

DEEP ROOTS TALL TREES

VULNERABLE ADULT PROTECTION POLICY

This is the Vulnerable Adults Policy Statement of: **Deep Roots Tall Trees (DRTT)**.

DRTT promotes a culture of openness and encouragement, supported by clear and fair boundaries for all including vulnerable adults – that is:

- All vulnerable adults should be protected from harm.
- All vulnerable adults are entitled to be treated with respect and have their views heard.
- All vulnerable adults are entitled to benefit from opportunities to achieve their potential.
- All vulnerable adults should be treated with equal regard for their diverse backgrounds and family circumstances.
- It should be recognised that some vulnerable adults are particularly vulnerable.

REPORTING PROCEDURE

If any worker or group member has concern for the welfare of a vulnerable adult, a written record of the concern should be made immediately and given to the Artistic Director ONLY and the concern should not be shared with anybody else. The Artistic Director has the responsibility to decide whether that concern needs to be acted on and how, and the Artistic Director will notify the correct organisations to deal with the concern. It is the responsibility of the worker or group member to report the concern. However, the worker or group member should not deal with the concern him or herself.

A record of the following details will be made:

- Name of vulnerable adult.
- Address of vulnerable adult.
- Relevant phone numbers.
- What is said to have happened or what was seen.
- When it occurred.
- Who else was there.

- What was said by those involved.
- Whether there is actual evidence.
- Who has been told about it.
- Who was concerned.
- Was the vulnerable adult able to say what happened.
- Whether carers have been advised.

At the discretion of the Artistic Director in consultation with the Chair and Board of Trustees, the information will be shared with the relevant authorities/teams. If designated as a non-emergency referral, the Artistic Director will forward details to the relevant authorities/referral teams (see Appendix A). In an emergency, or if it is believed a crime has been committed, then the Artistic Director will contact the police as soon as possible.

DRTT SAFEGUARDING LEADS

Artistic Director, Neil Paris – neil.paris@deeprootstalltrees.org
 Chair of Trustees, Di Goldsmith - diane.goldsmith@hotmail.com

THE ROLE OF TRUSTEES

The Trustees are ultimately responsible for ensuring the Vulnerable Adults Protection Policy is in place. Where DRTT personnel have a vulnerable adult protection concern about the Artistic Director, this should be referred to the Chair of the Trustees immediately, who will follow the reporting procedure as outlined above.

TRAINING FOR SAFEGUARDING LEADS

The Artistic Director and Chair will undertake training in safeguarding and child and vulnerable adults protection every two years.

RECORD RETENTION PERIODS – GUIDING PRINCIPLES

In order to determine how long records should be kept there are a number of guiding principles.

The *Data Protection Act 1998* requires that personal information should be:

- adequate, relevant and not excessive for the purposes(s) for which they are held (third

principle)

- accurate and where necessary kept up to date (sixth principle)
- not kept for longer than is necessary for its purpose(s) (fifth principle).

The Board of Trustees have decided that, in line with these Guiding Principles, records will be kept for a minimum of six years.

Living Document

Important note. This is a living document and the definitive version is on the DRTT OneDrive system. Updates and amendments should be expected. The Policy will be reviewed on a biennial basis, or to reflect updates in legislation. This Policy is next due for renewal in February 2025.

This version was reviewed in February 2023.

APPENDIX

REFERRALS

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

NORTH NORTHAMPTONSHIRE

If the adult resides in North Northamptonshire, non-urgent and non-emergency referrals should be made via the following online form, available here:

<https://northamptonshire-self.achieveservice.com/service/Complete an adult safeguarding notification NN C>

All non-emergency but **URGENT** referrals should be made to North Northamptonshire Council Customer Service Centre which will direct you to the relevant department:

- **Tel: 0300 126 3000**

WEST NORTHAMPTONSHIRE

If the adult resides in West Northamptonshire, non-urgent and non-emergency referrals should be made via the following online form, available here:

<https://northamptonshire-self.achieveservice.com/service/Complete an adult safeguarding notification W NC>

All non-emergency but **URGENT** referrals should be made to North Northamptonshire Council Customer Service Centre which will direct you to the relevant department:

- **Tel: 0300 126 7000**

GENERAL (covering both counties)

Out-of-hours support can be obtained at:

- **Tel: 01604 626938**

General enquiries can be addressed via email at:

- **adultcarenc@northamptonshire.gov.uk**