

# ADULT SAFEGUARDING POLICY (2023)

## **About Maitri Studio**

Maitri Studio Ltd is a small limited company with only Directors Claire Ferry & Geoffrey Moore and freelance administrative help. However, Maitri Studio is used by many freelance teachers and therapists (henceforth “freelancers”) who rent rooms. While not employed by Maitri Studio, these freelancers undertake work on Maitri Studio premises and therefore we feel that Maitri Studio Ltd has a responsibility to ensure that all freelancers commit to adult safeguarding, so that our premises will be a safe space for all.

## **About this policy**

We have based this policy on online templates of adult safeguarding policies from various UK sources. In addition, we refer heavily to the adult safeguarding policy of the Yoga Fellowship of Northern Ireland (YFNI), to which we subscribe (<https://www.yfni.co.uk/yfni-safeguarding>).

## **Policy headline**

This policy applies to all staff including directors, and freelancers renting space at Maitri Studio, or anyone working on behalf of Maitri Studio Ltd.

The purposes of this policy are:

- to protect adults at risk who receive services at Maitri Studio, or from freelancers working elsewhere on behalf of Maitri Studio Ltd; and
- to provide all staff and freelancers with the overarching principles that guide our approach to safeguarding and protection of adults at risk.

We at Maitri Studio believe that no-one should experience abuse of any kind. We have a responsibility to promote the welfare of all adults at risk and to keep them safe. We are committed to practise in a way that protects them.

## **Legal framework**

Full policy definitions and legal background are laid out in the YFNI policy, including the definition of adults at risk and types of abuse, a list of legislation and definitions of other relevant terms.

## **Our policy**

This policy should be read alongside the procedures given in the appendices:

1. Good practice & code of behaviour
2. Reporting procedure when concerned about an adult at risk
3. Procedure for dealing with allegations against staff or freelancers
4. Useful numbers

# ADULT SAFEGUARDING POLICY (2023)

Maitri Studio will:

- promote zero-tolerance of harm to all adults at risk from abuse, exploitation or neglect;
- embed a culture which recognises every adult's right to respect and dignity, honesty, humanity and compassion in every aspect of their life;
- prevent and reduce the risk of harm to adults by raising awareness with all staff and freelancers; and
- establish guidance for reporting concerns.

We fully support the following principles, full definitions of which are given in the [YFNI policy](#):

- a rights-based approach
- an empowering approach
- a person-centred approach
- a consent drive approach
- a collaborative approach

All adults, regardless of age, ability or disability, gender, race, religious belief, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.

We seek to ensure that classes and workshops at Maitri Studio are inclusive and we already endeavour to make reasonable adjustments for any ability, disability or impairment (see also [disability access information](#) on our website).

Teachers and therapists have a shared responsibility to behave appropriately to ensure the safety of all. To this end we urge staff and freelancers to act in accordance with the code of behaviour in appendix 1.

The rights, dignity and worth of all adults will be respected. We recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse. Adults may also not identify themselves as someone 'at risk'.

## **Key roles & practice**

Claire Ferry is Designated Safeguarding Officer (DSO), but all Maitri Studio freelancers also have a responsibility to act on concerns of possible abuse and should inform relevant authorities and/or the DSO.

## ADULT SAFEGUARDING POLICY (2023)

All freelancers should be aware of their own need as self-employed persons to have safeguarding policies and to ask about safeguarding policies at other organisations where they work. Training is available with other organisations including VolunteerNow. Maitri Studio Ltd may organise periodic training in adult safeguarding for all freelancers to attend.

Staff or freelancers may become aware that abuse or poor practice is taking place, suspect abuse or poor practice may be occurring, or are told about something that may be abuse or poor practice.

The procedure initially is to contact the DSO, unless there is a concern of immediate danger in which case to contact the police immediately.

It is important when considering concerns that we also consider the needs and wishes of the person at risk, taking into account the nature of their concern.

The staff/freelancer present should make a note of the allegation using the words of the adult at risk as soon as possible using the form in the appendix. As long as it does not increase the risk to the individual, explaining that it is our duty to share this with the DSO and again if urgent then to the police. Further details are in appendix 2.

Maitri Studio will take any allegations about the behaviour of staff or freelancers very seriously and respond as set out in appendix 3.

### **Policy review**

This document will be reviewed and updated annually, or upon any major changes in the workplace should we become a larger organisation, including if we become an employer.

