



**PLAYING YOUR PART IN SAFEGUARDING – GUIDELINES FOR MEMBERS**

**1) FORMS OF ABUSE**

Abuse of one person by another can come in many forms. The main ones are:

- Physical
- Domestic violence
- Sexual
- Psychological
- Financial or material
- Modern slavery
- Discriminatory
- Organisational abuse – eg neglect, poor practice in a care home or hospital
- Neglect or acts of commission -ignoring medical, emotional or care needs, withholding the necessities of life eg nutrition, medication, heating.

**2) WHAT TO DO IF YOU SUSPECT SOMEONE IS SUFFERING FROM ABUSE**

**i. TALKING TO THE PERSON EXPERIENCING THE ABUSE**

- Stay calm
- Listen carefully
- Be sympathetic
- Be aware medical evidence might be needed
- Tell the person they were right to tell you; you are going to treat the information seriously. You are going to inform the appropriate person and you will take steps to support them
- Do not press for more details than the person is comfortable to give you.
- Do not promise to keep secrets
- Do not make promised you cannot meet
- Do not contact the alleged abuser
- Do not be judgemental
- Do not pass on information to anyone without a legitimate “need-to-know” under Buxton and District U3A’s safeguarding policy.

**ii. THE REPORTING PROCEDURE**

- Inform the Chair or another member of the Committee.
- A Committee member informed will tell the Chair as soon as possible or the Vice-Chair in her absence.
- The Chair, or the Vice-Chair, will discuss the matter with a small number of Committee members, to decide whether the Committee should refer the matter to the Advice and Volunteer Manager at the Third Age Trust (TAT). Consultation between the Committee members involved and the TAT Advice and Volunteer Manager at an early stage may also form part of the process. The member who reported the alleged abuse initially will need to be involved in presentation of the written report to the TAT Advice and Volunteer Manager and may be required subsequently to provide information, particularly if a legal case occurs.
- The TAT Advice and Volunteer Manager will take up the case under Section 42 of the Care Act 2014.

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(A fuller version of this document is available from the Chair.)