

## **DEEP ROOTS TALL TREES (DRTT)**

### **SAFEGUARDING ADULTS AT RISK POLICY**

#### **1. POLICY STATEMENT**

Deep Roots Tall Trees (DRTT) is committed to providing a safe, inclusive and supportive environment for all individuals who engage with our activities.

We recognise that every adult has the right to live free from abuse, neglect, exploitation and discrimination and to be treated with dignity and respect.

DRTT promotes a culture of openness, empowerment, prevention, inclusion and accountability. Safeguarding is everyone's responsibility and all trustees, employees, freelancers and volunteers share responsibility for promoting wellbeing, preventing harm and responding appropriately to concerns.

Although DRTT does not provide personal care or regulated care services, we recognise our duty to identify, respond to and report safeguarding concerns arising through our community arts, music, workshop, rehearsal and performance activities.

This policy should be read alongside DRTT's other policies – e.g. Safeguarding and Child Protection Policy, DRTT Code of Conduct etc.

DRTT believes that:

- All adults at risk should be protected from harm
- All adults at risk are entitled to dignity, respect and to have their wishes and views heard
- All adults at risk should be supported to achieve their potential
- All adults should be treated fairly and equally regardless of age, disability, race, ethnicity, religion, belief, sex, gender identity, sexual orientation, socio-economic status or personal circumstances
- Some adults may experience additional barriers or vulnerabilities and may require additional support to participate safely

#### **2. PURPOSE**

This policy aims to:

- Promote the safety, wellbeing and rights of adults at risk
- Prevent abuse and neglect wherever possible
- Provide clear procedures for reporting concerns
- Clarify safeguarding roles and responsibilities
- Support safe and inclusive participation in DRTT activities
- Ensure compliance with legal and regulatory requirements
- Support partnership working with statutory and community agencies

### **3. SCOPE**

This policy applies to:

- Trustees
- Employees
- Freelancers
- Contractors
- Volunteers
- Workshop leaders
- Artists and facilitators working on behalf of DRTT

The policy applies during:

- Workshops
- Rehearsals
- Performances
- Outreach projects
- Community activities
- Meetings
- Online activities
- Social events organised by DRTT

### **4. LEGAL FRAMEWORK**

This policy reflects relevant legislation and guidance including:

- Care Act 2014
- Mental Capacity Act 2005
- Human Rights Act 1998
- Equality Act 2010
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)

DRTT will also have regard to local safeguarding procedures and guidance issued by local authorities, safeguarding partnerships and statutory agencies.

### **5. WHO IS AN ADULT AT RISK?**

- An adult at risk is a person aged 18 years or over who:
- Has needs for care and support
- Is experiencing, or is at risk of, abuse or neglect
- Is unable to protect themselves from abuse or neglect because of those needs

An individual's vulnerability may be permanent, temporary or fluctuate depending on circumstances.

## **6. THE SIX SAFEGUARDING PRINCIPLES**

DRTT adopts the six safeguarding principles established by the **Care Act 2014**:

### **Empowerment**

People should be supported and encouraged to make their own decisions and give informed consent wherever possible.

### **Prevention**

Action should be taken to prevent harm before it occurs.

### **Proportionality**

Responses should be appropriate and proportionate to the level of risk.

### **Protection**

Support should be provided to those who need it most.

### **Partnership**

Safeguarding is most effective when organisations work together.

### **Accountability**

There must be clear responsibility and governance arrangements.

## **7. TYPES OF ABUSE AND NEGLECT**

Abuse may take many forms and may consist of a single incident or repeated behaviour:

- Examples include:
- Physical abuse
- Sexual abuse
- Psychological or emotional abuse
- Financial or material abuse
- Neglect and acts of omission
- Discriminatory abuse
- Organisational abuse
- Domestic abuse
- Modern slavery
- Self-neglect

Possible indicators include:

- Unexplained injuries
- Fearfulness or anxiety
- Sudden behavioural changes
- Poor personal care
- Missing money or possessions

- Signs of coercion, control or intimidation
- Unexplained deterioration in wellbeing

Indicators should always be taken seriously but do not necessarily prove abuse.

## **8. MENTAL CAPACITY AND CONSENT**

DRTT recognises the principles of the Mental Capacity Act 2005.

We will:

- Presume adults have capacity unless proven otherwise
- Support individuals to make their own decisions
- Recognise that capacity is decision-specific
- Act in a person's best interests where capacity is lacking
- Use the least restrictive option available

Consent should normally be obtained before sharing information.

