



Brightlingsea

Brightlingsea u3a Safeguarding Policy

Brightlingsea u3a recognises that abuse in all its forms can take place. It also recognises that it does not have the expertise to deal with such matters.

On becoming aware of abuse Brightlingsea u3a will contact the relevant authorities, note the action taken and support the alleged victim and the alleged perpetrator.

A record of the action taken will be kept for a period of 2 years

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 person that:
 - They did the right thing to tell you
 - You are treating the information seriously. It was not their fault
 - You are going to inform the appropriate person
 - You/ will take steps to protect and support them
- Record and report the disclosure by reporting to the Chair

Do Not:

- Press the person 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)
- Do not 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