

Boundless Theatre

Adult at Risk Safeguarding Procedures

Last Trustee Review: September 2024

Next Trustee Review: January 2026

Next External Review: September 2026

Table of Contents

[Contact Details for designated safeguarding leads](#)

[Designated Safeguarding Lead](#)

[Confidentiality Policy](#)

[Overview](#)

[Purpose of this Procedure](#)

[Definitions of Terms](#)

[Identifying adult abuse](#)

[Types of abuse and how to recognise them](#)

[Physical abuse](#)

[Psychological or emotional abuse](#)

[Financial abuse](#)

[Sexual abuse](#)

[Institutional abuse](#)

[Institutional abuse may occur:](#)

[Neglect](#)

[Exploitation](#)

[How to Manage a Disclosure](#)

[How to respond to concerns](#)

[Responding to signs or suspicions of abuse](#)

[Step One: Record the disclosure using the Checklist](#)

[Checklist – responding to a child making allegations of abuse](#)

[Step Two: Report to the Safeguarding Lead](#)

[Contact Details for designated safeguarding leads](#)

[Step Three: Submit your report using the Major Incident Reporting Sheet.](#)

[Responding to allegations of abuse against a member of Boundless Theatre's staff](#)

[Reporting Flow Diagram](#)

| Contact Details for designated safeguarding leads | | | |
|--|----------------------|--|-------------|
| Designated Safeguarding Lead (DSL) | Pavlos Christodoulou | pavlos@boundlesstheatre.org.uk | 07515646146 |
| Secondary Designated Safeguarding Lead (SDSL) | Adèle Reeves de Melo | adele@boundlesstheatre.org.uk | 07920063224 |
| Trustee with Safeguarding responsibility (TSR) | Charlotte Mcmillan | charlotte@mcmillan-consulting.co.uk | 07880784679 |

Designated Safeguarding Lead

The Designated Safeguarding Lead (DSL) at Boundless Theatre responsible for dealing with allegations or suspicions of abuse is Creative Director & Co-CEO Pav Christodoulou (pavlos@boundlesstheatre.org.uk).

The role of the Designated Safeguarding Lead is:

- a. to carry out a risk assessment prior to any project involving direct work with children, young persons or adults at risk and monitor or, if necessary, reassess, the assessment and initiate appropriate changes
- b. to receive information from staff, volunteers, children, young persons, adults, parents, carers or teachers who have safeguarding concerns and record it
- c. to assess information promptly and carefully, clarifying or obtaining more information about the matter as appropriate
- d. to consult initially with the relevant agency or authority to test out doubts or uncertainties
- e. to make a formal referral to the relevant agency or the police without delay

Within participatory projects, the leader of the group may be the first point of contact for point a) above. They will be identifiable to participants, parents and carers. Any information received by the project leader will be referred immediately to the Creative Director & Co-CEO who will manage points b) – d) in conjunction with the project leader.

Confidentiality Policy

The Data Protection Act 1998 requires personal information to be obtained and processed fairly and lawfully and for it only to be disclosed in appropriate circumstances.

The Act allows for disclosure of information without the consent of the subject in certain conditions, including for the purposes of the prevention or detection of crime, or the apprehension of offenders. The need to safeguard children from harm should be considered within these parameters.

The European Convention of Human Rights Article 8 also addresses the need to disclose information for “the protection of health and morals, for the protection of the rights and freedoms of others and for the prevention of disorder or crime... Disclosure should be appropriate for the purpose and only to the extent necessary to achieve that purpose”.

Overview

Purpose of this Procedure

Boundless Theatre and its staff, volunteers and trustees are committed to keeping Adults at Risk safe from harm. Our full [Safeguarding Policy](#) can be found here, as well as on our website and [on request](#).

Please note: We have a separate procedure for safeguarding children which you can [read here](#).

This procedure aims to:

- Provide clear guidance for staff and volunteers working under our safeguarding policy
- Identify key contact details for reporting both concerns to Boundless Theatre, and to relevant external organisations.
- Support staff, volunteers, and trustees at Boundless Theatre to recognise the signs and symptoms of abuse.

It's important to remember that it is not your role nor responsibility to determine if something is abuse, and you should avoid any form of investigation. Your responsibility requires you only to recognise, respond, record, and report any concerns of abuse to the relevant safeguarding team named within this procedure. This procedure will take you through that process step by step.

