



SAFEGUARDING POLICY (ADULTS)

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Organisation

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Organisation Type: Theatre

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Designated Safeguarding Lead

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To report a safeguarding concern, please contact the Designated Safeguarding Lead and complete the form found at the back of this document.

Aim

Tonbridge Theatre and Arts Club (The Oast Theatre), its volunteers, and freelance practitioners take seriously their responsibility to protect and safeguard the welfare of all the people the people with whom they work. This policy addresses how the organisation works with vulnerable adults.

The Oast Theatre will not tolerate the abuse of adults in any of its forms and is committed to safeguarding adults with care and support needs from harm.

This policy outlines the steps The Oast Theatre will make to safeguard an adult with care and support needs if they are deemed to be at risk. This policy sets out the roles and responsibilities of The Oast Theatre in working together with other professionals and agencies in promoting the adult's welfare and safeguarding them from abuse and neglect.

The Oast Theatre will ensure that decisions made will allow adults to make their own choices and include them in any decision making. The Oast Theatre will also ensure that safe and effective working practices are in place.

This policy is intended to support volunteers working within The Oast Theatre to understand their role and responsibilities in safeguarding adults. All volunteers are expected to follow this policy.

The key objectives of this policy are for all volunteers of The Oast Theatre to:

- have an overview of adult safeguarding
- be clear about their responsibility to safeguard adults
- ensure the necessary actions are taken where an adult with care and support needs is deemed to be at risk

This policy is based on:

- The Care Act 2014 and the Care and Support statutory guidance
- Kent Safeguarding Adults policy and procedures
- Kent Safeguarding Adults Board's local procedures and appendices

Under the Human Rights Act 1998, everyone has the right to live free from abuse and neglect. <https://www.equalityhumanrights.com/en/human-rights/human-rights-act>

What is Safeguarding Adults?

'Safeguarding 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 experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to 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, Department of Health, updated February 2017:

All adults should be able to live free from fear and harm. But some may find it hard to get the help and support they need to stop abuse.

An adult may be unable to protect themselves from harm or exploitation due to many reasons, including their mental or physical incapacity, sensory loss or physical or learning disabilities. This could be an adult who is usually able to protect themselves from harm but maybe unable to do so because of an accident, disability, frailty, addiction or illness.

The Oast Theatre adheres to following the six key principles that underpin safeguarding work (See Care Act guidance)

Six Principles of Adult Safeguarding		
Principle	Description	Outcome for adult at risk
Empowerment	Presumption of person led decisions and informed consent	"I am asked what I want as the outcomes from the safeguarding process and these directly informs what happens
Prevention	It is better to take action before harm occurs	"I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help"
Proportionality	Proportionate and least intrusive response appropriate to the risk presented	"I am sure that the professionals will work for my best interests as I see them and will only get involved as much as needed." "I understand the role of everyone in my life"

Protection	Support and representation for those in greatest need	"I get help and support to report abuse. I get help to take part in the safeguarding process to the extent to which I want to and which I am able"
Partnership	Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.	"I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together to get the best result for me"
Accountability	Accountability and transparency in delivering safeguarding	"I understand the role of everyone in my life"

Volunteers should ensure that their work reflects the principles above and ensure the adult with care and support needs is involved in their decisions and informed consent is obtained.

The Oast Theatre should ensure that the safeguarding action agreed is the least intrusive response to the risk. Partners from the community should be involved in any safeguarding work in preventing, detecting and reporting neglect and abuse. The Oast should be transparent and accountable in delivering safeguarding actions.

What is Making Safeguarding Personal (MSP)?

MSP means a case should be person-led and outcome-focused. The individual should be involved in identifying how best to respond to their safeguarding situation by giving them more choice and control as well as improving quality of life, wellbeing and safety.

The Oast will ensure that adults are involved in their safeguarding arrangements and each individual is dealt with on a case-by-case basis. As adults may have different preferences, risk factors histories and lifestyles, the same process may not work for all.

Who do Adult Safeguarding Duties Apply To?