Agreed, signed and dated



CLAIRE FERRY (director)

21 September 2023



GEOFFREY MOORE (director)

21 September 2023



# ADULT SAFEGUARDING POLICY (2023)

Review date: 21 September 2024

# ADULT SAFEGUARDING POLICY (2023)

## **APPENDIX 1: GOOD PRACTICE & CODE OF BEHAVIOUR**

It can be difficult to distinguish poor practice from abuse, whether intentional or accidental. By adopting this code, we set out to protect adults, staff and freelancers from being placed in harmful situations.

All adults should be treated with respect and most yoga, Pilates, complementary therapies and other teaching professional bodies will have codes of conduct to which their members should adhere.

Maitri staff, freelancers and anyone working on Maitri Studio's behalf should:

- aim to make their teaching fun and enjoyable
- promote fairness
- not tolerate the use of prohibited or illegal substances
- treat all adults equally and preserve their dignity, take care to give students within a class similar levels of attention, time and respect
- respect the physical, social and emotional state of each person and work accordingly
- when working with adults at risk in particular develop realistic programmes with them and (where appropriate) their carers, not the teacher's own ambition
- build relationships on mutual trust and respect, encouraging all adults to take responsibility for their own development
- ensure that classes with adults at risk are not in a closed, secret environment but with carers or other teachers nearby and informed
- ensure physical contact is appropriate, necessary, consented and delivered in an open environment or with a carer present
- avoid forming intimate relationships with students as this may threaten group or individual relationships between student and teacher
- where possible, gain consent (and where appropriate from carer) if emergency first aid or other medical treatment is needed
- be aware of medical conditions, disabilities, existing injuries and medicines and keep written records of any accident or injury (see also our health & safety policy)
- maintain up to date emergency first aid training (every three years or more frequently if demanded by your insurer/professional body)
- follow up any allegations made in accordance with this policy

The following are poor practice and should be avoided:

- unnecessarily spending excessive amounts of time along with an individual adult
- engaging in rough, physical or sexually provocative games

## ADULT SAFEGUARDING POLICY (2023)

- allowing or engaging in inappropriate touching
- using language that might be regarded as inappropriate or may be hurtful or disrespectful
- making sexually suggestive comments, even in jest
- reducing someone to tears as a form of control (we recognise that students may often cry in classes when emotions are released for other reasons)
- taking an adult at risk along in a car or to your own home or office unaccompanied, or sharing a room if on a residential
- doing things of a personal nature that the adult at risk can do for themselves (e.g. dressing)

If during your care an adult at risk suffers any injury, seems distressed, appears to be sexually aroused, misunderstands or misinterprets something you have done, or anything else takes place that makes you feel unsure or insecure, report to another adult as soon as possible and write a report of the incident to submit to the DSO.

# ADULT SAFEGUARDING POLICY (2023)

## **APPENDIX 2: RESPONDING TO AN ADULT SAFEGUARDING CONCERN**

Maitri Studio Ltd recognises it has a duty to act on reports or suspicions of abuse or neglect. If you have a reason to believe that abuse is or may be taking place, you have a responsibility to act swiftly on this information.

If an adult at risk discloses abuse to you directly, you should follow this course of action:

- assure them you are taking the concerns seriously;
- do not be judgemental or jump to conclusions;
- listen carefully to what they are telling you, stay calm, get as clear a picture as you can, use open ended questions;
- do not start investigating or ask detailed or probing questions;
- explain that you have a duty to tell the Designated Safeguarding Officer; and
- reassure the person but do not make promises of confidentiality – the person needs to know you may share this information to help them.

Your responsibilities are:

1. To take action if there is current risk. If an urgent police presence is required to keep someone safe, call 999 and ask for police.
2. Do they need urgent medical assistance? If they do call 999 and ask for an ambulance.
3. If a crime has occurred, be aware of the need to preserve evidence.
4. Always inform the DSO. You cannot keep this information secret, even if the person asks you to. But reassure them that only those who need to know to help will be informed.
5. Clearly record what you have witnessed or been told, recording your responses and any actions taken using the form below.
6. If contacting the DSO would cause a delay and further risk, raise a safeguarding concern yourself or phone 999 immediately.
7. Raising a safeguarding concern is to report to the local Health and Social Care Trust: Belfast is on 028 9504 1744.

For allegations of previous abuse, advise the complainant to inform the PSNI. If they refuse, but you have enough identifying details and there could still be risk to others, you must share the information with the PSNI. For full details, we refer you to the YFNI policy on the same (page 10 <https://simplicitesolutions.com/yfni/wp-content/uploads/2020/03/YFNI-Safe-guarding-Adults-at-Risk-Policy-and-Procedure-for-publication-Feb-2018.pdf> ). There is also a flowchart on page 12 of the YFNI policy.

