

## **IDTA procedural statement regarding allegations against IDTA members or IDTA staff regarding adult's safeguarding.**

This procedural statement is regarding allegations of harm and abuse by IDTA staff, volunteers, members or partners against adults who meet the criteria outlined in Section 42 of The Care Act 2014 as;

- having care and support needs (whether or not the local authority is aware of any of those needs)
- and is experiencing or at risk of experiencing abuse or neglect
- and who is, as a result of those care and support needs unable to protect themselves from the risk or experience of abuse or neglect.

From here on in this individual/s shall be referred to as 'the adult'.

This procedural statement is to be read in conjunction with the IDTA Safeguarding Adults' policy.

It is essential that any allegation of abuse made against a person who works with adults with care and support needs in any role, including those who work in a voluntary capacity, are dealt with fairly, quickly and consistently, in a way which provides effective protection for that adult and other adults and at the same time supports the person who is the subject of the allegation.

We do this to:

- Ensure that allegations are dealt with quickly and in a fair manner
- Prevent unsuitable people from working with adults with care and support needs
- Promote safe practice and challenge poor / unsafe practice
- Contribute to effective partnership working

This guidance document relates to all those who have association with the IDTA for example and not exclusively:

- IDTA staff
- IDTA member teacher and examiners
- The Board of Directors
- Volunteers, chaperones and assistants at the schools of IDTA member teachers,
- And concerns those working in positions of trust.

This procedure is applicable where it is believed that an individual may have:

- behaved or may have behaved in a way that is abusive or neglectful
- possibly committed a criminal offence against or related to that adult

or

- behaved towards an adult in a way that indicates they may pose a risk of harm to them or other adults with care and support needs.

for example:

- there are concerns about a person's behaviour or conduct in their personal or professional life that might indicate an unsuitability to work in that role
- concerns arise about a person's behaviour with regard to his / her own family and if they or their immediate family have been subject to an enquiry as a result of potential harm to another family member or an individual for whom they have caring responsibility

- concerns arise about the behaviour in the private or community life of an individual, their partner, member of their family or other household member

or

- concerns relate to inappropriate relationships

There are a number of sources from which a complaint or an allegation might arise, some examples include:

- directly from an individual
- from a family member or friend
- from Police or local authority social care
- from a member of the public
- from concerns generated through a professional relationship for example another dance teacher raises a concern
- disclosed anonymously or disclosed online

**Where ever a concern is raised you should ask for consent from the individual the concern is about and may only share information further with their informed consent. The only time it is acceptable to share without consent is if you believe the person you are speaking to is incapacitated and therefor unable to consent at that time and you feel there is an urgent need to share that information or there is a broader public protection risk that must be addressed.**

**All concerns should then be raised to IDTA head office**

When a concern is raised it will be:

Shared immediately with the IDTA designated safeguarding lead and / or the CEO of the IDTA. They will then share the information with the relevant adult social care safeguarding team. Where there are concerns about significant harm or immediate harm and the incident has occurred outside of working hours seek consent and then the appropriate area emergency duty team/ front door social care team or the police should be informed immediately. In all cases, whether you receive consent to share further or not the information should be recorded.

Keep a clear and comprehensive record of any allegations made including:

- events leading to the allegation or concern;
- circumstances and context of the allegation;
- details of any actions taken;
- details of any decisions reached;
- final outcome

These records will be kept by the IDTA.

The Designated safeguarding lead will discuss concerns with the local authority Safeguarding team as appropriate.

Where the designated safeguarding lead / LA safeguarding team and or police feel it is appropriate, the membership of the individual who has been accused will be temporarily suspended pending further exploration / investigation.

This is for the safety and welfare of both the adult involved and also the individual staff member. Suspension is a neutral, no accusatory act and will be made on the advice of the safeguarding team/ Police. Suspension will be made where:

- there is cause to suspect an adult who was unable to protect themselves by virtue of their care and support needs is at risk of/ or has suffered abuse or neglect
- the allegation warrants investigation by the Police
- Or there are other circumstances relating to the particular case that warrant suspension.

The IDTA will seek advice from Social Care or Police about how much information should be disclosed to the referred person. Subject to the restrictions on the information that can be shared, the IDTA should as soon as possible inform the referred person about:

- the nature of the allegation,
- how enquiries will be conducted
- the possible outcome.

The referred individual should:

- be treated fairly and honestly and helped to understand the concerns expressed and processes involved
- be provided with support throughout the investigative process and be advised to seek appropriate support
- be kept informed of the progress and outcome of any investigation and the implications for any IDTA process
- be given a named point of contact in the organisation, usually the designated safeguarding lead.

If an allegation or concern arises about an IDTA member outside of their work and this may present a risk the general principles outlined in these procedures will still apply. If the member lives in a different authority area to that which covers their workplace, liaison should take place between the relevant agencies in both areas.

The IDTA designated safeguarding lead will provide all necessary information and work with the Social Care team on any ongoing section 42 enquiry and/ or share all necessary information with the Police and will feed back to the CEO to ensure the IDTA is fully aware of any issues that may affect the association or its membership. The purpose of Section 42 enquiries is to explore what has caused the abuse or neglect and ensure that further abuse or neglect is prevented in line with the views, wishes, feelings and beliefs of that individual and to consider appropriate safeguards as well as to support that adult towards resolution and recovery.

Following completed Social Care and Police process a decision must be made by the CEO of the IDTA as to whether the individual should retain their IDTA membership status. The Board of Directors should be advised by the COE and/ or DSP on recommendations from the section 42 Social Care enquiry and / or police and the decision made.

Where the decision is made that no further action should be taken, or the allegation is considered by the relevant authorities to be false, malicious or unfounded the suspension ban can be lifted. The individual should receive confirmation of this from the IDTA and the local authority in writing with a rationale for this decision.

Where the allegation is investigated and the individual is prosecuted and convicted or the allegation is substantiated the members IDTA membership should be terminated.

In certain circumstances an individual may not be prosecuted or convicted however the IDTA still reserves the right to terminate membership, for example if an allegation is unsubstantiated but there is a significant possibility of risk of further abuse or neglect the IDTA will be advised by the police and the local authority on this matter and will act in the best interest of the individual and the IDTA, its wider membership and its reputation.

Termination of membership: if an allegation is made against a member and that member voluntarily terminates their membership this does not mean the allegation should not be raised, Information must still be shared with the Local authority safeguarding team and / or the police.

Information sharing and consent:

Every effort should be made to maintain confidentiality and guard against unwanted publicity whilst an allegation is being investigated or considered. Information should be restricted to those who have a need to know in order to protect, facilitate enquiries and manage disciplinary processes.

Consent should be sought for all information shared, in accordance with the IDTA safeguarding policy, where it is safe and appropriate to do so.

This procedure will be reviewed annually:

Date of last review 20<sup>th</sup> May 2020

Reviewing Individual: Victoria Race, Designated Safeguarding Lead.