The Care Act 2014 sets out that adult safeguarding duties apply to any adult who:

- Has care and support needs (regardless of whether the local authority is meeting any of those needs) and
- Is experiencing, or is at risk of, abuse and neglect, and
- Is unable to protect themselves from either the risk of, or the experience of abuse or neglect, because of those needs.

The Oast understands that individuals may be more or less vulnerable in certain situations and at certain times, and that this affects safeguarding duties.

What Are the Types of Safeguarding Adults Abuse?

The Care and Support statutory guidance sets out the 10 main types of abuse:

- Physical abuse
- Neglect
- Sexual abuse
- Psychological
- Financial abuse
- Discriminatory
- Organisational
- Domestic violence
- Modern Slavery
- Self-neglect

However, you should keep an open mind about what constitutes abuse or neglect as it can take many forms and the circumstances of the individual case should always be considered.

What Are the Possible Signs of Abuse?

Abuse and neglect can be difficult to spot. You should be alert to the following possible signs of abuse and neglect:

- Depression, self-harm or suicide attempts
- Difficulty making friends
- Fear or anxiety
- The person looks dirty or is not dressed properly,
- The person never seems to have money,
- The person has an injury that is difficult to explain (such as bruises, finger marks, 'non-accidental' injury, neck, shoulders, chest and arms),
- The person has signs of a pressure ulcer,
- The person is experiencing insomnia
- The person seems frightened or frightened of physical contact.
- Inappropriate sexual awareness or sexually explicit behaviour
- The person is withdrawn, changes in behaviour

You should ask the person if you are unsure about their well-being as there may be other explanations to the above presentation.

For more information about the 10 main types of abuse and their characteristics please see Appendix 1.

Who Abuses and Neglects Adults?

Abuse can happen anywhere, even in somebody's own home. Most often abuse takes place by others who are in a position of trust and power. It can take place whether an adult lives alone or with others. Anyone can carry out abuse or neglect, including:

- partners;
- other family members;
- neighbours;
- friends;
- acquaintances;
- local residents;
- people who deliberately exploit adults they perceive as vulnerable to abuse;
- paid staff or professionals; and
- volunteers and strangers

Who Do I Go to If I Am Concerned?

The Oast will always have an adult Designated Safeguarding Lead. The current DSL is referenced on the front page of this document.

All volunteers should contact the DSL for adults at risk for any concerns/queries they have regarding safeguarding adults. In the DSL's absence all safeguarding issues should be reported to the Deputy Designated Safeguarding Lead.

A log of the concern must be kept.

The named Safeguarding Lead will be responsible for making decisions about notifying adult social services if required and considering alternative actions where necessary.

The Safeguarding Lead will also ensure that the safeguarding adults policies and procedures are in place and up to date. They will ensure a safe environment is promoted for volunteers and adults accessing any The Oast services.

What should I do if I am concerned or hear a disclosure?

In the event of a disclosure then it is important that the staff member ensures they:

- Remain calm. Remember your reaction will have an impact on the person disclosing
- Listen carefully to what is being said taking care to note their words
- Show compassion whilst maintaining a professional relationship.
- Reassure the person that they have done the right thing by talking to you
- Make sure that the person feels safe
- Let them know that you are taking this seriously and that you will share this information with your DSL or other services, give names where you can
- Reassure them that information will only be shared with the relevant people.
- Let the person know that any investigation will be conducted considerately and that this will likely be followed up by another service
- Don't press the person for details only ask questions to clarify information.
- If you are asked to keep this a secret, then explain that this is the kind of secret which cannot be kept as their welfare or that of someone else is at risk.
- Let them know what you can do at this point, be very clear not to make promises that you cannot keep.
- Think about your questions, facial expressions and body language so that you do not appear judgemental
- Ensure that the information you receive remains confidential and is only shared with the people named in your policy and procedures.