Definitions of Terms

| | |
|--|--|
| Child | As per the Children Act 2004, this is a legal term that refers to all those who have not yet reached their 18th birthday. |
| Young Adult | Any person between the ages of 18 years and 30. |
| Adult at Risk | A person 18 years and over, where safeguarding duties apply, that meets the following criteria: <ul style="list-style-type: none">• 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.• 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. Please note: In the past, the older term 'Vulnerable Adult' has been widely used, but this has been updated in the Care Act 2014 and has been replaced by 'Adult at Risk'. |
| Staff | A paid individual with either an employment or freelance contract with Boundless Theatre. |
| Volunteer | An unpaid individual supporting projects with Boundless Theatre. |
| Designated Safeguarding Lead (DSL) | A role and person within Boundless Theatre who has ultimate responsibility for operational safeguarding processes and procedures. |
| Secondary Designated Safeguarding Lead (SDSL) | Roles of one or more individuals within Boundless Theatre who support the DSL, in a deputised role, to carry out their safeguarding duties. |
| Trustee Safeguarding Lead (TSL) | A role and person on the Boundless Theatre trustee board who is responsible for ensuring organisational compliance with legislation and |

| | |
|--|----------------------|
| | external regulators. |
|--|----------------------|

Identifying adult abuse

It is abuse when someone misuses their power or control over another person, causing harm or distress. The abuser could be in a close relationship with the Adult at Risk. They could be someone the adult at risk depends on and trusts.

An abuser could be a:

- partner
- relative or other family member
- person entrusted to act on behalf of the adult in some aspect of their affairs
- service or care provider
- neighbour
- health or social care worker or professional
- Employer or programme leader
- volunteer or another service user
- person or people who have no previous connection to the victim

Types of abuse and how to recognise them

Physical abuse

Physical abuse is physical force or mistreatment of one person by another which might or might not cause physical injury. This type of abuse includes:

- hitting
- pushing
- rough handling
- exposure to heat or cold
- force-feeding
- improper administration of medication
- denial of treatment
- misuse or illegal use of restraint
- not being allowed to go where you wish, when you wish

Signs of physical abuse are:

- fractures
- bruising
- burns
- pain
- marks
- not wanting to be touched

Psychological or emotional abuse

Psychological or emotional abuse is harmful behaviour that can cause mental distress. It can involve both verbal and non-verbal abuse which can scare, humiliate and isolate a person. This may include:

- threats
- humiliation or ridicule

- provoking fear of violence
- shouting, yelling and swearing
- blaming
- controlling
- intimidation
- Coercion

Signs of psychological or emotional abuse are:

- being withdrawn
- too eager to do everything they are asked
- showing compulsive behaviour
- not being able to do things they used to
- not being able to concentrate or focus

Financial abuse

Financial abuse happens if someone tries to steal, steals or defrauds you of your money, goods or property. This includes:

- exploitation
- embezzlement
- withholding pension or benefits
- exerting pressure around wills, property or inheritance

Signs of financial abuse are:

- having unusual difficulty with finances
- not having enough money
- being too protective of money and things they own
- not paying bills
- not having normal home comforts

Sexual abuse

Sexual abuse is unwanted sexual activity or sexual behaviour that happens without consent or understanding.

Sexual violence and abuse can be physical contact or non-contact sexual activities, such as:

- indecent exposure
- stalking
- grooming
- forced to look at or be involved in producing sexually abusive material
- forced to watch sexual activities

Possible signs are:

- genital itching, soreness or having a sexually transmitted disease
- using bad language
- not wanting to be touched
- behaving in a sexually inappropriate way
- changes in appearance

Institutional abuse

Institutional abuse is the mistreatment or neglect of an adult at risk by a regime or individuals. It takes place within settings and services that adults at risk live in or use, including any organisation, in or outside the Health and Social Care sector.

Institutional abuse may occur:

- when routines, systems and regimes result in poor standards of care
- when poor practice and behaviours are in place
- within strict regimes and rigid routines which violate the dignity and human rights of the adults and place them at risk of harm
- within a culture that denies, restricts or curtails privacy, dignity, choice and independence

Possible signs are:

- the person has no personal clothing or belongings
- there is no care plan for them
- they are often admitted to hospital
- professionals having treated them badly or unsatisfactorily or acting in a way that causes harm to the person

Neglect

Neglect occurs when a person deliberately withholds or fails to provide suitable and adequate care and support needed by another adult. It may be through a lack of knowledge or awareness, or through a decision not to act when they know the adult in their care needs help. It may impair the health or well-being of an adult.

