

## Bearsden and Milngavie u3a SAFEGUARDING POLICY AND PROCEDURES

### **Policy Statement**

Bearsden and Milngavie (BaM) u3a is committed to safeguarding the wellbeing of its members. All members should show respect and understanding for the rights, safety and welfare of others, and conduct themselves in a way that reflects the principles of the u3a.

This Policy and Procedure is written to enable the Committee to act appropriately whenever instances or allegations of safeguarding issues come to their attention.

### **The procedure deals only with safeguarding issues, i.e. where an individual may be harmed by the actions of another individual.**

Other welfare concerns should be dealt with under the separate Welfare Policy.

Where an instance or allegation of a safeguarding issue does not relate to a BaM u3a activity, it is not the responsibility of the BaM u3a. However, a member to whom such an instance or allegation is reported may wish to provide informal advice or support. This might include advising the member making the allegation to contact the agencies listed in Appendix 2. BaM u3a can accept no responsibility for such informal advice or support.

### **BaM Procedures**

1. BaM u3a will appoint a Welfare Officer who will ensure that its Committee and Group Coordinators are aware of this policy. Should a Welfare Officer not be appointed, the role shall fall to the Chair.
2. BaM u3a through the Welfare Officer, nominee or any other person nominated by the Chair (nominations should not involve delay), should support the individuals involved in so far as this does not compromise any investigation into the allegation, or place other adults at risk.
3. While BaM u3a will make every effort to respect the confidentiality of any information that is disclosed, this cannot be guaranteed when safety is deemed to be at risk. Information will be recorded and stored securely in accordance with the current Data Protection legislation.
4. BaM u3a, through the Welfare Officer, will consider reported alleged safeguarding issues as a serious matter, and all such alleged incidents will be recorded in the manner described below.
5. BaM u3a will monitor the implementation of this Policy and Procedure annually through its Committee, and it will be reviewed every 3 years from the date of adoption.

### **Courses of Action**

1. Any member of the u3a who becomes aware of a potential safeguarding incident within the u3a should discuss their concerns with either their Group Coordinator, the Welfare Officer, or any other Committee member as soon as possible either verbally, via the Message Bird on the BaM u3a website or through the BaM phone number

which is also on the website.

2. The person to whom the issue has been reported should consider whether there is any risk of immediate harm. If it is considered that there is such risk, then the matter should be reported to the Local Authority in which the vulnerable person lives, (See Appendix 2), or if a crime is suspected, to the Police.
3. All instances of reported abuse will be reported to the Welfare Officer who will consider together with the person reporting the matter whether it can be resolved internally or is of a nature that requires referral to an external agency.
4. The Welfare Officer should record the details of any incident using form SAP1 (see Appendix 1) as soon as possible whether or not the matter is referred to the Local Authority or Police. Guidance notes for the Welfare Officer are contained within Appendix 3.
5. At all stages, the Welfare Officer:
  - a. should consider how the members, including the person reporting, can be supported;
  - b. must keep the Chair informed of any reported safeguarding incident and should discuss with the Chair whether formal action under the Code of Conduct of BaM u3a is appropriate.
6. At the next Committee meeting, the Welfare Officer should report any new incidents in the period (without names, personal details or other identifying information being disclosed), and what actions have been taken. Previous cases that have not been resolved should also be reviewed.
7. As far as possible, the member at risk's wishes will be taken into account as to whether or not to refer any concerns to the Local Authority, in accordance with *The Adult Support and Protection (Scotland) Act 2007*.
8. Completed SAP1 forms will be passed to the Chair who shall keep the records for a minimum of 2 years.
9. Confidentiality will be adhered to at all times, except when an individual is deemed to be at risk.

**This Policy, Procedure and Appendices were adopted by Bearsden and Milngavie u3a**

**On:** 3<sup>rd</sup> December 2018

**Date of Next Review:** December 2021

**Signed:** Billy Martin, Chair BaM u3a

**Reviewed January 2023**  
Julia Southcott, Jenny Maxwell

**Date of Next Review:** January 2026

Appendix 1

**Bearsden and Milngavie u3a**

**SAFEGUARDING ADULT DISCLOSURE/SUSPICION RECORDING FORM SAP1**

<b>Member at Risk:</b>			
<b>Date and Time of Occurrence:</b>		<b>Location of Occurrence:</b>	
<b>Reported By:</b>		<b>Reported To:</b>	
<b>Description of incident:</b>		<b>Action Taken</b>	
		<b>By:</b>	
<b>Was the Incident Resolved: Yes/No</b>			
<b>Committee Member informed:</b>		<b>Name:</b>	<b>Date &amp; Time:</b>
			<b>Date &amp; Time:</b>
<b>WELFARE OFFICER Sign Off:</b>			
<b>CHAIR'S ACTION</b>			
<b>NATURE OF ACTION</b>	<b>Further action to be taken:</b>	<b>Breach of Code of Conduct:</b>	<b>Referral to external Agency:</b>
	<b>Yes/No</b>	<b>Yes/No</b>	<b>Yes/No</b>
<b>Action Date</b>			
<b>Reason for Decision:</b>			
<b>Chair Signature:</b>		<b>Date and Time:</b>	<b>Date record to be destroyed:</b>