Volunteers at The Oast Theatre who have any adult safeguarding concerns should:

1. Respond
 - a. Take emergency action if someone is at immediate risk of harm/in need of urgent medical attention. Dial 999 for emergency services
 - b. Get brief details about what has happened and what the adult would like done about it, but do not probe or conduct a mini investigation
 - c. Seek consent from the adult to take action and to report the concern. Consider whether the adult may lack capacity to make decisions about their own and other people's safety and wellbeing. If you or the Designated Safeguarding Lead decide to act against their wishes or without their consent, you must record your decision and the reasons for this.
2. Report
 - a. Report any concern or disclosure to the Designated Safeguarding Lead. They may ask for assistance in recording the allegation or

concern. Make sure this is done as quickly as possible. Make sure all information is as clear as possible, and what both parties said is recorded.

3. Record

- a. A reporting form is available for staff and freelancers working directly with adults at risk. Filled in forms can only be accessed by the safeguarding leads. The form records the nature of the incident, date, time, persons involved and the actions/ responses taken. A log of the forms is kept by the safeguarding leads.
- b. As far as possible, records should be written contemporaneously, dated and signed.
- c. The safeguarding leads will keep records about safeguarding concerns confidential and in a location where the alleged abuser will not have access to the record. Access should not be given to any unauthorised personal for accessing confidential information including the sharing of passwords.

4. Refer

The safeguarding leads will make the decisions about sharing information with external agencies, including the police and local authority. Information should not be passed externally without consent from the individual. Individuals may not give their consent for a number of reasons, for example:

- They are nervous about reprisals
- They may not trust social services
- They may fear their relationship with their abuser would be damaged.

Reassurance and some gentle persuasion may help to change their view on whether it is best to share the information.

If the individual refuses intervention to support them with the safeguarding concern, or requests no information is shared with other safeguarding partners then their wishes should be respected. However, this decision can be overridden by the safeguarding lead if:

- The individual lacks the mental capacity to make that decision (this must be explored and recorded in align with the mental capacity act)
- Other people may be at risk, including children or other adults with care and support needs
- Sharing the information could prevent a crime
- The alleged abuser has care and support needs and may also be at risk

- A serious crime has been committed
- A member of staff is implicated
- The individual has the mental capacity to make the decision but may be under duress or being coerced
- The risk is unreasonably high

The Mental Capacity Act 2005 is to be used when decisions on behalf of those adults with care and support needs who are unable to make some decisions for themselves. Refer to the Mental Capacity Act Code of Practice, <https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>. You will need to involve an advocate if the person lacks capacity to make decisions about the safeguarding concern.

If it is not clear that information should be shared outside the organisation, a conversation can be had with safeguarding partners in the police or local authority without disclosing the identity of the person in the first instance. They can then advise on whether full disclosure is necessary without the consent of the person concerned.

This should inform the decision whether to notify the concern to the following people:

- The Police if a crime has been committed and/or
- Kent's Access & Advice Team (part of adult social services) for possible safeguarding enquiry
- Relevant regulatory bodies such as Care Quality Commission, Ofsted, Charities commission
- Service commissioning teams
- Family/relatives as appropriate (seek advice from adult social services)

The Designated Safeguarding Lead should keep a record of the reasons for referring the concern or reasons for not referring.

Incidents of abuse may be one-off or multiple and may affect one person or more. Staff and volunteers should look beyond single incidents to identify patterns of harm. Accurate recording of information will also assist in recognising any patterns.

What Are Your Roles and Responsibilities?

All trustees and volunteers at The Oast Theatre are expected to report any concerns to the Designated Safeguarding Lead. Frontline workers and volunteers should always share safeguarding concerns with their safeguarding lead in the first instance, except in emergency situations. As long as it does not increase the risk to the individual, the member of staff should explain their responsibility to share the concern with their Designated Safeguarding Lead.

- If the allegation is against one of The Oast Theatre's staff, volunteers or trustees, seek advice from the safeguarding leads.
- If the allegation is against the safeguarding lead, speak directly to the Chair, who may then liaise with the Management Committee.
- If the allegation implicated the Chair, speak directly to the DSL or the Management Committee.

