



Adult Safeguarding Policy

Skylight Circus Arts recognises its responsibilities safeguarding adults in line with the following policies and guidance documents.

Related Statute, Policies, Strategies, Guideline Documents

- [HM Government \(2014\) *The Care Act*](#)
- [DH \(2014\) *Care and Support Statutory Guidance*](#)
- [Department of Constitutional Affairs \(2005\) *Mental Capacity Act \(MCA\) Code of Practice*](#)
- *Deprivation of Liberty Safeguards (DoLS) 2007: Code of Practice*
- [NHS England \(2024\) *Safeguarding Assurance and Accountability Framework*](#)
- Mental Capacity Amendment Act 2019 — Liberty Protection Safeguards have not yet been implemented. Deprivation of Liberty Safeguards remain the current legal framework until further notice.
- DH (2011) *Safeguarding Adults: The Role of Health Services*
- The policies and procedures of *the relevant areas Safeguarding Adults Partnership*, namely Greater Manchester Tri x policies for the Greater Manchester area and *Local Safeguarding Adults Board*
- [Modern Slavery Act 2015](#)
- [Care and Support Statutory Guidance](#)
- [Care Act 2014 - Factsheets](#)
- [Children Act 2004](#)
- [Prevent duty guidance: England and Wales \(2023\)](#)
- [RBC Channel Panel Policy and Procedure](#)
- [The Prevent duty: an introduction for those with safeguarding responsibilities](#)

Replaces

Safeguarding Policy - Adult and Child been separated into two policies

This policy is concerned with safeguarding adults. Please refer to our Child Safeguarding policy for safeguarding procedures for young people. This policy should be read alongside Skylight

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Policy Aims

Skylight Circus Arts (Skylight) fully recognises its responsibilities for safeguarding

The aim of the Skylight Safeguarding Policy is to promote good practice:

- Make a positive contribution to a strong and safe community and recognise the right of every individual to stay safe.
- All people, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from, bullying, neglect, physical, emotional or sexual abuse.
- Providing adults at risk with appropriate safety and protection whilst in the care of Skylight Circus Arts.
- Allow all staff /volunteers to make informed and confident responses to specific safeguarding issues.

Scope

Our policy applies to all staff, freelance artists, trustees and volunteers working for Skylight.

There are four main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff, freelance artists and volunteers to work adults at risk.
- Equipping adults at risk with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases of abuse.
- Establishing a safe environment in which adults can learn and develop.

Policy Definitions

Child defined by Children Act 2004 is a person under the age of 18.

Adult at Risk

Replaces the term 'Vulnerable Adult'

The Care Act 2014 defines an adult at risk as 'someone who has needs for care and support (whether or not the authority is meeting any of those needs),

- is experiencing, or is at risk of, abuse or neglect, and

- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.'

Adult at Risk can be someone who may need community care services for reasons such as:

age, illness, suffer with ill mental health, have physical or learning disability, have sight or hearing impairment or loss, have dementia, misuse of alcohol or drugs and who are, or may be unable to take care of themselves against significant harm or exploitation.

Safeguarding

The Care Act 2014 - Factsheet, defines adult safeguarding as '*working with adults with care and support needs to keep them safe from abuse or neglect. It is an important part of what many public services do, and a key responsibility of local authorities.*

Safeguarding is aimed at people with care and support needs who may be in vulnerable circumstances and at risk of abuse or neglect. In these cases, local services must work together to spot those at risk and take steps to protect them.'

Safeguarding Adults at Risk

Skylight Circus Arts has a duty of care to safeguard adults at risk involved in Skylight Circus Arts from harm. All adults at risk have a right to protection, and the needs of adults at risk and others who may be particularly vulnerable must be considered. Skylight Circus Arts will ensure the safety and protection of all adults at risk involved in Skylight Circus Arts through adherence to the Adults at Risk Safeguarding guidelines adopted by Skylight Circus Arts.

Skylight Circus Arts Role In Safeguarding Adults at Risk

We recognise that because of the regular contact adults at risk, Skylight staff, freelance artists and volunteers are well placed to observe the outward signs of abuse. Skylight will therefore:

- Establish and maintain an environment adults at risk feel secure, are encouraged to talk, and are listened to.
- Ensure adults at risk know that there are workers at Skylight whom they can approach if they are worried.
- Include opportunities within our training programmes for adults at risk to develop the skills they need to recognise and stay safe from abuse.