Information contained in this document should only be used for the purposes of implementing and monitoring Bearsden and Milngavie u3a's Safeguarding Policy and Procedures and service monitoring. The information must not be copied, transmitted or in any way divulged without the permission of Bearsden and Milngavie u3a

**CONFIDENTIAL DOCUMENT**

## Appendix 2

### CONTACTS

Scottish Government Advice Website

[www.actagainstharm.org](http://www.actagainstharm.org)

Local Authority	Social Services Team	Daytime. number	Out-of-hours number	Email
East Dunbartonshire	Adults Intake Team	0141 355 2200	0300 343 1505	<a href="mailto:socialWelfareOfficerrk@eastdunbarton.gov.uk">socialWelfareOfficerrk@eastdunbarton.gov.uk</a>
Glasgow	Social Care Direct	0141 287 0555	0300 343 1505	<a href="mailto:socialcaredirect@glasgow.gov.uk">socialcaredirect@glasgow.gov.uk</a>
West Dunbartonshire	Adult Protection Team	01389 811 760	0300 343 1505	<a href="mailto:wdadult@wdc.gcsx.gov.uk">wdadult@wdc.gcsx.gov.uk</a>
Stirling	Adult Intake Team	01786 233 759	01786 470 500	<a href="mailto:intakecomcare@stirling.gcsx.gov.uk">intakecomcare@stirling.gcsx.gov.uk</a>
Argyll and Bute	Adult Protection Team	01546 605 517	01631 566 491	<a href="mailto:adultprotection@argyll-bute.gov.uk">adultprotection@argyll-bute.gov.uk</a>

#### Legislation

Adult Support and Protection Act 2007

#### Other applicable legislation

Adults with Incapacity (Scotland) Act 2000

Mental Health (Care & Treatment) Scotland Act 2003

## Appendix 3

### NOTES FOR USE BY WELFARE OFFICER

#### **If someone discloses abuse to you:**

##### **Do:**

- Stay calm and try not to show shock or disbelief.
- Listen carefully to what they are saying.
- Be sympathetic (‘I’m sorry that this has happened to you’).
- Be aware of the possibility that medical evidence might be needed.
- Tell the member that:
  - They did the right thing to tell you.
  - You are treating the information seriously.
  - You are going to inform the appropriate person.
  - You will take steps to protect and support them.
- Record and report the disclosure in line with the Procedure.

##### **Do Not:**

- Press the member for more details; this will be done at a later date.
- Stop someone who is freely recalling significant events. (Don’t say ‘hold on, we’ll come back to that later’; they may not tell you or anybody else again.)
- Promise to keep secrets; you cannot keep this kind of information to yourself.
- Make promises you cannot keep (such as ‘This will never happen to you again’).
- Contact the alleged abuser.
- Be judgemental.
- Pass on the information other than to those with a legitimate ‘need-to-know’ under this Policy and Procedure.

#### **In your record of the disclosure:**

You should aim to:

- Note what people actually said, using their own words and phrases.
- Describe the circumstances in which the disclosure came about.
- Note the setting and anyone else who was there at the time of the abuse or the disclosure.
- Separate factual information from your own and others’ opinions.
- Use pen or biro with black ink so that the report can be photocopied if needed.

And be aware that your report may be required later as part of a legal action or disciplinary procedure.

## Key Definitions:

1. **Safeguarding Issue - Abuse:** is the “violation of a person’s human and civil rights by any other person(s). It may be a single or repeated act(s), physical verbal, psychological, sexual, institutional, discriminatory or financial, an act of neglect or failure to act”.
2. **Adult at risk:** is any person, who is over 18 years of age and who has need for care and support, who is experiencing, or is at risk of abuse or neglect, and who as a result of those needs is unable to protect himself or herself against the abuse or neglect or risk of it.
3. **Types of abuse:**
  - a) *Physical abuse* – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
  - b) *Domestic violence* – including psychological, physical, sexual, financial, emotional abuse; so-called ‘honour’ based violence.
  - c) *Sexual abuse* – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
  - d) *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.
  - e) *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 or misappropriation of property, possessions or benefits.
  - f) *Modern slavery* – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
  - g) *Discriminatory abuse* – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
  - h) *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 on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
  - i) *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
  - j) *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.