Possible signs are:

- having pain or discomfort
- being very hungry, thirsty or untidy
- failing health

Exploitation

Exploitation is the deliberate maltreatment, manipulation or abuse of power and control over another person. It is taking advantage of another person or situation usually, but not always, for personal gain.

Exploitation comes in many forms, including:

- slavery
- being controlled by a person or a group
- forced labour
- domestic violence and abuse
- sexual violence and abuse
- human trafficking

How to Manage a Disclosure

How to respond to concerns

How you might become aware of the actual or likely occurrence of abuse

- An adult might tell you
- Someone else might report that a person has told them or that they strongly believe that an adult has been or is being abused
- An adult might show some signs of physical injury for which there appears to be no satisfactory explanation
- An adult's behaviour may indicate to you that it is likely that s/he is being abused
- Something in the behaviour of another member of staff or adult, or in the way a member of staff or adult relates to a child, alerts you or makes you feel uncomfortable in some way
- You might observe one adult abusing another

Responding to signs or suspicions of abuse

At any time a member of Boundless Theatre staff may see signs which lead them to suspect abuse. In the case of participatory projects, the project leader will be the designated contact, but other staff may be approached.

Remember, if someone has a need for immediate medical attention call an ambulance on 999.

1. [Record disclosure using the Checklist](#)
2. [Report to the Designated Safeguarding Lead \(who will report to authorities within 24 hours\)](#)
3. [Submit the record using the Major Incident Reporting Sheet](#)

Step One: Record the disclosure using the Checklist

At any time, a member of Boundless Theatre staff may be approached by an adult or young person alleging or disclosing abuse against an individual not involved with Boundless Theatre. In the case of participatory projects, the project leader will be the designated contact, but other staff may be approached.

The details of any allegation of abuse should be recorded by the staff member using the checklist provided below. This should be done immediately when the abuse is alleged. It should then be reported immediately to the Designated Safeguarding Lead who in conjunction with the staff member will make further records and notes about the issue and refer the matter to appropriate authorities within 24 hours.

Checklist – responding to a child making allegations of abuse

- Stay calm
- Be non-judgmental
- Listen carefully to what is said without interrupting
- Find an appropriate opportunity to explain that it is likely that the information will need to be shared with others, specifically the Safeguarding Lead - **do not promise to keep secrets**
- Make it clear that you take them seriously
- Allow the individual to continue at their own pace
- Record only what the individual has said. Many cases fall down where it is possible to infer that leading questions were asked even at these early stages

- Record in writing what was said using the individual's own words as often as possible in a clear and factual manner. Information that should be recorded includes:
 - the date and time of the incident and/or disclosure
 - any names mentioned, to whom the information was given
 - what was said or done by whom
- Record every incident of suspected, alleged or disclosed abuse you encounter
- Reassure the individual that they have done the right thing in telling you.
- Reassure them that you are going to do everything you can to help. Tell them what you will do next and with whom the information will be shared

Things to avoid

- ✗ Do not quiz for more information
- ✗ Do not speculate or make assumptions
- ✗ Do not voice negative judgements about the situation or the abuser
- ✗ Do not make promises you cannot keep
- ✗ Do not promise that 'everything will be alright'
- ✗ Do not offer to keep it confidential

It is important that everyone in the organisation is aware that the first person who encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred.

It is also important to understand when safeguarding adults at risk the wider context such as whether others may be at risk of abuse, namely children or other adults at risk. Information such as this may influence later decisions by the DSL in terms of sharing information externally.

Step Two: Report to the Safeguarding Lead via phone

It should then be reported immediately to the **Designated Safeguarding Lead** via phone who in conjunction with the staff member will make further records and notes about the issue as part of the report. If the DSL is not available, please contact the **Secondary Designated Safeguarding Lead**. The DSL will speak to the individual about their wishes and what Boundless Theatre can do to support them further.

The DSL will:

- Record any action taken by the organisation
- where relevant: reasons why no referral to a statutory agency was made - and ensure that the record is signed and dated

| Contact Details for designated safeguarding leads | | | |
|--|----------------------|--|-------------|
| Designated Safeguarding Lead (DSL) | Pavlos Christodoulou | pavlos@boundlesstheatre.org.uk | 07515646146 |
| Secondary Designated Safeguarding Lead (SDSL) | Adèle Reeves de Melo | adele@boundlesstheatre.org.uk | 07920063224 |

| | | | |
|--|--------------------|--|-------------|
| | | | |
| Trustee with Safeguarding responsibility (TSR) | Charlotte Mcmillan | charlotte@mcmillan-consulting.co.uk | 07880784679 |

Step Three: Submit your report via email using the Safeguarding Reporting Sheet template.

