

## **Safeguarding Policy and Procedure for U3A Banstead Area**

### **Policy Statement**

This Policy and Procedure is written to enable the Committee to act appropriately whenever possible or where instances, or allegations of, actual abuse or neglect comes to their attention.

U3A Banstead Area recognises that some people are potentially at risk of abuse and neglect. Abuse and neglect can take place in a person's own home, in the home of a carer, family member or friend, and within any form of institution e.g. hospitals, residential care or nursing home.

Where abuse or neglect is suspected U3A Banstead Area will aim to respond to the situation in a way which is caring, effective and enabling. U3A Banstead Area also recognises that abuse and neglect can be perpetrated by one of its members, other users of services, relatives, friends and neighbours. U3A Banstead Area acknowledges that the reasons for abuse and neglect occurring may not be fully understood and vary with each incident, often dependant on risk factors

U3A Banstead Area will neither condone nor tolerate any form of abuse or neglect and believes that all people should be able and, where necessary enabled, to live in an environment which is safe.

In all situations, U3A Banstead Area believes that everyone is entitled to:

- privacy
- be treated with dignity and respect
- lead an independent life and to be enabled to do so
- choose how they live their lives
- the protection of the law
- have their human and civil rights upheld regardless of ethnic origin, gender, sexuality, impairment or disability, age, religious or cultural background.

It is not appropriate for U3A Banstead Area to take the lead role in any Safeguarding Enquiry under Section 42 of the Care Act 2014, but should refer this to Advice and Volunteer Manager in National Office who will contact the appropriate local authority.

U3A Banstead Area will monitor the implementation of this policy and procedure annually through its Committee.

### **Procedure**

1. U3A Banstead Area recognises that it has a responsibility to ensure that its committee and group leaders understand this policy.
2. U3A Banstead Area will support the alleged victims and the alleged perpetrators of any abuse as well as any one of its members who becomes aware of the abuse in so far as this does not compromise any Safeguarding Enquiry or investigation into the allegation or place other adults at risk.
3. While U3A Banstead Area will make every effort to respect the confidentiality of any information that is disclosed under this Policy and Procedure, this cannot be guaranteed. Information will be recorded and stored securely in accordance with GDPR 2018 but confidentiality is not absolute and information may have to be shared, on a 'need-to-know' basis only, to prevent:
  - Danger to a person's life
  - Danger to a person's health
  - Danger to others
  - Danger to the communityor to prevent or to facilitate the investigation of a serious crime.
4. This Policy and Procedure will be reviewed every 3 years from their date of adoption.