The Designated Safeguarding Lead should be responsible for providing acknowledgement of the referral and brief feedback to the person raising the original concern. Feedback should be given in a way that will not make the situation worse or breach the Data Protection Act. If the police are involved, they should be consulted prior to giving feedback to the referrer to ensure any criminal investigation is not affected.

The local authority will decide on who will lead on a safeguarding enquiry should it progress to that stage. The Oast Theatre should not conduct its own safeguarding enquiry unless instructed to do so by the local authority.

Staff and volunteers should aim to ensure that the adult with care and support needs is involved at all stages of their safeguarding enquiry ensuring a person-centred approach is adopted.

Why Is It Important to Take Action?

It may be difficult for adults with care and support needs to protect themselves and to report abuse. They rely on you to help them.

Complaints Procedure

The Oast Theatre promotes transparency and honesty when things go wrong. All staff and volunteers should apologise and be honest with service users and other relevant people when mistakes or issues occur.

If a staff or volunteer or any other member of the organisation is unhappy with The Oast Theatre's decision about the safeguarding concern, feels that the Designated

Safeguarding Lead/Chair reported to has not responded appropriately, or where they have a disagreement with the Designated Safeguarding Lead/Chair as to the appropriateness of a referral, they are free to contact an outside agency direct.

If there are concerns about a member of staff, the Local Authority Designated Officer at Kent County Council (LADO at KCC) may be contacted for advice. The staff member or facilitator will then act on the advice of the LADO.

The Oast Theatre is committed to ensuring that staff and volunteers who in good faith whistle-blow in the public interest, will be protected from reprisals and victimisation.

Confidentiality and Information Sharing

The Oast Theatre expects all staff, volunteers, trustees to maintain confidentiality at all times. In line with Data Protection law, The Oast Theatre does not share information if not required.

It should however be noted that information should be shared with authorities if an adult is deemed to be at risk of immediate harm. Sharing the right information, at the right time, with the right people can make all the difference to preventing harm. For further guidance on information sharing and safeguarding see: <https://www.scie.org.uk/care-act-2014/safeguarding-adults/sharing-information/keymessages.asp>

Useful Contacts

Concerned about an adult?

Call 03000 41 61 61 (text relay 18001 03000 41 61 61) or email social.services@kent.gov.uk

Concerned about a child?

Call 03000 41 11 11 (text relay 18001 03000 41 11 11) or email social.services@kent.gov.uk

Community Learning Disability Teams (26+)

wkclientssupportservice@kent.gov.uk

03000 421621

Social Care Health and Wellbeing Older Persons and Physical Disability Team

OPPDSafeguardingWestKent@kent.gov.uk

03000 422768

Useful Links

Care Act: <http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

Kent Safeguarding adults policy and procedures: <https://www.kent.gov.uk/social-care-and-health/information-for-professionals/adult-safeguarding>

Kent Adult Safeguarding Forms

<https://www.kent.gov.uk/social-care-and-health/information-for-professionals/adult-safeguarding/adult-protection-forms>

Kent County Council Adult Safeguarding Guidance Documents

<https://www.kent.gov.uk/social-care-and-health/information-for-professionals/adult-safeguarding/national-adult-protection-legislation>

Carer and support statutory guidance:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/506202/23902777_Care_Act_Book.pdf

Prevent:

<https://www.gov.uk/government/publications/prevent-duty-guidance>

Information sharing:

<https://www.scie.org.uk/care-act-2014/safeguarding-adults/sharing-information/keymessages.asp>

Appendix 1:

Types and Characteristics of Abuse

Physical Abuse

Physical abuse includes any of the following:

- Hitting
- Slapping
- Pushing
- Misuse of medication
- Inappropriate restraint
- Inappropriate physical sanctions (including denial of food, water and facilities)

Signs of physical abuse may include:

- Bruising in places accidents are unlikely to occur e.g. neck, chest, thighs, shoulders, back, face.
- Fractures without explanation
- Delays in receiving treatment for injuries

Many victims of physical abuse may feel responsible for their abuse. Or they may fear the shame of discovery, or further attacks from their abuser. As such, they may do the following:

