



## Zest Dance – Safeguarding Adults Policy 2025

At Zest Dance, we are committed to safeguarding adults with care and support needs and will not tolerate any form of abuse or neglect. In line with the Care Act 2014, we recognise our duty to safeguard individuals, promote their wellbeing and, wherever possible, take into account their views, wishes, feelings and beliefs.

We will take appropriate action to safeguard any adult who is believed to be at risk of, or experiencing, abuse or neglect. All safeguarding actions will respect the adult's right to make their own choices and will involve them in decision-making.

All adults have the right to live free from harm and abuse. Some may find it difficult to get help or protect themselves, and we recognise our responsibility to support them in accessing the safeguarding protection they need.

An **adult** is defined as anyone aged 18 or over.

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

### **Designated Safeguarding Lead (DSL):**

The DSL for Zest Dance is **Frankie Young**. The DSL advises staff, volunteers and visitors on best practice and expectations. They are responsible for monitoring and recording safeguarding concerns and ensuring these are referred to the appropriate statutory authorities.

All staff and volunteers will be made aware of this policy through the onboarding process, team meetings and access via the website. They must be able to demonstrate their responsibilities for safeguarding adults, including how to raise concerns with Adult Social Care or the Police.

### **Safeguarding Adults Definition:**

Safeguarding adults means protecting an individual's right to live in safety, free from abuse and neglect. It requires people and organisations to work together to prevent and stop abuse or neglect, while promoting wellbeing and respecting the adult's wishes, feelings and beliefs. (Care and Support Statutory Guidance, 2017).

Safeguarding practice is underpinned by the principles of **empowerment, prevention, proportionality, protection, partnership and accountability**.



The Care Act 2014 defines an adult at risk as someone who:

- Has care and support needs (whether or not these are met by the local authority);
- Is experiencing, or at risk of, abuse or neglect; and
- Is unable to protect themselves because of those needs.

Safeguarding must be **person-led and outcome-focused**, helping individuals to receive the type of support that is right for them.

### **Responsibilities:**

All staff and volunteers must:

- Report concerns to the DSL at the earliest opportunity.
- Take reasonable steps to protect adults with care and support needs who are unable to do so themselves.
- Report any incident of, or suspicion of, abuse to the DSL, or directly to statutory authorities in the DSL's absence.
- Hold a valid, clear DBS check before working with adults with care and support needs.

### **Consent and Information Sharing:**

Consent is central to effective safeguarding. Consent for routine activities is obtained through the enrolment process, but any activity outside usual parameters requires additional consent.

Adult safeguarding is normally a **consent-based process**: support cannot usually be provided if an individual refuses it. Conversations about consent must always be recorded.

Consent is not required where:

- There is an immediate risk to the individual or others (public protection).
- Seeking consent would place someone at further risk.
- The individual lacks the mental capacity to consent (in which case decisions are taken in their best interests under the Mental Capacity Act 2005).

All information shared must be necessary, relevant and proportionate. Decisions and reasons must be recorded, whether or not information is shared.

### **Mental Capacity Act 2005:**

The MCA 2005 protects people who may lack capacity to make certain decisions. The presumption is that adults have capacity to make informed choices.

A person's ability to decide may be compromised by duress or undue influence. If there is reason to believe a decision is being made under coercion, expert advice must be sought.

### **Medical Attention:**

Where an adult has a physical injury and abuse is suspected, urgent medical attention must be sought. Safeguarding concerns must be shared with medical staff and reported to Adult Social Care. No action should delay urgent medical treatment.