We will follow the procedures set out by the Local Safeguarding Adults Board (RBSAB) and take account of guidance issued by the Department to:

- Ensure we have a designated senior person for safeguarding adults who has received appropriate training and support for this role.
- Ensure we have a nominated Trustee responsible for safeguarding adults.

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- Ensure every member of staff (including freelance artists, trustees and volunteers) knows the name of the designated senior person responsible for safeguarding and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for safeguarding.
- Ensure that our members have an understanding of the responsibility placed on Skylight and staff for safeguarding.
- Develop effective links with relevant agencies and cooperate as required with their enquiries regarding safeguarding matters including attendance at case conferences.
- Keep written records of concerns about adults at risk, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely and in a locked location.
- Develop and then follow procedures where an allegation is made against a member of staff, freelance artist, trustee or volunteer.

We recognise that adults at risk who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. Skylight may be the only stable, secure and predictable element in their lives. When at Skylight, their behaviour may be challenging and defiant or they may be withdrawn. Skylight will endeavour to support the person through:

- Skylight ethos which promotes a positive, supportive and secure environment and gives everyone a sense of being valued.
- Acknowledge that behaviour coming from a adult at risk can be extreme but we endeavour to maintain a safe space for everybody.
- Liaison with other agencies that support the person such as adult mental health service, RCT, Adult Social Services.

Staff Conduct

All personnel should be encouraged to demonstrate exemplary behaviour in order to promote adult's welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate.

Good staff conduct means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all equally with respect and dignity.
- Always putting the welfare of adults at first, before winning or achieving goals.
- Maintaining a safe and appropriate distance with adults at risk (e.g. it may not be appropriate for staff or volunteers to have an intimate relationship with an adult at risk.)

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- Building balanced relationships based on mutual trust which empowers adults at risk to share in the decision-making process.
- Making circus fun, enjoyable and promoting fair play.
- Ensuring that if any form of manual/physical support is required during supporting circus activities e.g stilt walking, trapeze, tightwire walking etc, it should be provided openly. Be mindful as it may be difficult to maintain appropriate hand positions when the adult is constantly moving.
- Keeping up to date with technical skills, qualifications and insurance.
- Involving parents/carers or advocates wherever possible if applicable.
- Ensuring that if group teams are taken on trips, they should always be accompanied by sufficient and appropriate staffing.
- Ensuring that at residential events, staff should be mindful of safeguarding procedures when entering adults at risk rooms and should not invite adults at risk into their rooms.
- Being an excellent role model - this includes not smoking or drinking alcohol in the company of adults at risk.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognizing the developmental needs and capacity of adults at risk- avoiding excessive training or competition and not pushing them against their will.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.

Practices never to be sanctioned

The following should never be sanctioned. You should never:

- engage in rough, physical or sexually provocative games, including horseplay
- share a room with an adult at risk
- allow or engage in any form of inappropriate touching
- allow adults at risk to use inappropriate language unchallenged
- make sexually suggestive comments to an adult at risk, even in fun
- reduce an adult at risk to tears as a form of control
- fail to act upon and record any allegations made by an adult at risk
- do things of a personal nature for adult at risk, that they can do for themselves
- invite or allow adult at risk to stay with you at your home unsupervised.

N.B. It may sometimes be necessary for staff or volunteers to do things of a personal nature for adults at risk particularly if they are old or are disabled. These tasks should only be carried out with the full understanding and consent of the individual and the adult at risk involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with them about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting an adult at risk to carry out particular activities. Do not take on the responsibility for tasks for which you are not appropriately trained. Staff and volunteers should be mindful about appropriate 'spotting' and supporting techniques for riskier activities and

explain to and ask permission from participants.

Incidents that must be reported/recorded

If any of the following occur you should report this immediately to the appropriate officer and record the incident. If applicable you should also ensure the parents/carers or advocate of adult at risk are informed:

- if you accidentally hurt an adult at risk
- if they seem distressed in any manner
- if an adult at risk appears to be sexually aroused by your actions
- if an adult at risk misunderstands or misinterprets something you have done.

Safer Recruitment, DBS and Safeguarding Training

Skylight Circus Arts recognises that anyone may have the potential to abuse children/young people in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. Pre-selection checks must include the following:

- Skylight will record and store the employee details of volunteers/staff and freelancers.
- Consent should be obtained from an applicant to seek information from the Disclosure and Barring Service if required.
- If appropriate, two confidential references, including one regarding previous work with children. These references must be taken up and confirmed through telephone contact.
- If appropriate, staff, freelancers or volunteers to provide evidence of identity (passport or driving licence with photo).