- Attempt to cover up the marks left by the abuse. You should also be on the lookout for signs that the person has something they're trying to hide. For example, they may wear more makeup than usual to cover a bruise. Or they may take to wearing long-sleeved tops, even in warm weather.
- Not engage with people, display passive or aggressive behaviour, mood changes, body language i.e. eye contact and body behaviour may change

Domestic Abuse

The cross-government definition of domestic violence and abuse is any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. It can include:

- psychological
- physical
- sexual
- financial
- emotional abuse

- so called 'honour' based violence

The psychological effects of domestic abuse could lead to the individual being isolated from friends and family. The individual could appear 'meek' and very apologetic. It could lead to a change in sleeping habits, loss of interest in daily activities, agitation, anxiety or constant apprehension. The physical symptoms as outlined under physical abuse could also be present.

Sexual Abuse

Sexual abuse is a serious crime and involves a number of coerced acts where the person does not consent or is pressured into consenting. It can include:

- Rape
- Indecent exposure
- Sexual harassment
- Inappropriate looking or touching
- Sexual teasing or innuendo
- Sexual photography
- Subjection to pornography or witnessing sexual acts
- Sexual assault
- Any sexual act involving coercion

Signs and symptoms of sexual abuse could include:

- Cuts, bruises and marks – particularly to the thighs, buttocks, upper arms, and neck.
- Irritation, pain or bleeding in the genital area.
- Torn, stained, or bloody underclothing.
- Unprecedented difficulty walking or sitting.
- Infections, STDs, or unexplained genital discharges.
- Pregnancy (if the woman is unable to consent to sexual intercourse).
- Incontinence that's not related to any medical diagnosis.
- Unexplained or unexpected change in behaviour
- Starting to use explicit sexual language
- A girl or woman who's had female genital mutilation (FGM) may: have difficulty walking, standing or sitting; spend longer in the bathroom or toilet; appear withdrawn, anxious or depressed

Psychological Abuse

Psychological abuse could involve any of the following:
emotional abuse

- Threats of harm or abandonment

- Deprivation of contact or refusal of visitors
- Humiliation
- Blaming
- Controlling
- Intimidation
- Coercion
- Harassment
- Verbal abuse or use of infantilising language
- Cyber bullying
- Forced isolation
- Unreasonable and unjustified withdrawal of services or supportive networks such as communication or mobility aids, or deliberately leaving someone unattended when they need assistance

Signs that such abuse is taking place could include:

- An air of silence when a particular person is present
- Withdrawal or a change in the psychological state of the person
- A change of appetite, unexplained weight loss or gain
- Tears and anger
- Low self-esteem and insomnia

Signs that a person might be an abuser:

- Uncooperative or aggressive behaviour from a carer
- Subtle instances when a carer might make some false claims about an individual's behaviour or condition in order to attract unnecessary treatment.

Financial or material abuse

Financial or material abuse includes:

- Having money or other property stolen
- Being defrauded, being put under pressure in relation to money or other property and having money or other property misused.
- Internet scamming and coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions.
- It can also include the misuse or misappropriation of property, possessions or benefits

Some indicators that financial abuse is taking place could include:

- Unexplained money loss
- Lack of money to pay for essentials such as rent, bills and food
- Inability to access or check bank accounts and bank balance

- Changes or deterioration in standards of living e.g. not having items or things they would usually have
- Isolation and withdrawal from friends and family
- Lack of things you'd expect someone to be able to afford e.g. TV, grooming items, clothing
- Power of Attorney obtained when a person is unable to understand what they are signing
- Purchase of items that individual does not require or use
- Extraordinary interest by family members in the vulnerable person's assets
- The main interest of the carer is financial with little regard for the health and welfare of the vulnerable adult

Modern Slavery

Modern slavery involves being abused and used as a commodity. This can include:

- Human trafficking
- Slavery
- Forced labour and domestic servitude
- Traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse and inhumane treatment

Signs and symptoms of modern slavery may include:

- Physical Appearance - may look malnourished/ unkempt/ anxious/ agitated/ withdrawn or neglected
- Isolation - Rarely allowed to travel alone/ Relationships which don't seem right e.g. teenager appearing to be boyfriend/girlfriend of someone much older
- Poor Living Conditions - Dirty, cramped, overcrowded living conditions or living and working at the same address
- Restricted Freedom of Movement - No identification/ wear same clothes everyday/ little opportunity to move freely

Reluctant to seek help – Avoid eye contact/ frightened to talk to strangers/authority figures.