## **Abuse and Neglect - our duty to safeguard adult's means:**

- Stop abuse and neglect where possible
- Prevent harm and reduce the risk of abuse or neglect to adults with care and support needs
- Safeguarding adults in a way that supports them in making choices and having control about how they want to live
- Promote an approach that concentrates on improving life for the adults concerned
- Raise public awareness so that communities as a whole, alongside professionals, play their part in preventing, identifying and responding to abuse and neglect
- Provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of an adult and
- Address what has caused the abuse or neglect

(Department for Health Care and Support Statutory guidance, issued under the Care Act 2014, para. 14.11)

## **Staff and Volunteer Action:**

Staff and volunteers must:

1. **Take action** – e.g. call the police, seek medical help, offer reassurance, collect factual details without leading questions, and act in the person's best interests if they cannot consent.
2. **Tell** – Report to the DSL, or if unavailable, to Adult Social Care or the Police.
3. **Record** – Make an accurate written record as soon as possible.
4. **Raise** – Ensure the concern is referred to Adult Social Care or the Police where appropriate.

## **Confidentiality:**

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

## **Allegations Against Staff/Volunteers:**

Any concerns that a staff member or volunteer has:

- Harmed or may harm an adult;
- Committed a criminal offence; or
- Acted in a way that makes them unsuitable to work with adults;

must be reported immediately to Frankie Smith (Manager responsible for allegations). Neither the person raising the concern nor the subject of the allegation should attempt to investigate.

If concerns relate to Frankie Smith, the matter will be referred to the Local Authority Safeguarding Adults Team.

The same principles apply if concerns arise outside of Zest Dance that may present a risk to others.



## Contact Details for Local Authorities:

### Warwickshire (Zest Dance Kenilworth & Stratford-upon-Avon locations)

For concerns about the welfare of a vulnerable adult, you can contact:

- **Business hours (Adult Safeguarding / Social Care):**  
**01926 412 080**
- **Out-of-hours emergency duty team:**  
**01926 886 92**
- **Alternative number listed by the county council (for general Adult Social Care enquiries):**  
**01926 410 410**

### Worcestershire (Zest Dance Evesham Location)

To contact Adult Social Care:

- **Main line (office hours):**  
**01905 768 053**
- **For safeguarding advice (not for referrals):**  
**01905 843 189**
- **Out-of-hours emergencies:**  
**01905 768 020**

### Hampshire (Zest Dance New Milton Location)

For adult social care advice or to report a concern:

- **Main number (office hours):**  
**0300 555 1386**
- **Out-of-hours contact:**  
**0300 555 1373**
- **Note:** In a genuine emergency, call **999**; for non-emergencies, you may reach the Police on **101**



# Appendices

## **Appendix A:**

### **Care and support needs could include:**

- An older person
- Someone with sensory impairment
- Someone with a mental health condition, personality disorder or dementia
- Someone with a physical disability
- Someone who misuses substances or alcohol to the extent it affects their ability to manage day to day living
- A carer, providing unpaid care for a family member or friend.
- (This is not a comprehensive list, it is purely examples.)

## **Appendix B:**

### **Illustrative guide to abuse and neglect:**

- physical abuse - this includes assault, hitting, slapping, pushing, misuse of medicines, restraint, or inappropriate physical sanctions
- sexual abuse - this includes rape, indecent exposure, sexual harassment, inappropriate looking and touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, sexual assault, sexual acts to which the adult has not agreed or was pressured into agreeing to
- psychological abuse - this includes verbal abuse, emotional abuse, humiliation, cyberbullying, the use of threats of harm or abandonment, deprivation of contact, blaming, controlling, intimidation, coercion, harassment, isolation or unreasonable and unjustified withdrawal of services or support networks
- financial abuse - this includes theft, fraud, internet scamming, coercion in relation to the adults' financial affairs or arrangements and the misuse of property, benefits or possessions
- modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude by Traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment
- discriminatory abuse - including forms of harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation or religion
- organisational abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home or in relation to care provided in the adults own home. This may range from one off incidents to on-going ill-treatment and can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation
- neglect and acts of omission - including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support of educational services or the withholding of the necessities of life such as food, medication and heating
- self-neglect - this covers a wide range of behaviour such as neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding

## **Appendix C:**

### **Sample suggested signs, symptoms and indicators to abuse and neglect:**

- Depression
- Self-harm
- Suicide attempts



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

