



Adult Safeguarding Policy for Mission Accomplished Ltd

Last Review Date: 22nd January 2025
Next Review Date: 22nd January 2026
Responsible person: Alison Grade, CEO

Introduction	2
Key Contacts	2
Mission Accomplished - Designated Safeguarding Leads (DSLs)	2
External Contacts	2
Recognising Abuse	3
Definition of an Adult at Risk of Abuse	3
Indicators of Abuse	3
Recognising the Signs of Abuse	3
Key Principles of Adult Safeguarding	3
Types of Abuse	4
Radicalisation to Terrorism	5
Safe Recruitment and Selection	5
Is there a Person in a Position of Trust Involved?	5
Online Safety	6
Training and Awareness	6
Mental Capacity	7
Confidentiality and Information Sharing	7
Recording and Record Keeping	7
Whistleblowing	7
Procedures in Response to Disclosures or Concerns	8
Industry Providers, Work Placements and Mentoring	9
BOA Stage & Screen Academy (Create Central Skills Accelerator Programme)	10
BOA Stage & Screen – Designated Safeguarding Leads	10



Introduction

This policy is to make sure that Mission Accomplished Ltd has all the right things in place to protect and safeguard adults.

Mission Accomplished Ltd believes in protecting an adult's right to live in safety, free from abuse and neglect. This policy sets out the roles and responsibilities of Mission Accomplished Ltd in working together in promoting the adult's welfare and safeguarding them from abuse and neglect. Employees, Freelancers and Volunteers should be made aware of how this policy can be accessed.

This policy and related procedures are applicable to the Chief Executive Officer, employees, freelancers and volunteers of Mission Accomplished Ltd. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Key Contacts

Mission Accomplished - Designated Safeguarding Leads (DSLs)

If you are concerned about a learner, please report immediately to:

- Danielle McGirr - Designated Safeguarding Lead (DSL) and Project Manager
(07536 067 728 / danielle@mission.guru)

Or in her absence;

- Piper Jady – Deputy Designated Safeguarding Lead (DDSL) on TV & Film Fusion and Near Peer Facilitator
(07494 906 178 / Piper.Jady@boa-stageandscreen.co.uk)

Or in her absence;

- Alison Grade – CEO, Mission Accomplished Ltd
(07802 757 957 / alison@mission.guru)

External Contacts

Birmingham Adult Social Care:

0121 303 1234 (working hours, Monday to Friday, 9:00am to 5:00pm)

0121 675 4806 (Emergency outside of usual working hours)

Birmingham Prevent Manager:

Sean Arbutnot (sean.arbutnot@birmingham.gov.uk 0121 303 7682 / 07970 299 615)

National Police Prevent Advice Line

0800 011 3764

Contacting the Police

If you believe someone is in immediate danger, phone 999.

Otherwise, report crimes to West Midlands Police by phone: 101.



Recognising Abuse

Definition of an Adult at Risk of Abuse

The Care Act 2014, as amended by The Health and Care Act 2022 (the “Acts”) define an adult at risk as someone who is 18 or older who has care and support needs and is experiencing, or at risk of, abuse or neglect, and as a result of those care and support needs is unable to protect themselves from the risk or experience of abuse or neglect.

Indicators of Abuse

- Injuries that are unexplained or inconsistent with the person's lifestyle
- Bruising, cuts, welts, burns, or marks on the body
- Loss of hair in clumps
- Frequent injuries
- Unexplained falls
- Subdued or changed behaviour in the presence of a particular person
- Signs of malnutrition
- Failure to seek medical treatment

Recognising the Signs of Abuse

Employees, Freelancers and Volunteers are well-placed to identify abuse the adult may say or do things that let you know something is wrong. It may come in the form of a disclosure, complaint, or an expression of concern. Everyone within the organisation should understand what to do, and where to go to get help, support and advice. See [Training and Awareness](#) for more information.

Key Principles of Adult Safeguarding

The Acts set out the statutory requirement for local authorities, health, police and other agencies to both develop and assess the effectiveness of their local safeguarding arrangements.

It sets out a clear legal framework for how local authorities and other parts of the health and care system should protect adults at risk of abuse or neglect.

Mission Accomplished Ltd is guided by the six key principles set out in the Acts and promotes these six principles in our work:

Empowerment	People being supported and encouraged to make their own decisions and give informed consent
Prevention	It is better to take action before harm occurs
Proportionality	The least intrusive response appropriate to the risk presented
Protection	Support and representation for those in greatest need
Partnership	Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.



Accountability Accountability and transparency in delivering safeguarding

Types of Abuse

The Acts define the following areas of abuse. These are not exhaustive but are a guide to behaviour that may lead to a safeguarding enquiry. These include:

Physical Abuse Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Domestic Violence / Abuse Including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

Exploitation Including sexual and/or criminal exploitation

Sexual Abuse Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography.

Witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological Abuse Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or Material Abuse Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse of misappropriation of property, possessions or benefits.

