

## **Safeguarding Beneficiaries Policy (Please also see Safeguarding children and vulnerable adults policy)**

### **1. Policy Statement**

Park Street Performing Arts Centre (PSPAC) is committed to protecting the safety, dignity, and rights of all beneficiaries we serve. We will take all reasonable steps to prevent harm, abuse, neglect, or exploitation and respond promptly to any concerns. Safeguarding is everyone's responsibility.

### **2. Purpose**

The purpose of this policy is to:

- Ensure all beneficiaries are safe from harm in connection with our work.
- Promote a culture of respect, transparency, and accountability.
- Provide clear procedures for preventing, identifying, and responding to safeguarding concerns.

### **3. Scope**

This policy applies to:

- All staff, volunteers, interns, contractors, and trustees.
  - All partner organisations acting on behalf of PSPAC.
- It covers all activities, both online and in person, where beneficiaries may be at risk.

### **4. Definitions**

- **Beneficiaries** – People receiving services from PSPAC.
- **Safeguarding** – Actions taken to protect individuals from harm and uphold their human rights.
- **Abuse** – Any act or omission that causes harm, including:
  - *Physical* – hitting, shaking, restraining.
  - *Sexual* – sexual contact, exploitation, harassment.
  - *Emotional/Psychological* – threats, humiliation, isolation.
  - *Neglect* – failing to meet basic needs.
  - *Financial* – theft, coercion, exploitation of resources.

### **5. Principles**

We commit to:

- Acting in the **best interests** of beneficiaries.
- Promoting **equality and non-discrimination**.
- **Zero tolerance** of abuse, exploitation, or neglect.

- Respecting **privacy and confidentiality**, except where disclosure is required to protect someone from harm.

## 6. Roles and Responsibilities

- **All Staff & Volunteers** must:
  - Treat beneficiaries with respect at all times.
  - Follow safeguarding procedures.
  - Report concerns immediately.
- **Designated Safeguarding Lead (DSL)** will:
  - Receive and record concerns.
  - Decide on actions and referrals.
  - Liaise with external agencies if needed.
- **Managers** will:
  - Ensure staff are trained and supported.
  - Monitor compliance with safeguarding practices.

## 7. Prevention Measures

- **Safe Recruitment** – Background checks and references for all roles involving beneficiary contact.
- **Training** – Mandatory safeguarding induction for all staff and volunteers, with regular refreshers.
- **Risk Assessment** – Ongoing assessment of activities to identify and reduce potential harm.

## 8. Reporting Procedures

1. **Recognise** – Be alert to signs of harm or abuse.
2. **Respond** – Ensure immediate safety of the beneficiary if needed.
3. **Report** – Inform the DSL as soon as possible, ideally within 24 hours.
4. **Record** – Complete a safeguarding incident report form, keeping details factual.
5. **Refer** – The DSL will decide whether to involve external authorities (police, social services, etc.).

## 9. Confidentiality

Safeguarding concerns will be shared only with those who need to know in order to protect the individual. Information will be stored securely in line with data protection laws.

## 10. Monitoring & Review

This policy will be reviewed annually or after any safeguarding incident to ensure it remains effective and up to date.