After speaking with the Designated Safeguarding Lead on the phone, you should follow up immediately by submitting a report to the DSL via email, using the Safeguarding Reporting Sheet template.

The information will be received by the DSL and stored in accordance with the requirements detailed in the Data Protection Act 1998. It will then only be shared by those who need to know, i.e. the organisation's senior management, the Chairman, and social services staff as necessary.

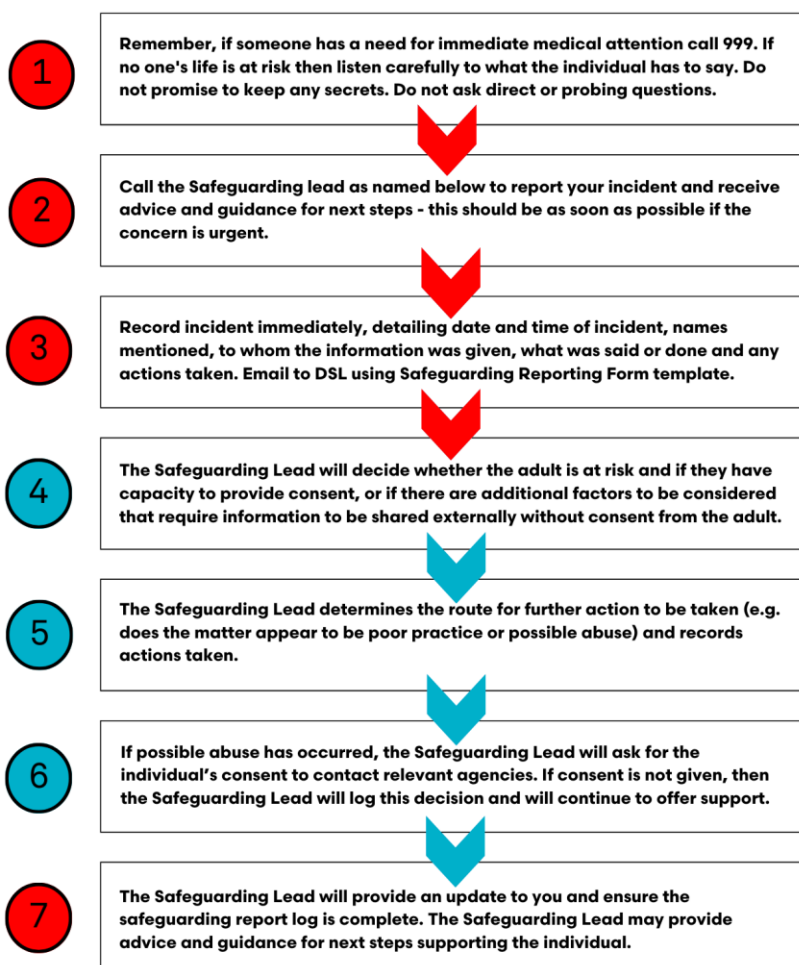
Responding to allegations of abuse against a member of Boundless Theatre's staff

The above steps should be followed in this instance as with any other disclosure. In the event of an allegation being made against the Designated Safeguarding Lead, it should be reported to the Secondary Designated Safeguarding Lead – Adèle Reeves de Melo (adele@boundlesstheatre.org.uk / 07920063224). A member of the board will be informed once proceedings are set in motion.

Reporting Flow Diagram

Safeguarding Reporting Diagram

All steps highlighted in red indicate your role within the reporting process, those in blue relate to the actions of the safeguarding team at Boundless Theatre.



To 'whistleblow' or report any Safeguarding concerns, please contact the Safeguarding Lead below:

Pavlos Christodoulou (Creative Director)
 Contact - pavlos@boundlesstheatre.org.uk / 07515646146



| Contact Details for designated safeguarding leads | | | |
|---|----------------------|--|-------------|
| Designated Safeguarding Lead (DSL) | Pavlos Christodoulou | pavlos@boundlesstheatre.org.uk | 07515646146 |
| Secondary Designated Safeguarding Lead (SDSL) | Adèle Reeves de Melo | adele@boundlesstheatre.org.uk | 07920063224 |
| Trustee with Safeguarding responsibility (TSR) | Charlotte Mcmillan | charlotte@mcmillan-consulting.co.uk | 07880784679 |