Disclosure and Baring

- Skylight will assess roles against the current legal definition of regulated activity with children and current DBS eligibility guidance. From 1 September 2026, supervision does not exclude a person from regulated activity where the relevant activity and frequency criteria are met. Where a role is regulated activity, it is eligible for an Enhanced DBS check with Children's Barred List information.
- Skylight's policy is to carry out a new DBS check or appropriate Update Service status check at intervals of every 3 years.

Allegations Management

Responding To Allegations or Suspicions Against Members of Staff or Volunteers

It is not the responsibility of anyone working/volunteering in Skylight Circus Arts in a paid or unpaid capacity to decide whether or not abuse has taken place. However there is a responsibility to act on any concerns by reporting these to the appropriate officer or the appropriate authorities.

Skylight Circus Arts will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing an adult at risk.

Where there is a complaint against a member of staff there may be three types of investigation:

- a criminal investigation
- an adult at risk investigation
- a disciplinary or misconduct investigation

The results of the police adult at risk investigation may well influence and inform the disciplinary investigation, but all available information will be used to reach a decision.

Reporting an Allegation

Any concerns should be reported to Skylight Circus Arts Designated Safeguarding Lead or Deputy Lead.

If they are unavailable or your concern involves them, please contact Skylight's Board of Trustees Safeguarding Representative.

Designated Safeguarding Lead

Martine Bradford

Tel: 01706 650676

Email: martine.b@skylightcircusarts.com

If Skylight's DSL is unavailable, please contact Skylight's

Deputy Safeguarding Lead

Charma Force

Tel: 07809203454

Email: charma.f@skylightcircusarts.com

If your concern involves the designated safeguarding lead/s, please go directly to our Safeguarding Representative on the Board of Trustees:

Board of Trustee's Safeguarding Representative

Martin James Lee

Email: martin.l@skylightcircusarts.com

More details regarding [allegation management](#) can be found at the bottom of this policy.

Reporting a Concern About Another Professional or Volunteer

Any suspicion that an adult at risk has been abused by either a member of staff or a volunteer should be reported to the Skylight Circus Arts Designated Safeguarding Lead, who will take such steps as considered necessary to ensure the safety of the adult in question and any other adult who may be at risk. Skylight Circus Arts Designated Safeguarding Lead will refer the allegation to the Adult Social Care / Rochdale Borough Safeguarding Adults Board who may involve the police. If applicable the parents/carers or advocate of the adult at risk will be contacted as soon as possible following advice from the social services department. The Designated Safeguarding Lead should also notify the Board of Trustee Safeguarding Representative, who will deal with any media enquiries. If the Designated Safeguarding Lead/s is the subject of the suspicion/allegation, the report must be made directly to Skylight's Board of Trustee Safeguarding Representative or in their absence another board member, who will contact Adult Social Care services.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- Skylight Designated Safeguarding Lead & Deputy Lead
- The person making the allegation
- Adult social care/police
- The Board of Trustees
- Only where applicable and appropriate the parents/carers or advocate of the person who is alleged to have been abused.

Seek social care advice on who should approach the alleged abuser.

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

Internal inquiries and possible suspension

Designated Safeguarding Lead will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.

A written summary of how the concern was dealt with may be forwarded to the appropriate safeguarding officers (Allegations Management / Adult's Safeguarding Officer). If there are any queries/concerns left outstanding, then these should also be raised with the relevant officer so that resolution can be sought.

Irrespective of the findings of the social services or police inquiries the Skylight Circus Arts Disciplinary Committee will assess all individual cases to decide whether a member of staff, volunteer or any person working on behalf of/representing the organization should be reinstated and if so how this can be sensitively handled.

This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Skylight Circus Arts Disciplinary Committee must reach a decision based upon the available information which could suggest that on a balance of probability; it is more likely than not that the allegation is true. The welfare of the adult at risk should remain of paramount importance throughout.

Responding to concerns about poor practice when working with a partner group or organisation

- All concerns must be discussed with Skylight's Safeguarding Lead and the discussion should be recorded.
- Skylight may work with a partner organisation's safeguarding lead to determine a course of action. However Skylight may also seek advice or refer independently to Rochdale Safeguarding.
- A written summary of how the concern was dealt with may be forwarded to the appropriate safeguarding officers (Adult Safeguarding Officer/Police). If there are any queries/ concerns left outstanding, then these should also be raised with the relevant officer so that resolution can be sought.

Responding to a Safeguarding Incident or Disclosure

There is an expected responsibility for all members of the organisation to respond appropriately to any suspected or actual abuse of an adult at risk in accordance with the following procedures.