Neglect and Acts of Omission

Neglect and acts of omission means failing to ensure a vulnerable adult's privacy, dignity and individuality. Examples may include:

- Ignoring medical or physical care needs.

- Ignoring a person's cultural, religious or ethnic needs.
- Failing to provide access to appropriate health, social care, or educational services. • Withdrawing the necessities of life, such as medication, glasses, hearing aids, dentures, adequate nutrition, and heating.
- Refusing access to visitors.
- Ignoring or isolating a person.
- Preventing a person from making their own decisions.

Signs and symptoms of neglect could include:

- A dirty, cluttered or unhygienic environment.
- Pressure sores or ulcers, as well as other untreated injuries and medical problems.
- An accumulation of untaken medication.
- A generally poor physical condition, or poor personal hygiene.
- Unexplained weight loss, or other signs of malnutrition.
- Inappropriate or inadequate clothing.
- Inconsistent or reluctant contact with health and social care agencies.
- Poor physical condition of vulnerable adult.

Organisational Abuse

Organisational abuse Includes neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Signs for this may include:

- An unsafe, unhygienic or overcrowded environment.
- A strict or inflexible routine.
- Lack of privacy, dignity, and respect for people as individuals.
- Withdrawing people from community or family contacts.
- No choice offered with food, drink, dress or activities.
- No respect or provisions for religion, belief, or cultural backgrounds.
- Treating adults like children, including arbitrary decision-making

Also be on the lookout for more telling signs of abuse, including cuts, bruises, and restraint. Another big warning sign is an organisation that discourages visits, or the involvement of friends and relatives.

Discriminatory Abuse

Discrimination is abuse that focuses on a difference or perceived difference. This may involve any of the protected characteristics of the Equality Act, that is, race, gender and gender identity, age, disability, sexual orientation or religion. Examples of discriminatory abuse might involve harassment, slurs, or similar treatment based on the difference or perceived difference. Crimes committed against someone because of their disability, gender-identity, race, religion, beliefs or sexual orientation are hate crimes and should be reported. Signs of discrimination may be:

- Direct Discrimination: Treating someone with a protected characteristic less favourably than others.
- Indirect Discrimination: Putting rules or arrangements in place that apply to everyone, but that put someone with a protected characteristic at an unfair disadvantage.
- Harassment: Unwanted behaviour linked to a protected characteristic that violates someone's dignity or creates a hostile environment for them.
- Victimisation: Treating someone unfairly because they've complained about discrimination or harassment

Self-Neglect

This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. It should be noted that self-neglect may not prompt a section 42 enquiry. An assessment should be made on a case by case basis. A decision on whether a response is required under safeguarding will depend on the adult's ability to protect themselves by controlling their own behaviour. There may come a point when they are no longer able to do this without external support. This type of neglect can be either intentional or non-intentional and can result from any mental or physical illness that has an effect on your physical abilities, energy levels, attention or organisation skills or motivation. Signs may be:

- A refusal or inability to cater for basic needs, e.g. personal hygiene or appropriate clothing.
- Neglecting to seek assistance for medical issues.
- Not attending to living conditions – letting rubbish accumulate in the garden, or dirt to accumulate in the house.
- Hoarding items or animals.
- Lack of essential food, clothing or shelter
- Living in squalid or unsanitary conditions
- Unkempt appearance

Appendix 2:

Raising a Safeguarding Concern Process

Step 1

You are informed or become aware of possible abuse or neglect.

