



JOYTI KAUR

# Joyti Kaur Art Safeguarding Adults Policy

## The scope and purpose of this policy statement

Joyti Kaur Art acknowledges the duty of care to safeguard and promote the welfare of adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice. The Policy is informed by the NHS Social Care and Support Guide.

Joyti Kaur Art provides face-to-face art workshops for adults. These lessons can be in the form of weekly classes, less frequent workshops, summer camp, summer camp days, less frequent arty parties or regular 1-1 tuition and will be referred to collectively as 'services'. This specific safeguarding policy is to express how Joyti Kaur Art keep vulnerable adults safe. Joyti Kaur Art expects carers to support to provide a safe space within which attendees can enjoy the art sessions.

The purpose of this policy statement is:

- to protect vulnerable adults from harm. This includes the vulnerable adults who use our services
- to share the overarching principles that guide Joyti Kaur Art approach to adult protection. This policy applies to anyone at Joyti Kaur Art, volunteers, sessional workers, agency staff and students, relatives of adults who attend classes.

## Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect vulnerable adults in England. A summary of the key legislation and guidance is available from [Abuse and neglect of adults at risk \(safeguarding\) - Social care and support guide - NHS \(www.nhs.uk\)](https://www.nhs.uk) The policy was developed with reference to NHS guidelines, who see adult welfare as paramount, as enshrined in The Care Act 2014

## **Atmosphere at Art Sessions**

- Joyti Kaur Art aims to deliver stimulating art sessions for adults. Groups do constitute of a fun environment. However, these sessions require a reasonable degree of calm and an atmosphere within which the majority can concentrate within a group session. Joyti Kaur Art aims to retain this atmosphere for the safety and comfort of all attendees equally and will raise any concerns initially with the adult, and if problems persist, with carers and other professional bodies. Joyti Kaur Art reserves the right to refuse a place to an adult based on disruptive or disrespectful behaviour, disengagement or behaviour that threatens this calm and therefore could threaten the safety and wellbeing of the other attendees. Please see supporting Document regarding Anti Bullying and Behaviour Policy.
- 
- Adults will be working in the Joyti Kaur Art studio available on the premises, organised venue; a single open-plan shared space. On occasion this may be held outside. Adults can expect not to be isolated in the normal course of events.
- Joyti Kaur Art takes a hands-off approach to teaching, unless in the case of a true emergency, where the life of a vulnerable adult is threatened.
- Attendees are supported on an individual basis and this one to one discussion will be held in the club at a table shared by other adults.
- Joyti Kaur Art is reasonably responsible for the safety of all in the session, and any concerns should be reported to them. For many of these occasions, it's hoped that they can be resolved between the parent and the Teacher.

## **Responsible adult/ carer Agreement with Joyti Kaur Art**

- Adults are required to be left in the art studio for the duration of the session.
- No vulnerable adult can attend the session without the responsible adult/carers having completed the booking form, detailing any medical or care needs, emergency contact information and accepting Terms

and Condition Policy, Anti Bullying and Behaviour Policy and having accepted this Safeguarding Policy.

- Adults must be collected without delay (an additional fee may apply should there be a delay) and not earlier than the stated end time unless we have been made aware via email prior to the session. We are happy to stay up to an additional 10 minutes on up to two occasions if required. Adults must be collected by their responsible adult contact /carer, unless prior written arrangement is given for someone else to collect the vulnerable adult. If these arrangements are sprung on Joyti Kaur Art without prior arrangement, and the vulnerable adult gives any cause for concern, we will expect the responsible adult/ carer to answer the nominated phone number that we have on record. In the event that the responsible adult /carer is very late collecting the vulnerable adult, Joyti Kaur Art may unavoidably end up being alone with the vulnerable adult, if everyone else has been collected promptly.

**Responsible adults/ carers are permitted to stay for sessions, should they wish to participate this will be at additional fee per adult and is dependent on space availability. Adults who have booked prior to the start of the session are the active member for sessions to create art and learn. For reasons of unknown DBS check status and for the safety of other vulnerable adults, responsible adults/ carers are to not be able to be alone with another vulnerable adult in the group**

## **Supporting documents - see below**

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents

We believe that:

- vulnerable adults should never experience abuse of any kind
- we have a responsibility to promote the welfare of all vulnerable adults, to keep them safe and to practise in a way that protects them
  - All vulnerable adults, regardless of disability, cultural group and ethnicity, age, gender identity, sexual identity, religion and language needs should have the same protection. Any discrimination from other students, adults or will be challenged.

We recognise that:

- the welfare of vulnerable adults is paramount in all the work we do and in all the decisions we take
- working in partnership with vulnerable adults, their carer and other agencies is essential in promoting their welfare

- all vulnerable adults, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some vulnerable adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- extra safeguards may be needed to keep adults who are additionally vulnerable safe from abuse

Find out more about:

- safeguarding adults against abuse and neglect -

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/321308/Factsheet\\_7.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/321308/Factsheet_7.pdf)

- [Abuse and neglect of adults at risk \(safeguarding\) - Social care and support guide - NHS \(www.nhs.uk\)](http://www.nhs.uk)

We will seek to keep vulnerable adults safe by:

- valuing, listening to and respecting them
- appointing a nominated protection lead for vulnerable adults.
- adopting safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the Information Commissioner's Office: [ico.org.uk/fororganisations](http://ico.org.uk/fororganisations)]
- making sure that vulnerable adults and their families know where to go for help if they have a concern
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving vulnerable adults families and carers appropriately
- using our procedures to manage any allegations against Joyti Kaur Art staff
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our vulnerable adults, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance

- building a safeguarding culture where staff and volunteers, vulnerable adults and their families, treat each other with respect and are comfortable about sharing concerns.

