

WELFARE POLICY

Introduction

Bearsden and Milngavie (BaM) u3a is committed to ensuring that all its members are treated appropriately when engaged in u3a activities. This includes endeavouring to ensure that the physical and emotional well-being and safety of all members, including those with physical disabilities, are addressed.

At the monthly meeting a team of Welcomers fulfil a variety of roles and are part of our strategy for ensuring that all members, new and long standing, find the atmosphere welcoming and friendly. The smaller interest group activities also engender a feeling of belonging, where all members are encouraged to ensure that no-one feels left out or alone. We support and encourage Group Coordinators to be mindful of any changes of circumstances within their Group membership.

A **Welfare Officer** is appointed from the Committee; should a Welfare Officer not be appointed, the role shall fall to the Chair. The Welfare Officer or nominee has responsibility for leading the Welcomers at the monthly meetings where they greet both new and existing members. The Welfare Officer ensures that the Welcomers are alert to access for those with mobility issues, emergency exits and issues of Health and Safety.

The Welfare Officer will inform the Committee of any issues of safety in relation to the monthly meeting venue and the matter will be taken up with the venue operator.

Members with physical difficulties and additional needs

We encourage all members regardless of their needs to be as active as possible and contribute as much as they can.

At the monthly meeting, the Welfare Officer, along with our Welcomers, will be watchful for those members who have any difficulty in accessing the venue, hearing or seeing the speaker, etc. The Welfare Officer will alert the Committee if special arrangements are required and try to ensure that everything reasonably possible is done to help these members.

If a member requires more than nominal assistance, they may bring their own carer who will be covered by u3a liability insurance while they are with the disabled member. The only exception to this is a professional carer who would have to be covered by their own member liability policy. A carer accompanying a vulnerable adult to meetings does not have to be a u3a member and will not be charged for attending any u3a meetings.

Accidents

In the event of an accident during a u3a meeting or activity, advice should be sought from any medically qualified member or first aider present before taking any action regarding the casualty. In the event of a serious situation, the emergency services should be contacted.

A Group Convenor should alert the Welfare Officer of any accident which has occurred during a Group activity. This can be by phone or email, but blank accident forms are appended to this document (Appendix 1) which the Convenor might find helpful. The Welfare Officer will ensure that a report is completed for every accident. The Chair will keep all accident reports for a minimum period of 2 years and will report the occurrence of any accidents to the Committee.

Insurance

As detailed within the Handbook, BaM u3a subscribes to the Public and Products Liability Insurance arranged by the Third Age Trust which indemnifies u3a members against claims they could become legally liable to pay in connection with u3a business as a result of: -

1. accidental injury or death of any person; or
2. accidental loss or damage to property.

This is indemnity not personal insurance and would only apply in cases where negligence could be proved.

Venues used by Groups that are accessible to the public should also have their own insurance, but Group Coordinators should be vigilant to all Health and Safety issues and report any problems to the Welfare Officer or a member of the Committee.

Safeguarding

BaM u3a has a separate Safeguarding Policy which can also be found on our website.

BaM u3a will monitor the implementation of this Welfare Policy annually through its Committee, and it will be reviewed every 3 years from the date of adoption.

This Policy and Appendix were adopted by BaM u3a

On: 3rd December 2018

Date of Next Review: December 2021

Signed: Billy Martin, Chair BaM U3A

Reviewed January 2023

Date of next Review January 2026

Signed: Julia Southcott, Jenny Maxwell

Appendix 1
Bearsden and Milngavie u3a
ACCIDENT REPORT FORM

| | | |
|---|------------------------------|----------|
| Name of Group Convenor/Responsible Person if applicable | Date and time of incident | Location |
| Description of Incident (please include report of any First Aid given) | | |
| Verbal Report made to Emergency services/u3a Committee member/ Welfare Officer — please give details | | |
| Signature of person making report | Date of Report | |
| (For BaM use) Action taken | | |

Please return this form to the Welfare Officer