Modern Slavery Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and those who coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory Abuse Including forms of harassment, slurs or similar treatment because you are, or are perceived to be different due to race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational Abuse Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example or in relation to care provided in one's own home. This may range from one off incidents to long-term ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes or practices within an organisation.



Neglect and Acts of Omission

Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Self-Neglect

This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding

Female Genital Mutilation

Signs such as anxiety, mentions of a special ceremony, or plans to travel abroad. Physical indicators may include pain, infection, or incontinence.

Radicalisation to Terrorism

The Government through its PREVENT programme has highlighted how some adults may be vulnerable to exploitation and radicalisation and involvement in terrorism.

Signs and indicators of radicalisation may include:

- Being in contact with extremist recruiters.
- Articulating support for violent extremist causes or leaders.
- Accessing violent extremist websites, especially those with a social networking element.
- Possessing violent extremist literature.
- Using extremist narratives to explain personal disadvantage.
- Justifying the use of violence to solve societal issues.
- Joining extremist organisations.
- Significant changes to appearance and/or behaviour.

Safe Recruitment and Selection

Mission Accomplished Ltd is committed to safe employment and safe recruitment practices, that reduce the risk of harm to adults with care and support needs from people unsuitable to work with them.

Mission Accomplished Ltd has policies and procedures that cover the recruitment and record keeping of all employees, freelancers and volunteers.

Is there a Person in a Position of Trust Involved?

In any instance of safeguarding, consideration must be given as to whether an allegation has been made against a person in a position of trust (PiPoT) and who may be a risk to others. This can be anyone from a formal employee, freelancer or volunteer, to an informal carer.



Online Safety

Safe Online Practices

- All online sessions must be conducted through secure, password-protected platforms approved by Mission Accomplished Ltd.
- Learners and staff must use professional and respectful communication during all online interactions.
- Personal data, including email addresses and contact information, must not be shared publicly or without consent.

Online Behaviour Expectations

- Harassment, bullying, or discriminatory behaviour online will not be tolerated.
- Learners and staff must report any inappropriate content or behaviour to the DSL.
- Copyrighted materials must not be used or shared without proper authorisation.

Privacy and Data Protection

- All personal data collected for online learning will be handled in compliance with the Data Protection Act 2018 and GDPR.
- Learners must ensure their devices are protected with appropriate security measures, such as up-to-date antivirus software.

Safeguarding Measures

- If you have any concerns relating to your online safety refer them to the DSL.
- Regular training on online safety will be provided to both staff and learners.
- Filtering and firewall systems are in place to prevent individuals from accessing extremist content via company WLAN and at all training locations.
- Any incidents of online harm will be promptly addressed by the DSL and, where necessary, referred to appropriate external authorities.

Training and Awareness

Mission Accomplished Ltd will ensure an appropriate level of safeguarding and e-safety training is available to its Employees, Freelancers and Volunteers and any relevant persons linked to the organisation who requires it (e.g. freelancers / contractors).

For all employees who are working or volunteering with adults at risk this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in Safeguarding Adults.
- Recognise an adult potentially in need of safeguarding and take action.
- Understand how to report a safeguarding Alert.
- Understand dignity and respect when working with individuals.
- Understand online safety procedures and remain in control of online learning platforms.
- Have knowledge of the Safeguarding Adults Policy

Appropriate safeguarding and e-safety training will be mandatory for all new starter Employees within two weeks of their start date of employment and, where deemed necessary for Freelancers and Volunteers (depending on their level of interaction with learners and the context of the training), upon commencement of their contract and ahead of interactions taking place with learners.



Employees to update training every two years.

DSL to review safeguarding measures and policies with advice the Local Authority on a yearly basis and feedback updates to the company.

Training log to be recorded and regularly reviewed by the DSL.

Mental Capacity

1. The MCA defines someone is lacking capacity, because of an illness or disability such as a mental health problem, dementia or a learning disability, who cannot do one or more of the following four things:
2. Understand information given to them about a particular decision
3. Retain that information long enough to be able to make the decision
4. Weigh up the information available to make the decision

Refer to the Mental Capacity Act Code of Practice,
<https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>.

Mission Accomplished Ltd will involve an advocate if the person lacks capacity to make decisions about a safeguarding concern.

Support and guidance will be sought from Birmingham Adult Social Care should anyone have concerns regarding an adult's capacity.

Confidentiality and Information Sharing

Mission Accomplished Ltd expects all Employees, Freelancers and Volunteers to maintain confidentiality.

Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if an adult is deemed to be at risk of harm or contact the police if they are in immediate danger, or a crime has been committed.

Employees, Freelancers and Volunteers must not promise confidentiality in case the situation is illegal and requires police action, however, reassurance can be offered that nothing will be done without their knowledge.