## **Recording concerns and information sharing**

Directors of adult social services (ADASS) – provides the public and professionals with advice, information and support for adults who are vulnerable and at risk.

Joyti Kaur Art may contact the ADASS if we:

- are worried about a vulnerable adult who is at risk of (or is being) hurt or abused
- know of an adult who may be vulnerable without additional help and support
- want to know more about services to support vulnerable adults
- are concerned, but not sure a vulnerable adult is at risk. We will discuss the circumstances with the ADASS.

[County Hall, Fishergate, Preston PR1 8XN](#)  
[01772 534390](#)

There is no information on ADASS website regarding opening and closing times

Joyti Kaur Art Statement:

In the event that an adult makes a disclosure, we have to make it clear to the adult or responsible adult/ carer that we cannot promise to keep it secret if we feel they are at risk and we must pass it on to the relevant agency or body for further investigation.

## **Contact details**

Nominated vulnerable protection lead: The Teacher

Name: Joyti Kaur

Phone/email: [07918325024](tel:07918325024) [Joytikaurkalsi@outlook.com](mailto:Joytikaurkalsi@outlook.com)

Or relevant staff on site for sessions

Reviewing this Policy

We are committed to reviewing our policy and good practice annually. This policy was last reviewed on: .....October 2024  
2024.....(date)

Signed: .....Joyti  
Kaur.....

Date: .....March  
2024.....

# Supporting Documents

2024

## Recording concerns and information sharing

Vulnerable adults may be signposted to the organisations as per this page  
[Domestic violence and abuse - getting help - Citizens Advice](#)

As above ADASS provides the public and professionals with advice, information and support for adults who are vulnerable and at risk.

ADASS can help if you:

- are worried about an adult who is at risk of (or is being) hurt or abused
- know of a adult who may be vulnerable without additional help and support
- want to know more about services to support adults and their families

If you're concerned, but not sure an adult is at risk:

Discuss the circumstances with us or with someone else who works with vulnerable adults, such as a teacher or health visitor. All professionals who work with vulnerable adults have a responsibility to safeguard them and will know how to help.

### **Contact ADASS during working hours.**

If you're a member of the public please telephone or e-mail the team.

- [01772 534390](tel:01772534390)
- [team@adass.org.uk](mailto:team@adass.org.uk)

## **Dealing with disclosures and concerns about a vulnerable adult**

In the event that a vulnerable adult makes a disclosure, we have to make it clear to the adult that we cannot promise to keep it secret if I feel they are at risk and I must pass it on to the relevant agency or body for further investigation.

## **Vulnerable adult protection records retention and storage**

Records will not be kept, aside from email evidence of initial referral to local agency.

## **Code of conduct for staff**

Available on Request.

## **Behaviour codes for adults**

Please see Anti Bullying and Behaviour Policy

## **Photography and sharing images guidance**

Joyti Kaur Art frequently celebrates all attendees art by taking photographs or videos and posting them to the Facebook/Instagram/ tik tok/ X page and/or Joyti Kaur Art website and newsletter.

Attendees are to provide written notice should they wish for their photograph or video content not to be shared. We also share images of artwork for paid for marketing purposes.

By attending a Joyti Kaur Art session, you are agreeing that photographs/videos can be taken.

## **Anti-bullying**

Bullying will not be tolerated. See Anti Bullying and Behaviour Policy

## **Whistleblowing**

As per the safeguarding document, if Joyti Kaur Art feels that a vulnerable adult is at risk from any adult whilst in the studio premises or during an activity provided by Joyti Kaur Art, we will raise this with the local relevant agency.

## **Health and safety and emergency procedures**

In the event of an emergency, Joyti Kaur Art will dial 999. We will make all reasonable effort to inform relevant responsible adults/ carers whenever we feel it is safe and possible to do so.

The Teacher will be first aid trained. In case of fire safety, all attendees are to safely evacuate the premises using fire exits and wait at the discussed meeting point. carers/ attendees are to make the group lead aware of any allergies. Any prescribed medication an attendee is required to take must be stored safely and securely in their on-person bag. Responsible adults are to let Joyti Kaur Art lead know of any medication required via writing. Attendees are not to smoke on the premises and there shall be no alcohol present. A first aid kit is available if required. Attendees are expected to maintain appropriate standards of hygiene and cleanliness and are requested to refrain from attendance should they have any contagious disease or illness this is to ensure the safety of all attendees.

## **Venue Risk Assessment**

Available on Request.

## **Adult to vulnerable supervision ratios and Lone working**

Joyti Kaur Art's adult classes are for individuals 18 and over. These classes will be capped at 30 adults per session.

## **Lone Working/1-1 tutoring**

- As a lone provider and 1-1 tutor, The Teacher will arrange a meeting with the vulnerable adult and the relevant responsible adult or carer to agree what will happen during 1-1 sessions, when and where they will take place. On occasion group sessions may not be available due to attendance and other circumstances.
- The Teacher will provide a copy of Joyti Kaur Art's Safeguarding Policy.
- In discussion with the responsible adult /carer, we will consider if it's appropriate for a carer or another trusted adult to be present during the session.
- If the vulnerable adult and/ or their carers are happy for The Teacher to work alone with the vulnerable adult, we will obtain written consent.



- If we are working alone unexpectedly with a vulnerable adult, for example if a responsible adult /carer is late to collect the vulnerable adult and we are alone together, we will make sure that other people can see us – i.e. stand by the door or window in the studio.
- Joyti Kaur Art do not provide personal hygiene care, attendees are expected to use available toilets on premises independently.