However, information may be shared without consent where:

- There is a risk of serious harm
- A crime may have been committed
- Other people may be at risk
- There is a legal obligation to disclose information

## **9. CREATING A SAFE CULTURE**

DRTT will promote safeguarding through:

- Safe recruitment procedures
- DBS checks where appropriate
- Safeguarding induction
- Ongoing training
- Risk assessments
- Professional boundaries and codes of conduct
- Inclusive practice and reasonable adjustments
- Whistleblowing procedures
- Safe physical and online environments

***NOTE: Disclosures of past abuse are taken as seriously as current concerns and follow the same reporting route.***

## **10. SAFEGUARDING RESPONSIBILITIES**

### **Board of Trustees**

The Board of Trustees is responsible for:

- Approving and reviewing this policy
- Ensuring safeguarding remains a governance priority
- Providing appropriate oversight
- Ensuring sufficient resources are available
- Monitoring safeguarding risks
- Supporting safeguarding leads
- Ensuring legal compliance

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

The DSL is responsible for:

- Receiving safeguarding concerns
- Maintaining safeguarding records
- Seeking advice where necessary
- Making referrals to relevant agencies
- Liaising with Adult Social Care and Police
- Supporting staff and volunteers
- Reporting safeguarding matters to trustees where appropriate

### **All Staff, Volunteers and Freelancers**

All personnel must:

- Follow this policy
- Complete safeguarding training as required
- Report concerns promptly
- Maintain professional boundaries
- Cooperate with safeguarding enquiries

## **11. DESIGNATED SAFEGUARDING LEADS**

### **Designated Safeguarding Lead**

Fraser Wilson, Artistic Director

Email: [fraser.wilson@deeprootstalltrees.org](mailto:fraser.wilson@deeprootstalltrees.org)

Phone: 07801 496735

### **Chair of Trustees (Senior Safeguarding Lead)**

Email: [helen.willmott@outlook.com](mailto:helen.willmott@outlook.com)

Phone: 07804 159105

Where concerns relate to the Designated Safeguarding Lead, the concern must be reported directly to the Chair of Trustees. Where concerns relate to the Chair, the concern must be reported to the Vice Chair or another Trustee, who will refer the issue to the Northamptonshire Safeguarding Adults Board.

## **12. TRAINING**

The Designated Safeguarding Lead and Chair of Trustees will undertake safeguarding training and refresher training at least every two years.

Other personnel will receive safeguarding awareness appropriate to their role.

Training records will be maintained by DRTT.

## **13. PROFESSIONAL BOUNDARIES**

All personnel should:

- Treat participants with dignity and respect
- Maintain appropriate professional relationships
- Avoid favouritism
- Avoid inappropriate personal relationships
- Avoid unnecessary lone working
- Avoid conduct that may be misinterpreted
- Report concerns about colleagues immediately

No person should abuse a position of trust.

## **14. RESPONDING TO DISCLOSURES**

If an adult discloses abuse or neglect:

- Listen carefully
- Remain calm
- Do not investigate
- Do not ask leading questions
- Reassure the person they have done the right thing

- Explain that information may need to be shared
- Record the information accurately
- Report the concern promptly

## **15. REPORTING PROCEDURE**

Anyone with a safeguarding concern must record it promptly and report it to the Designated Safeguarding Lead within 24 hours, and immediately where there is risk of ongoing harm.

If an adult is in immediate danger, a crime has been committed, or the Designated Safeguarding Lead cannot be contacted, any member of staff or volunteer should contact emergency services or Adult Social Care immediately. No one should delay action while attempting to contact a safeguarding lead.

## **16. RECORDING CONCERNS**

Safeguarding records should include where possible:

- Name of adult
- Contact information
- Date and time
- Nature of concern
- What was observed
- What was disclosed
- Who was present
- Immediate actions taken
- Who the concern was reported to
- Date of referral
- Follow-up actions

Records should be:

- Accurate
- Objective
- Factual
- Timely
- Securely stored

## **17. INFORMATION SHARING AND CONFIDENTIALITY**

Information will be shared only where necessary to safeguard people or meet legal obligations.

Information sharing decisions should:

- Be proportionate
- Be recorded
- Respect privacy wherever possible
- Focus on protecting people from harm

## **18. ALLEGATIONS AGAINST STAFF, VOLUNTEERS OR TRUSTEES**

Any allegation involving a member of staff, volunteer, freelancer or trustee must be reported immediately to the Designated Safeguarding Lead.

Where the concern involves the Designated Safeguarding Lead, it must be reported directly to the Chair of Trustees.

Advice should be sought from statutory agencies before any internal investigation is undertaken.

## **19. WHISTLEBLOWING**

DRTT encourages individuals to raise concerns about:

- Unsafe practice
- Professional misconduct
- Failures in safeguarding
- Breaches of policy

Concerns raised in good faith will be treated seriously and without detriment to the person reporting.