Recording and Record Keeping

A written record must be kept about any concern regarding an adult with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made. Dates and time stamps should be included throughout.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

Whistleblowing

Mission Accomplished Ltd is committed to ensuring that Employees, Freelancers and Volunteers who in good faith whistle-blow in the public interest, will be protected from reprisals and victimisation.



Procedures in Response to Disclosures or Concerns

The nominated DSL and DDSL take lead responsibility for adult learner protection and wider safeguarding on our training courses.

In addition to in person training, this includes online safety, and understanding our filtering and monitoring processes on course platforms and communications to keep learners safe online.

If any member of the course team suspects that a learner may be a victim of abuse, they must immediately inform the DSL of their concerns.

The DSL will log all concerns and work with the appropriate agencies e.g. Adult Social Care. Mission Accomplished uses the common referral procedures available online as per Local Authority/Adult Services.

If a learner personally confides an incident and only wishes to speak to a member of staff, staff must:

- Inform them that you have a responsibility to report all incidents of abuse.
- Reassure them they have done the right thing.
- Leave questioning to the Police / Adult Services. If you contaminate evidence with incorrect questioning, you may put the learner at risk.
- Be honest about what happens next. If a learner has told you about an incident, it is because they want help and look to you to give help.
- Contact the DSL immediately via phone or in person (in their absence, the DDSL).
- Make detailed notes immediately (no later than one hour later) of what the learner has said quoting the learner's words verbatim. Include specific dates and times of all conversations. This referral should be emailed directly to the DSL with the subject heading PRIVATE AND CONFIDENTIAL and if you have handwritten any notes, these should be scanned and attached.
- Be aware that if you are unable to speak to the DSL or DDSL, the CEO will be on call and is also trained to pick up matters of concern.

The team member should not:

- Investigate the matter independently, especially through questioning the learner.
- Only in exceptional circumstances such as in emergency or when there is a genuine concern that appropriate action has not been taken, team members can speak directly to Adult Services. If a referral is made, the DSL should be informed as soon as possible.
- Discuss the disclosure with anyone unless instructed by the DSL or DDSL.

If a team member is concerned that a learner is at risk according to any of the definitions, they should discuss the matter with the DSL, who will:

- Collect any other relevant information from colleagues / other agencies.
- Make a decision as to whether or not there are sufficient grounds to refer the matter to the appropriate agencies.



- Inform the member of the team and others concerned of the decision and future action to be taken, where appropriate.
- If, at any point, there is a risk of immediate serious harm to a learner, make a referral to Adult Social Care immediately.

Safeguarding incidents and/or behaviours can be associated with factors outside the course and/or can occur between learners outside of these environments.

The DSL will liaise with team members on matters of safety and safeguarding and act as a source of support, advice and expertise for team members.

The DSL will ensure that adult learners who are at risk will have an advocate present if there is police involvement.

If after a referral the learner's situation does not appear to be improving, the DSL should press for re-consideration to ensure their concerns have been addressed and that the learner's situation improves.

Industry Providers, Work Placements and Mentoring

Industry professionals should be competent in their work role, mature in their attitudes and able to establish a good working relationship with the learners when providing guest speaker sessions or during mentoring.

Industry providers and companies who provide work placements for our learners have an obligation to provide a safe working environment for their staff and learners on placements and a responsibility to protect those learners.

Work placement providers will receive a copy of the Mission Accomplished Safeguarding Policy and information relating to their responsibility for safeguarding.

A member of the Senior Leadership Team will include safeguarding discussions as part of reviews surrounding Work Placements and Mentoring with team members and learners.

Industry providers and companies will receive information relating to safe practice in the workplace and safeguarding contact details.

An appropriate level of supervision of learners must be provided, at all times.

Mission Accomplished must be notified immediately of any accident pertaining to the learner while on placement.

Mission Accomplished must be notified immediately if the learners fails to attend their placement.

Mission Accomplished must be notified immediately of any instance of indiscipline that requires the learner to be removed from the workplace.

Mission Accomplished and the workplace provider will agree the best course of action and will follow up with the learner where appropriate.

If any learner makes an allegation during or following working with industry professionals about mistreatment, it may have to be referred to an outside agency for investigation. It is important to obtain a statement from the learner, with permission if it is to be referred outside of Mission Accomplished.



BOA Stage & Screen Academy (Create Central Skills Accelerator Programme)

BOA Stage and Screen students who are invited to contribute as on-screen talent for the Create Central Skills Accelerator TV and Film Fusion course will fall under the BOA Stage and Screen Safeguarding and Child Protection Policy.

Any concerns raised involving a BOA Stage and Screen student MUST be reported to BOA Stage and Screen Designated Safeguarding Leads within 24 hours.

BOA Stage & Screen – Designated Safeguarding Leads

- Michelle Hill - Designated Safeguarding Lead and Assistant Principal
(michelle.hill@boa-stageandscreen.co.uk)
- Megan Knight - Deputy Designated Safeguarding Lead and Pastoral Manager
(megan.rogers@boa-stageandscreen.co.uk)