
Section 5 - Have you discussed your concerns with the relevant adult? What are their views, What have they stated about what they want to happen and what outcomes they want?	

Section 5B – Reasons for not discussing with the relevant adult	
Discussion would put the adult or others at risk. Please explain:	
Adult appears to lack mental capacity. Please explain:	
Adult unable to communicate their views. Please explain:	
Section 6 – Risk to others	
Are any other adults at risk Yes/No/Not known – delete as appropriate If yes please fill in another form answering questions 1-6	
Are any children at risk Yes/No/Not known Delete as appropriate If yes please fill in a safeguarding children referral form and attach to this.	
Section 7 – What action have you taken if any /agreed with the adult to reduce the risks?	
Actions by Boho Arts e.g. person causing harm suspended, session times changed.	
Section 8: Other agencies contacted	Who contacted/reference number/contact details/advice gained/action being taken
Police	
Ambulance	
Other – please state who and why:	
Section 9: Contact with others within the organisation	

Who else has been informed of this issue? – and what was the reason for information sharing	
Consultation with DSO/SSL	Dates and times
Completed Form copied to DSO; Date and time	
Signed:	
Date:	

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Section 11 – Sharing the concerns (To be completed by Safeguarding Lead)
Details of your contact with the adult at risk of harm. Have they consented to information being shared outside of Boho Arts?
Details of contact with the Local Authority Safeguarding Team/MASH where the adult at risk of harm lives – advice can be still sought without giving personal details if you do not have consent for a referral.
Details of any other agencies contacted:
Details of the outcome of this concern:

Appendix 2 – Sources of Information and Support

Action on Elder Abuse

A national organisation based in London. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.

Tel: 020 8765 7000

Email: enquiries@elderabuse.org.uk

www.elderabuse.org.uk

Ann Craft Trust (ACT)

A national organisation providing information and advice about adult safeguarding. ACT have a specialist Safeguarding Adults in Sport and Activity team to support the sector.

Tel: 0115 951 5400

Email: Ann-Craft-Trust@nottingham.ac.uk

www.anncrafttrust.org

Men's Advice Line

For male domestic abuse survivors

Tel: 0808 801 0327

National LGBT+ Domestic Abuse Helpline

Tel: 0800 999 5428

National 24Hour Freephone Domestic Abuse Helplines

England	Northern Ireland
Tel: 0808 2000 247 www.nationaldahelpline.org.uk/Contact-us	Tel: 0808 802 1414 www.dsahelpline.org Twitter: www.twitter.com/dsahelpline Facebook: www.facebook.com/dsahelpline
Scotland	Wales
Tel: 0800 027 1234 Email: helpline@sdafmh.org.uk Web chat: sdafmh.org.uk	Llinell Gymorth Byw HebOfn/ Live free from fear helpline Tel: 0808 8010 800 Type Talk: 18001 0808 801 0800 Text: 078600 77 333

Rape Crisis Federation of England and Wales

Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England.

Email: info@rapecrisis.co.uk

www.rapecrisis.co.uk

Respond

Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities and training and support to those working with them.

Tel: 020 7383 0700 or

0808 808 0700 (Helpline)

Email: services@respond.org.uk

www.respond.org.uk

Stop Hate Crime

Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.

24 hours service:

Telephone: 0800 138 1625

Web Chat: www.stophateuk.org/talk-to-us/

E mail: talk@stophateuk.org

Text: 07717 989 025

Text relay: 18001 0800 138 1625

By post: PO Box 851, Leeds LS1 9QS

Susy Lamplugh Trust

The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

Tel: 020 83921839

Fax: 020 8392 1830

Email: info@suzylamplugh.org

www.suzylamplugh.org

Victim Support

Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

Tel: 0808 168 9111

www.victimsupport.com

Women's Aid Federation of England and Wales

Women's Aid is a national domestic violence charity. It also runs a domestic violence online help service.

www.womensaid.org.uk/information-support

Appendix 3 – Real Life Stories

Real Safeguarding Stories is a video resource for safeguarding professionals and the wider community where survivors' stories are central to tackling abuse in society.

Telling survivors' stories through anonymised, actor led videos is a compelling way to engage people on safeguarding issues. They aim to motivate viewers to learn about the issues, be able to recognise the signs of abuse, and consider strategies for prevention. The videos are used by many professionals as part of safeguarding training and public awareness across the UK and beyond.

<https://realsafeguardingstories.com/>

<https://www.youtube.com/@realsafeguardingstories>

