



Green Room Place (GRP) Safeguarding Vulnerable Adults Policy

Updated & Approved by Company Directors and Qualified Pastoral Staff on January 27th, 2025.

1. Policy Statement

Green Room Place (GRP) is committed to safeguarding and promoting the welfare of vulnerable adults, both students and staff, who participate in its courses, residencies, and events. This policy outlines the procedures in place to prevent the abuse, neglect, and exploitation of vulnerable adults and ensures that both participants and staff are treated with dignity, respect, and fairness.

A **vulnerable adult** is defined as any person aged 18 or over who may be at risk of abuse, neglect, or exploitation due to personal circumstances, physical or mental health conditions, disabilities, age, dependency, or other factors that may impair their ability to protect themselves. GRP recognises the heightened vulnerability of individuals in certain situations and is committed to providing a safe and supportive environment.

This policy applies to all individuals working, volunteering, or taking part in GRP's activities, including staff, volunteers, students, and external contractors.

2. Scope of the Policy

This policy applies to:

- **Students** attending GRP courses, residencies, or events who may be classified as vulnerable adults due to physical, mental, or emotional health challenges, or other vulnerabilities.
- **Staff** members working with vulnerable adults, including those in leadership, teaching, pastoral, and support roles.

All staff, whether they are involved in directly delivering the courses, in pastoral care, or support roles, will receive training to help them recognise and address potential safeguarding issues with vulnerable adults.

3. Responsibilities of GRP Staff and Contractors

- **Duty of Care:** GRP staff and contractors have a legal and moral obligation to ensure the safety and wellbeing of vulnerable adults in their care. This includes actively monitoring for signs of abuse or neglect and taking immediate action when concerns arise.
- **Code of Conduct:** Staff are expected to follow GRP's code of conduct, which includes maintaining professional boundaries, ensuring transparent communication, and acting in the best interest of vulnerable adults. Inappropriate physical or emotional contact with vulnerable adults will not be tolerated under any circumstances.
- **Training:** All GRP staff and contractors will receive regular safeguarding and vulnerability awareness training, including:
 - How to recognise signs of abuse, neglect, or exploitation
 - Reporting and escalation procedures
 - Supporting vulnerable adults with specific needs or challenges
- **Recruitment and DBS Checks:** GRP will ensure that all staff and contractors working directly with vulnerable adults undergo comprehensive recruitment checks, including an enhanced Disclosure and Barring Service (DBS) check. Those who work with vulnerable adults must also have the appropriate experience and qualifications, and must follow GRP's safeguarding procedures.

4. Safeguarding for Vulnerable Adult Students

GRP's courses, residencies, and events are designed to provide an educational and enriching experience for all students, including vulnerable adults. We acknowledge the specific needs of these individuals and offer tailored support when required.

- **Risk Assessments:** Before each course or residency, GRP will conduct risk assessments for vulnerable adult students, considering any personal health, mental health, or social factors that might affect their participation. Appropriate adjustments, additional support, or accommodations will be provided as necessary to ensure their safety and wellbeing.
- **Support Plans:** In cases where a student requires additional support, GRP will work with the student and their family or carers to develop a support plan. This plan will detail specific accommodations, adjustments, and procedures to ensure that the student can fully participate in the course while being kept safe.
- **Safeguarding Concerns:** If a safeguarding concern arises with a vulnerable adult student, staff are required to follow the **GRP Safeguarding Procedures**. This includes immediately reporting the concern to the Nominated Safeguarding Officer (NSO) or Designated Safeguarding Lead (DSL). The incident will be logged, and, if necessary, appropriate external authorities (such as social services or the police) will be contacted.
- **External Support:** Vulnerable adult students will be informed of their right to access external support services if needed, including mental health services, helplines, or

advocacy services. Students are also encouraged to report any concerns they have regarding their safety or wellbeing to a staff member, without fear of reprisal.

5. Safeguarding for Vulnerable Adult Staff Members

GRP is equally committed to safeguarding the wellbeing of vulnerable adult staff members, including volunteers and contractors, and to maintaining a work environment free from abuse, harassment, or exploitation.

- **Workplace Safeguarding:** Staff members are encouraged to speak up if they feel unsafe, threatened, or uncomfortable in their role. GRP will ensure that any concerns about workplace safety or inappropriate behaviour are taken seriously and addressed promptly.
- **Mental Health Support:** GRP recognises the importance of staff mental health and offers support where necessary. Employees and volunteers are encouraged to access mental health support services if required. GRP will maintain a confidential system for staff to seek support without fear of judgement or reprisal.
- **Bullying and Harassment:** GRP has a zero-tolerance policy for bullying, harassment, or discrimination. Staff members are expected to treat colleagues with respect and professionalism, and any incidents of bullying or harassment will be taken seriously and investigated promptly.
- **Staff Support Plans:** If a staff member is identified as vulnerable due to health conditions or personal circumstances, a support plan will be developed to ensure their wellbeing in the workplace. This may include adjusted hours, duties, or additional support.

6. Reporting Safeguarding Concerns

Both staff and students are encouraged to report any safeguarding concerns, regardless of whether they are related to abuse, neglect, or any other form of harm to a vulnerable adult. Concerns should be reported using the following steps:

1. **Immediate Reporting:** If a staff member or student identifies a concern about the wellbeing or safety of a vulnerable adult, they should report it immediately to the **Designated Safeguarding Lead (DSL)** or **Nominated Safeguarding Officer (NSO)**.
2. **Reporting Procedure:** Concerns should be documented, signed, and dated as soon as possible. Any written reports should detail:
 - The nature of the concern
 - Any facts or observations that led to the concern
 - The identity of the person raising the concern
 - Any actions already taken

3. **External Reporting:** If the concern involves serious abuse, neglect, or exploitation, or if it cannot be resolved within GRP, the issue will be referred to appropriate external authorities, including social services, the police, or other safeguarding organisations.

7. Confidentiality

All safeguarding concerns and personal information regarding vulnerable adults will be treated with the utmost confidentiality. Information will only be shared on a "need to know" basis with appropriate parties, such as safeguarding officers, medical staff, or external authorities, to ensure the safety and wellbeing of the individual concerned.

8. Review of the Policy

This Safeguarding Vulnerable Adults Policy will be reviewed annually or sooner if required by changes in legislation or the operational needs of GRP. Feedback from students, staff, and other stakeholders will be sought as part of the review process.

This policy will be reviewed in March 2026.

This document is designed to ensure the protection of vulnerable adults in line with UK safeguarding laws and best practices. By following these guidelines, GRP demonstrates its commitment to providing a safe and supportive environment for all students and staff.