

# **Harwich Arts & Heritage Centre**

## **Safeguarding Adults Policy**

### **Policy Statement**

The Harwich Arts and Heritage Centre is committed to safeguarding adults (aged 18 and over) and ensuring they can participate in activities safely, free from harm, abuse or neglect.

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### **Scope**

This policy applies to all staff, volunteers, trustees, contractors and partners working with adults involved in Harwich Arts & Heritage Centre and Harwich Festival activities, including wellbeing and gentle movement sessions.

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### **Procedures**

- We recognise that all adults have the right to live free from abuse and neglect.
  - We will respond swiftly and appropriately to all safeguarding concerns raised by or about adults.
  - We will appoint a Designated Safeguarding Lead responsible for adult safeguarding.
  - We will review the effectiveness of this policy annually.
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### **Designated Safeguarding Lead**

Christopher Berwick  
Telephone: 01255 319191  
Email: [contact@harwichfestival.com](mailto:contact@harwichfestival.com)

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## **Types of harm**

Safeguarding concerns relating to adults may include:

- Physical abuse
  - Emotional or psychological abuse
  - Sexual abuse
  - Financial or material abuse
  - Neglect or acts of omission
  - Domestic abuse and coercive control
  - Exploitation or modern slavery
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## **Relevant legislation**

This policy is informed by:

- The Care Act 2014
  - The Mental Capacity Act 2005
  - The Human Rights Act 1998
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## **Reporting concerns**

If a safeguarding concern arises relating to an adult:

- Ensure immediate safety
- Report the concern immediately to the Designated Safeguarding Lead
- Record the concern in writing
- The Designated Safeguarding Lead will determine whether a referral is required to Essex County Council Adult Social Care or the police

**In an emergency, call 999.**

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## **Recording and confidentiality**

All safeguarding concerns will be recorded and stored securely. Information will be shared only with those who need to know, in line with the Data Protection Act 2018 and UK GDPR.

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## **External reporting – Essex**

Essex County Council Adult Social Care  
Telephone: 0345 603 7630  
Out of hours: 0345 606 1212

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Reviewed and approved:  
Christopher Berwick, General Manager  
Date: 05/01/2026