

NEW ART STUDIO

Safeguarding Adults Policy

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Safeguarding Policy for	NEW ART STUDIO
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File Location	G Docs/Central File
Signed: Siobhan O'Connell Safeguarding Trustee 07905 952337	Signed: Jasmin Topalusic Safeguarding duties for NAS 07746 280193

Aims of the policy

New Art Studio (hereafter referred to as 'NAS') provides therapeutic support for asylum seekers and refugees (hereafter referred to as 'members'). This policy will enable NAS to demonstrate its commitment to safeguarding the members who are vulnerable adults and all NAS staff, trustees, volunteers, and placement students (hereafter collectively referred to as 'the studio community').

This policy outlines the steps NAS will take to safeguard any individual member or anyone from the studio community if they are deemed to be at risk. This policy sets out the roles and responsibilities of NAS in working together with other professionals and agencies to promote adult safeguarding.

NAS acknowledges its duty to act appropriately should any allegations, reports or suspicions of adult safeguarding issues arise. NAS recognises that it is important to have the policy and procedures in place so that the studio community can work to prevent safeguarding issues arising and know what to do if such issues do arise.

This policy is intended to support those in the studio community to understand their role and responsibilities in safeguarding adults. All members of the studio community are expected to adhere to this policy.

The key objectives of this policy are for everyone in the studio community to:

- have an overview and understand what adult safeguarding is
- be clear about their responsibility to safeguard NAS members and others in the studio community
- ensure the necessary actions are taken when someone is deemed to be at risk

This policy is based on:

- The Care Act 2014 and the Care and Support statutory guidance

- London Safeguarding Adults policy and procedures
- Camden Safeguarding Adults Board's local procedures and appendices

A hard copy of this policy should be available within NAS. All members of the studio community should be issued with a copy of the policy at the time they join NAS.

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

Also of relevance is the Human Rights Act 1998, which states that everyone has the right to live free from abuse and neglect.

<https://www.equalityhumanrights.com/en/human-rights/human-rights-act>

NAS recognises that all adults should be able to live free from abuse and neglect; however, 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 for many reasons, including their mental or physical incapacity, sensory loss, physical or learning disabilities, language or cultural barriers. This could apply to an adult who is usually able to protect themselves from harm, but may be unable to do so because of an accident, disability, frailty, addiction or illness.

Abuse includes:

- physical abuse: including hitting, slapping, punching, burning, misuse of medication, inappropriate restraint
- sexual abuse: including rape, indecent assault, inappropriate touching, exposure to pornographic material
- psychological or emotional abuse: including belittling, name calling, threats of harm, intimidation, isolation
- financial or material abuse: including stealing, selling assets, fraud, misuse or misappropriation of property, possessions or benefits
- neglect and acts of omission: including withholding the necessities of life such as medication, food or warmth, ignoring medical or physical care needs
- discriminatory abuse: including racist, sexist, that based on a person's disability and other forms of harassment, slurs or similar treatment
- institutional or organisational: including regimented routines and cultures, unsafe practices, lack of person-centred care or treatment

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.

NAS adheres to following the six key principles that underpin safeguarding work (See Care Act guidance):

- Empowerment
- Prevention

- Proportionality
- Protection
- Partnership
- Accountability

What is making safeguarding personal (MSP)?

MSP means a safeguarding case should be person-led and outcome-focused. The affected individual should be involved in identifying how best to respond to their safeguarding situation by giving them appropriate involvement and choice and by ensuring that informed consent is obtained. As adults may have different preferences, histories and life styles, the same process may not work for all. NAS should ensure that the safeguarding action agreed is the least intrusive response to the risk.

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, 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.

Who do I go to if I am concerned?

The named responsible person for safeguarding duties for NAS is:

Jasmin Topalusic: Art therapist and organisation director.
Telephone number: 07746 280193

In Jasmin's absence the named responsible person will be:

Ruanna Brook: Art therapist and organisation deputy-director
Telephone number: 07799 412523

NAS Nominated Safeguarding Trustee:

Siobhan O'Connell:
Telephone number: 07905 952337

Those in the studio community should contact **Jasmin Topalusic** for any concerns/queries they have in regards to safeguarding adults. A log of the concern must be kept.

Jasmin Topalusic will be responsible for making decisions about notifying adult social services if required and will consider alternative actions, where necessary.

Jasmin Topalusic will also ensure that the safeguarding adults' policies and procedures are in place and up to date. She will ensure those in the studio community are up to date with the appropriate safeguarding adults training.

What should I do if I am concerned?