## **20. ONLINE SAFETY**

Where activities take place online, DRTT will:

- Use appropriate platforms
- Consider privacy and security settings
- Maintain professional standards
- Address safeguarding concerns arising online in accordance with this policy

## **21. SAFE AND INCLUSIVE ACTIVITIES**

Activities will be planned using proportionate risk assessments and adapted to support participation by adults with differing needs and abilities.

Risk assessments should consider:

- Accessibility
- Venue safety
- Travel arrangements
- Medical considerations
- Online participation
- Emergency procedures

## 22. RECORD RETENTION

Safeguarding records will be retained securely for a minimum of six years following closure of the concern unless a longer period is required by law, insurance requirements or organisational policy.

Records will be managed in accordance with UK GDPR and the Data Protection Act 2018.

## 23. SAFEGUARDING CONTACTS

**IMPORTANT: If an adult is in immediate danger or missing, the police should be contacted directly and/or an ambulance called using 999.**

### DRTT CONTACTS:

#### a) Designated Safeguarding Lead

Fraser Wilson, Artistic Director

Email: [fraser.wilson@deeprootstalltrees.org](mailto:fraser.wilson@deeprootstalltrees.org)

Phone: 07801 496735

#### b) Chair of Trustees (Senior Safeguarding Lead)

Helen Willmott

Email: [helen.willmott@outlook.com](mailto:helen.willmott@outlook.com)

Phone: 07804 159105

### ADULT SAFEGUARDING REFERRALS:

In reporting non-urgent/non-emergency adult safeguarding concerns to statutory authorities, these should go via the **Northamptonshire Adults Safeguarding Board**.

Referrals can be made online here: <https://northamptonshiresab.org.uk/reporting-concerns/>

Referral by phone should be made to council in which the adult concerned resides:

- **North Northamptonshire Council**
  - Customer Service Centre: 0300 126 3000
  - Telephone: 01604 626938 (Outside office hours – Emergency Duty Team)
- **West Northamptonshire Council**
  - Customer Service Centre: 0300 126 7000 (NB: not the same as for NNC)
  - Telephone: 01604 626938 (Outside office hours – Emergency Duty Team)

## 24. MONITORING AND REVIEW

The Board of Trustees will review this policy annually or sooner following legislative, regulatory or organisational change.

The effectiveness of safeguarding arrangements will be monitored through:

- Incident reporting
- Safeguarding records
- Training records
- Risk assessments
- Feedback from participants and partners

## 25. REVIEWED AND DULY AUTHORISED BY:

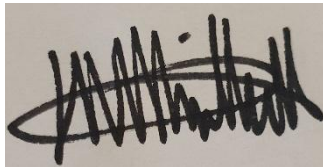
Signature:

A handwritten signature in black ink that reads "Fraser Wilson". The signature is written in a cursive style and is underlined with a single horizontal stroke.

**Name:** Fraser Wilson, Artistic Director

**Date:** 29/7/26

Signature:

A handwritten signature in black ink. It is a stylized, cursive signature that appears to read "Helen Willmott". The signature is written in a fluid, somewhat abstract style.

**Name:** Helen Willmott, Chair of Trustees

**Date:** 29/7/26

## **APPENDIX 1: EASY READ SUMMARY**

### **Keeping Adults Safe at Deep Roots Tall Trees (DRTT)**

This is an easy read summary of our full Safeguarding Adults at Risk Policy. It uses short sentences and simple words.

#### **Your Rights**

- You have the right to be safe.
- You have the right to be treated with respect.
- You have the right to say what you think.
- You have the right to ask for help.

#### **What is Abuse?**

Abuse is when someone hurts you or treats you badly. This could be:

- Hurting your body.
- Saying unkind or scary things to you.
- Taking your money or things without asking.
- Not looking after you properly.
- Making you do things you do not want to do.
- Treating you unfairly.

#### **If You Are Worried**

If something is wrong, or you feel unsafe, you can tell someone.

- Tell a DRTT worker or volunteer you trust.
- You will be listened to.
- You will be believed.
- You will not get in trouble for telling us.

#### **Who to Contact at DRTT**

**Fraser Wilson – Artistic Director and Safeguarding Lead**

Phone: 07801 496735

Email: [fraser.wilson@deeprootstalltrees.org](mailto:fraser.wilson@deeprootstalltrees.org)

**Helen Willmott – Chair of Trustees**

Phone: 07804 159105

**In an Emergency**

**If you or someone else is in danger right now, call 999.**

*This is a plain-language summary of DRTT's full Safeguarding Adults at Risk Policy. If you need this information in another format – large print, audio, translated, or with symbols – please ask a member of DRTT staff.*