What to do if an adult talks to you about abuse or neglect:

- Listen carefully, but do not directly question or interrogate them
- Do not guarantee confidentiality, but tell them that you cannot promise to keep what they have told you a secret, and explain what you will do next.
- Reassure the adult that you are glad that they have told you, and that they haven't done anything wrong.
- Make an accurate record of the conversation immediately (or at the latest within 24 hours) using the adults own words as far as possible, detailing the adults demeanour, the timing and setting of the conversation. Do not throw this away as it may be needed for evidence later.
- Share disclosure record with designated safeguarding lead as soon as possible.

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- If you suspect there is an immediate risk of harm contact the designated safeguarding lead immediately, if unavailable contact Adult's Social Services or Police.

Consultation about Concerns

You may become concerned about an adult at risk who has not spoken to you either because of information received from elsewhere or because of your own observations. If you have cause for concern:

- You may wish to sensitively speak to an adult at risk about why they are upset, or to ask them about a physical injury to clarify vague concerns and ensure that appropriate action is taken
- Consult internally with the designated safeguarding lead officer for the organisation
- A direct consultation with the local Social Services Department would be appropriate if the concern relates to the designated safeguarding lead, or if both the designated safeguarding lead and safeguarding representative are not available for consultation for some reason
- The designated safeguarding lead might consult with the local Social Services Department if, after internal consultation, the appropriate course of action remained unclear. A consultation is not the same as a referral, but should help the organisation to make a decision as to whether to make an official referral to Social Services or to the Police.

Make a referral

1. A referral involves giving Social Services or the Police information about concerns relating to an individual or a family so that appropriate enquiries can be made. Suspicions or allegations of abuse should always be referred, not investigated.
2. Usually, the designated safeguarding lead will make the referral following a period of consultation which may include consulting with Social Services. However, a referral may be made immediately if the situation is clearly urgent, e.g. there are very serious concerns about the adults immediate safety.
3. If the concern is about abuse or risk of abuse from a family member or someone known to an adult at risk, a telephone referral should be made to the local Social Services office.
4. If the concern is about abuse or risk of abuse from someone not known to the adult at risks family, a telephone referral should be made directly to the police.

Confidentiality

The organisation should ensure that any records made in relation to a referral should be kept confidentially and in a secure place. Information about safeguarding concerns should be shared

on a 'need to know' basis, but it should be remembered that the issue of confidentiality is secondary to the need for protection.

What is Abuse?

The Care Act 2014 defines different forms of abuse as the following:

Physical

This includes assault, hitting, slapping, pushing, giving the wrong (or no) medication, restraining someone or only letting them do certain things at certain times.

Domestic

This includes psychological, physical, sexual, financial or emotional abuse. It also covers so-called 'honour' based violence.

Sexual

This includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, taking sexual photographs, making someone look at pornography or watch sexual acts, sexual assault or sexual acts the adult didn't consent to or was pressured into consenting.

Psychological

This includes emotional abuse, threats of harm or abandonment, depriving someone of contact with someone else, humiliation, blaming, controlling, intimidation, putting pressure on someone to do something, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or support networks.

Financial or material

This includes theft, fraud, internet scamming, putting pressure on someone about their financial arrangements (including wills, property, inheritance or financial transactions) or the misuse or stealing of property, possessions or benefits.

Modern slavery

This covers slavery (including domestic slavery), human trafficking and forced labour. Traffickers and slave masters use whatever they can to pressurise, deceive and force individuals into a life of abuse and inhumane treatment.

Discriminatory

This includes types of harassment or insults because of someone's race, gender or gender identity, age, disability, sexual orientation or religion.

Organisational

This includes neglect and poor care in an institution or care setting such as a hospital or care home, or if an organisation provides care in someone's home. The abuse can be a one-off incident or repeated, on-going ill treatment. The abuse can be through neglect or poor professional practice, which might be because of structure, policies, processes and practices within an organisation.

Neglect and acts of omission

This includes ignoring medical, emotional or physical care needs, failure to provide access to educational services, or not giving someone what they need to help them live, such as medication, enough nutrition and heating.

Self-neglect

This covers a wide range of behaviour which shows that someone isn't caring for their own personal hygiene, health or surroundings. It includes behaviour such as hoarding.

Abuse can take many forms. It might not fit comfortably into any of these categories, or it might not fit into more than one. Abuse can be carried out by one adult at risk towards another. This is still abuse and should be dealt with. The adult at risk who abuses may also be neglecting him/herself which could also be reason for a safeguarding referral.