## ADULT SAFEGUARDING POLICY (2023)

|  |              |
|--|--------------|
| <b>INCIDENT RECORD FORM : ADULT SAFEGUARDING</b> |              |
| <i>Name of Yoga teacher/ group/club/venture</i>  |              |
| <b>Record completed by:</b>                      |              |
| <b>Position:</b>                                 | <b>Date:</b> |
| <b>Adult at Risks Name:</b>                      |              |
| <b>Adult at Risks Address:</b>                   |              |
| <b>Adult at Risks Date of Birth:</b>             |              |
| <b>Parents/Carer's Names and Address:</b>        |              |

|                                       |              |              |
|---------------------------------------|--------------|--------------|
| <b>Date and time of any incident:</b> | <b>Date:</b> | <b>Time:</b> |
| <b>Your Observations:</b>             |              |              |



## ADULT SAFEGUARDING POLICY (2023)

|  |   |
|--|---|
| <p><b>Detail exactly what the adult at risk said and what you said :</b><br/>(Remember do not lead the adult at risk – record actual details. Continue on a separate sheet if necessary)</p> |   |
| <p><b>Action taken so far:</b></p>   |   |
| <p><b>YFNI Adult Safeguarding Officer informed?</b>    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>   |   |
| <p><b>External Agencies contacted</b></p>  |   |
| <p><b>Police</b><br/><input type="checkbox"/> Yes <input type="checkbox"/> No<br/><b>Station contacted:</b></p>  | <p><b>Details of advice received:</b></p> |
| <p><b>Name:</b></p>  |   |
| <p><b>Contact no:</b></p>  |   |
| <p><b>Adult Protection Gateway Services</b><br/><input type="checkbox"/> Yes <input type="checkbox"/> No<br/><b>Office contacted:</b></p>  | <p><b>Details of advice received:</b></p> |
| <p><b>Name:</b></p>  |   |
| <p><b>Contact number:</b></p>  |   |
| <p><b>Local Council or Education Department (if appropriate)</b><br/><input type="checkbox"/> Yes <input type="checkbox"/> No<br/><b>Org name:</b></p>                                       | <p><b>Details of advice received:</b></p> |
| <p><b>Name:</b></p>  |   |
| <p><b>Contact number:</b></p>  |   |
| <p><b>LASPs</b><br/><input type="checkbox"/> Yes <input type="checkbox"/> No<br/><b>Name:</b></p>  | <p><b>Details of advice received:</b></p> |
| <p><b>Contact number:</b></p>  |   |

# ADULT SAFEGUARDING POLICY (2023)

## **APPENDIX 3: RESPONDING TO AN ALLEGATION AGAINST STAFF OR FREELANCERS**

Maitri Studio Ltd will ensure that any allegations against staff or freelancers (or indeed other adults attending classes) at Maitri Studio will be dealt with swiftly. Where staff or freelancers are thought to have committed a criminal offence the police will be informed. If a crime has been witnessed the police should be contacted immediately. The DSO will ensure that appropriate disciplinary procedures are co-ordinated: in the case of a suspected criminal offence, freelancers may no longer be able to rent rooms and teach at Maitri Studio.

In the event of such allegations, Maitri Studio would call the Health & Social Care Trust Gateway for advice unless a crime had obviously been committed in which case we would contact the PSNI. The HSCT may also involve the police.

If the allegation or concern raised related to the DSO, you should make the safeguarding referral directly.

## **APPENDIX 4: USEFUL CONTACTS**

Maitri Studio Designated Safeguarding Office: Claire Ferry 07743 841415

Health & Social Care Trusts – ask for the Adult Safeguarding Gateway team:

Belfast Trust 028 9504 1744

Regional Emergency Social Work Service including cover over bank holidays 028 9504 9999

### **Helplines**

24-hour Domestic Violence helpline 0800 917 1414

Action on Elder Abuse helpline 0808 808 8141

### **Other sources of advice**

Keeping Adults Safe: A Shared Responsibility (publication from Volunteer Now)

<https://www.volunteernow.co.uk/publications/keeping-adults-safe-a-shared-responsibility/> Volunteer Now also provides training

Commissioner for Older People in Northern Ireland 028 9089 0892

Ann Craft Trust <https://www.anncrafttrust.org/>