Those in the studio community at NAS who have any adult safeguarding concerns should:

1. **Respond**
 - Take emergency action if someone is at immediate risk of harm/in need of urgent medical attention. Dial 999 for emergency services
 - 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
 - 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 a decision is made to act against their wishes or without their consent, the decision to do this and the reasons for it must be recorded.
2. **Report**
 - Contact the designated safeguarding lead (see above)
3. **Record**
 - **Clear details of the incident should be written in the safeguarding notebook which is kept in a locked file in the storage cupboard. (This code is only known by Jasmin Topalusic and her deputy if she is not available and the safeguarding trustee). It may be shown to the named safeguarding trustee Siobhan O'Connell (07905 952337) for the purpose of checks and auditing.**
 - As far as possible, records should be written contemporaneously, dated and signed.
 - Keep records about safeguarding concerns confidential and in a location where no unauthorised person can access them. Access should not be given to any unauthorised person including the sharing of codes or passwords.
4. **Refer**
 - In making a decision whether to refer or not, the designated safeguarding lead should take into account:
 - (a) the adult's wishes and preferred outcome
 - (b) whether the adult has mental capacity to make an informed decision about their own and others' safety (The Mental Capacity Act 2005 is to be used when making 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>. An advocate will need to be involved if the person lacks capacity to make decisions about the safeguarding concern)
 - (c) the safety or wellbeing of children or other adults with care and support needs
 - (d) whether there is a person in a position of trust involved
 - (e) whether a crime has been committed
 - This should inform the decision whether to notify the concern to the following people:
 - the police if a crime has been committed and/or if you're worried about an adult, call 020 7974 4000 and select 'Option 1', or email adultsocialcare@camden.gov.uk .
 - If you think an adult is in immediate danger, call the police on 999 (urgent) or dial 101 (non-urgent).

- 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. Those in the studio community should look beyond single incidents to identify patterns of harm. Accurate recording of information will also assist in recognising any patterns.

As soon as Adult Social Services becomes involved, a 4-stage safeguarding adults process is followed. For more information about this 4-stage safeguarding adults process, refer to the London Safeguarding Adults Procedures:

<https://www.camden.gov.uk/documents/20142/0/London+Multi-Agency+Adult+Safeguarding+Policy+%26+Procedures.pdf/9a4727af-aa29-7842-b0e5-c706dec3d394?t=1619620436296>

What are the roles and responsibilities for those in the studio community?

All staff, management, trustees, volunteers and placement students at NAS are expected to report any concerns to the named safeguarding lead, Jasmin Topalusic. If the allegation is against one of NAS studio community then advice should be sought from Jasmin Topalusic.

Jasmin Topalusic 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

However if the allegation is against the safeguarding lead (Jasmin Topalusic) then it should be reported to the nominated safeguarding board member Siobhan O'Connell. Notes of each report should be accurately taken. Where appropriate the safeguarding lead must know about the allegations against him or her. The

safeguarding lead may be suspended on full pay during any investigation, at which point HR law will be followed. NAS reserves the right to immediately seize any work related items, laptops or mobile phones etc which belong to the organisation and may be used for any investigation .

Advice should be sought from Camden's Safeguarding Adults Partnership Board: <https://www.camden.gov.uk/safeguarding-adults>

The local authority will decide on who will lead on a safeguarding enquiry should it progress to that stage.

Confidentiality and information sharing

NAS expects all those in the studio community to maintain confidentiality at all times. However, 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/safeguarding/adults/practice/sharing-information>

Recruitment and selection

NAS is committed to safe employment. Safe recruitment practices, such as Disclosure and Barring checks reduce the risk of exposing adults with care and support needs to people unsuitable to work with them. Staff must have a current DBS and Directors must have HPPC certification. DBS certificates must be checked every 3 years.

All those joining the studio community will be issued with a copy of the safeguarding policy and asked to formally confirm that they have received, read and understood this. They should be clear about the core values of NAS and its commitment to safeguarding adults.

Training and awareness raising

NAS ensures that all those in the studio community receive basic awareness training on safeguarding adults, as they may come across adults with care and support needs who may be at risk of abuse. These adults may report things of concern to someone in the studio community and this person should be confident to identify if abuse is taking place and understand what action is required.

Voluntary organisations (including volunteers) who support adults with care and support needs can access the basic awareness safeguarding adults training provided by Camden Council. Free on-line training is also available. See: <https://www.camden.gov.uk/safeguarding-adults#guwt>

Useful contacts and links

If you're worried about an adult, call 020 7974 4000 and select 'Option 1', or email adultsocialcare@camden.gov.uk.

Care Act- [Care Act 2014](#)

London Safeguarding Adults policy and procedures-

<https://www.camden.gov.uk/documents/20142/0/London+Multi-Agency+Adult+Safeguarding+Policy+%26+Procedures.pdf/9a4727af-aa29-7842-b0e5-c706dec3d394?t=1619620436296>

Safer recruitment-

<https://www.ncvo.org.uk/help-and-guidance/safeguarding/certain-roles/volunteer-managers/recruiting-safely/principles/>

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>

Appendix 1

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 for the above presentation.

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

Appendix 2

Raising a safeguarding concern

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



RESPOND

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?



REPORT

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)



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)



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



RECORD

Document the incident and any actions or decisions taken



REFER

Ensure key people are informed

For example, Responsible safeguarding lead, CQC, relatives as appropriate, service commissioning teams



SUPPORT

Provide support or feedback for the person identifying the safeguarding concern