Step 2: Gather Information

- How does the adult wish for the concern to proceed?
- What changes/support would they like as a result of this concern being raised?

Step 3: Respond

Take action to ensure the immediate safety and welfare of the adult (and any other person/child at risk)

Consider:

- Does medical attention need to be organised? (dial 999)
- Is urgent police presence required? (dial 999)

Step 4: Report

Has a crime been committed? If so, does it need to be reported? (dial 101 unless there is an immediate risk, in which case dial 999)

Preserve forensic evidence (if any).

Step 5: Refer

Decide whether to raise a safeguarding concern, and if so, take action.

Do this:

- Immediately where the concern is urgent and serious
- Within the same working day for any other concerns

Step 6: Record

Document the incident and any actions or decisions taken.

Step 7: Refer

Ensure key people are informed.

For example, Designated Safeguarding Lead, CQC, relatives as appropriate, service commissioning teams

Appendix 3:

The Channel Vulnerability Assessment Framework

This document provides a description of the vulnerability assessment framework used by Channel projects to guide decisions about whether an individual needs support to address their vulnerability to radicalisation and the kind of support that they need. It should be read alongside the Channel guidance (<http://www.homeoffice.gov.uk/publications/counter-terrorism/prevent/channel-guidance>).

Channel is a key element of the Prevent strategy (<http://www.homeoffice.gov.uk/publications/counterterrorism/prevent/prevent-strategy/>). It is a multi-agency approach to protect people at risk from radicalisation. Channel uses existing collaboration between local authorities, statutory partners (such as the education and health sectors, social services, children's and youth services and offender management services), the police and the local community to:

- Identify individuals at risk of being drawn into terrorism;
- Assess the nature and extent of that risk; and
- Develop the most appropriate support plan for the individuals concerned.

Channel is about safeguarding children and adults from being drawn into committing terrorist-related activity. It is about early intervention to protect and divert people away from the risk they face before illegality occurs.

It should not be assumed that the characteristics set out below necessarily indicate that a person is either committed to terrorism or may become a terrorist. The assessment framework involves three dimensions: engagement, intent and capability, which are considered separately.

1. Engagement with a Group, Cause or Ideology

Engagement factors are sometimes referred to as "psychological hooks". They include needs, susceptibilities, motivations and contextual influences and together map the individual pathway

- Feelings of grievance and injustice
- Feeling under threat

- A need for identity, meaning and belonging
- A desire for status
- A desire for excitement and adventure
- A need to dominate and control others
- Susceptibility to indoctrination
- A desire for political or moral change
- Opportunistic involvement
- Family or friends involvement in extremism
- Being at a transitional time of life
- Being influenced or controlled by a group
- Relevant mental health issues

2. Intent to Cause Harm

Not all those who become engaged by a group, cause or ideology go on to develop an intention to cause harm, so this dimension is considered separately. Intent factors describe the mindset that is associated with a readiness to use violence and address what the individual would do and to what end. They can include:

- Over-identification with a group or ideology
- 'Them and Us' thinking
- Dehumanisation of the enemy
- Attitudes that justify offending
- Harmful means to an end
- Harmful objectives

3. Capability to Cause Harm

Not all those who have a wish to cause harm on behalf of a group, cause or ideology are capable of doing so, and plots to cause widespread damage take a high level of personal capability, resources and networking to be successful. What the individual is capable of is therefore a key consideration when assessing risk of harm to the public. Factors can include:

- Individual knowledge, skills and competencies
- Access to networks, funding or equipment
- Criminal Capability

Important Contact Information

The Oast Theatre

Jason Lower, Designated Safeguarding Lead

- jason.lower@oasttheatre.com
- 07812 061753

Phil Porter, Chair

- chair@oasttheatre.com
- 01732 835460

Safeguarding Incident Report

Adult's name:

Adult's date of birth:

Adult's full address:

Adult's postcode:

Contact number:

Person reporting:

Position:

Date of incident:

Time of incident:

DSL informed: (date/time):

Please list all witnesses/persons spoken to about this incident their roles:

Details of incident (please use overleaf if necessary):