Radicalisation and Prevent

Radicalisation is the process through which a person comes to support or be involved in extremist ideologies. It is in itself a form of harm.

Although radicalisation is not included under definitions of types of abuse in the Care Act, staff and volunteers should be aware of the potential need to protect people we support from being exploited by others and led into illegal activity.

The Government's 'PREVENT' programme has highlighted how some adults may be vulnerable to exploitation and radicalisation and involvement in terrorism.

Signs and indicators of radicalisation may include:

- Being in contact with extremist recruiters.
- Articulating support for violent extremist causes or leaders.
- Accessing violent extremist websites, especially those with a social networking element.
- Possessing violent extremist literature.
- Using extremist narratives to explain personal disadvantage.
- Justifying the use of violence to solve societal issues.
- Joining extremist organisations.
- Significant changes to appearance and/or behaviour.

Mental Capacity

The Mental Capacity Act 2005 is about whether an individual has the capacity to make a specific decision at a specific time and if they are unable because they lack capacity as a result of a mental disorder of the mind .

This includes not being able to

- Understand information given to them about a particular decision
- Retain that information long enough to be able to make the decision
- Weigh up the information available to make the decision

- Communicate their decision. Refer to the Mental Capacity Act Code of Practice, <https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>

Skylight Circus Arts will need to involve an advocate if the person lacks capacity to make decisions about a safeguarding concern.

Support and guidance will be sought from Adult Social Care should anyone have concerns regarding an adult's capacity.

Key Safeguarding Contacts and Reporting Information

In the case of an emergency that requires immediate and urgent action:

If you suspect a person is at immediate risk of harm call 999 and speak to the Police. All calls concerning worries about children and young people are treated seriously.

Report Internally

If you have any safeguarding concerns or issues you should follow safeguarding procedures and first point of contact should be Skylight Circus Arts Designated Safeguarding Lead:

Designated Safeguarding Lead

Martine Bradford

Tel: 01706 650676

Email: martine.b@skylightcircusarts.com

If Skylight's DSL is unavailable, please contact Skylight's

Deputy Safeguarding Lead

Charma Force

Tel: 07809203454

Email: charma.f@skylightcircusarts.com

If your concern involves the designated safeguarding lead/s, please go directly to our Safeguarding Representative on the Board of Trustees:

Board of Trustee's Safeguarding Representative

Martin James Lee

Email: martin.l@skylightcircusarts.com

Report Externally

How Do I Report a Concern About Adult Abuse or Neglect?

To report a non-urgent case of abuse, contact the Rochdale Borough Adults Safeguarding Board

Tel: **0300 303 8886 - Monday to Friday 8.30am to 4.45pm**

0300 303 8875 - Emergency Duty Team out of hours; including bank holidays

Adult Care Services

Number One Riverside

Smith Street

Rochdale, OL16 1XU

You will be asked for basic information about the person you are concerned about and what you have been told, heard, seen or suspect. You will be asked to give your name so that you can be kept informed. Your name will not be shared without your permission.

If you are in any doubt about reporting your concerns don't think *'What if I'm wrong?'* think *'What if I'm right?'*

Remember - safeguarding is everyone's business"

<https://rochdalesafeguarding.com/rbsp>

Allegations Management - Adults

Allegation Management is concerned with allegations of abuse by professionals and volunteers working with adults with care and support needs.

Allegations Management at Skylight Circus Arts

If you have a concern about a professional / volunteer working with an adult you should contact Skylight's Designated Safeguarding Lead as soon as possible to report an allegation of abuse by Professionals and Volunteers working with adults who will then respond appropriately.

Rochdale Borough Safeguarding Adults Partnership

Useful documents provided by Rochdale Safeguarding Partnership in reference to Allegations Management:

- [Employer leaflet](#)
- [Employee leaflet](#)

Adult Safeguarding Policy

- [Information for families and advocates](#)
- [Information for adults who may have been harmed by someone in a position of trust](#)

Rochdale Borough Safeguarding Partnership - Allegation Management Lead (AML)

The AML provides management and oversight of individual cases of allegations of abuse against those who work with adults with care and support needs.

The AML's role is to give advice and guidance to employers and voluntary organisations; liaise with the police and other agencies; and monitor the progress of cases to ensure that they are dealt with as quickly as possible consistent with a thorough and fair process.

[Allegation Management Lead - 7 Minute Briefing](#)

For advice or to make a referral regarding Allegation Management, please email the Rochdale AML: aml@rochdale.gov.uk