

**Elmsgrove Community Arts CIC**  
**Vulnerable Adults Policy**  
*Adopted on: 9th June 2025*

## **1. Policy Statement**

Elmsgrove Community Arts CIC is committed to providing a safe, inclusive, and respectful environment where all participants, including adults at risk, can take part in our community arts activities—especially music sessions—without fear of harm, abuse, or exploitation. We recognise our duty of care to safeguard and promote the welfare of vulnerable adults and are committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance, and complies with best practice.

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## **2. Definition of Vulnerable Adults**

In this policy, we adopt the Care Act 2014 definition of an “adult at risk” as a person aged 18 or over who:

- has needs for care and support (whether or not the local authority is meeting any of those needs);
  - is experiencing, or at risk of, abuse or neglect; and
  - as a result of those care and support needs, is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.
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## **3. Scope**

This policy applies to all staff, volunteers, directors, session leaders, and any representatives working on behalf of Elmsgrove Community Arts CIC. It covers all activities involving vulnerable adults, whether held in person or online.

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## **4. Our Commitment**

Elmsgrove Community Arts CIC will:

- Promote the well-being, empowerment, and inclusion of vulnerable adults.
- Respect the rights, wishes, and dignity of every individual.
- Ensure all staff and volunteers understand their safeguarding responsibilities.
- Take all suspicions and allegations of abuse seriously and respond swiftly and appropriately.
- Work in partnership with local adult safeguarding boards, statutory agencies, and families/carers when appropriate.

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## 5. Types of Abuse

We acknowledge that abuse can take many forms, including but not limited to:

- **Physical abuse** – assault, hitting, pushing, misuse of medication.
- **Emotional/psychological abuse** – threats, intimidation, isolation, verbal abuse.
- **Sexual abuse** – unwanted sexual activity, harassment, sexual assault.
- **Neglect and acts of omission** – ignoring medical or physical care needs, withholding assistance.
- **Financial or material abuse** – theft, fraud, misuse of property or benefits.
- **Discriminatory abuse** – unequal treatment based on race, gender, disability, etc.
- **Organisational abuse** – neglect through poor care practices or systemic issues.
- **Self-neglect** – failure to care for one's own basic needs.

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## 6. Code of Conduct for Staff and Volunteers

All staff, session leaders, and volunteers must:

- Treat all participants with respect and dignity.
- Always work in an open environment—avoiding situations where you are alone with a vulnerable adult unless absolutely necessary.
- Challenge inappropriate language or behaviour.
- Report any concerns or disclosures immediately in line with this policy.

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## 7. Safeguarding Roles and Responsibilities

- **Designated Safeguarding Lead (DSL):** Barry Elms (Founding Director)  
Contact: 07941199001 [office@elmsgrove.org](mailto:office@elmsgrove.org)
- All staff and volunteers are responsible for reading and adhering to this policy and reporting concerns to the DSL.

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## 8. Procedure for Reporting Concerns

If anyone has concerns that a vulnerable adult may be at risk of abuse or neglect, they should:

1. **Act promptly** – do not delay.
2. **Report** the concern to the DSL (or Deputy if DSL is unavailable).
3. **Record** the disclosure or concern factually, including date, time, names, and what was said or observed.
4. **Refer** – the DSL will decide if a referral to Adult Social Care or other agencies is required.

In an emergency where a vulnerable adult is in immediate danger, call **999**.

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## **9. Confidentiality and Information Sharing**

All safeguarding concerns will be treated in confidence, but confidentiality cannot be guaranteed if someone is at risk of harm. Information will only be shared on a need-to-know basis in line with the General Data Protection Regulation (GDPR) and local safeguarding procedures.

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## **10. Safer Recruitment and Training**

- All staff and volunteers working directly with adults at risk will be subject to DBS checks as appropriate.
  - All relevant personnel will be offered safeguarding training and guidance as part of their induction and ongoing development.
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## **11. Monitoring and Review**

This policy will be reviewed annually or in response to changes in legislation, guidance, or the nature of our work.

**Signed on behalf of the Management Committee:**

*Barry Elms* – Director – \_\_\_\_\_

**Next Review Date:** June 2026

**Committee Members Present at Review:**

**Date Name Signature**