

Dronfield and District u3a

Safeguarding Policy

Version: 5.1

This document is available on the [Policies](#) page of the DDU3A website.

Date Approved: 22 May 2023

Next Review Date: no later than April 2026

1. Introduction

- a. The purpose of this document is to set out the guidelines and procedures that Dronfield & District U3A (DDU3A) will use for the safeguarding of all its members. It is based upon the Third Age Trust (TAT) Model Policy, and adds local practice to clarify issues for members where appropriate.

2. Policy

- a. This policy is written to assist handling issues where there are safeguarding concerns. Safeguarding includes incidents between members, concerns regarding abuse, health related issues, neglect that a member may be experiencing outside of the u3a, or previous / pending criminal convictions.
- b. DDU3A has a duty of care to its members but does not hold any statutory authority. Matters of concern will be reported to the relevant safeguarding authorities and charity regulatory authorities, as appropriate.
- c. DDU3A recognises that some people are potentially at risk of abuse and neglect. Where abuse or neglect is suspected, the u3a will aim to respond in a prompt and efficient manner to any situation where there is a risk, or a perceived risk, of harm. DDU3A recognises that there are various forms of abuse that could be perpetrated by volunteers, members, relatives, friends or neighbours. DDU3A will neither condone nor tolerate any form of abuse or neglect and believes that all people should be able to live in an environment that is safe and free from harm.
- d. It is not appropriate for DDU3A to take the lead role in any Safeguarding Enquiry under Section 42 of the Care Act 2014. Where there are safeguarding concerns, advice and support will be sought from the Third Age Trust and, where possible, by contact with the relevant statutory authorities.
- e. DDU3A will strive to uphold the principles that those involved in incidents are 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
 - be treated equally, and have their human and civil rights upheld regardless of ethnic origin, gender, sexuality, impairment or disability, age, religious or cultural background.
- f. DDU3A will also follow the principles set out within the Care Act 2014:
 - **Principle 1 – Empowerment** – whereby the approach is focused on the individual making their own decision and gaining informed consent, where possible.
 - **Principle 2 – Prevention** – seeking to take steps to prevent issues from arising or escalating.
 - **Principle 3 – Proportionality** – responding in a proportionate way to the issue/s being presented.

- **Principle 4 – Protection** – seeking to keep the membership safe and protection for those deemed to be at risk.
- **Principle 5 – Partnership** – reporting incidents to the relevant statutory bodies and liaising with the Trust.
- **Principle 6 – Accountability** – accurate recording of incidents. Reporting incidents, as required, to the Trust and relevant regulatory authorities.

3. Procedure

- DDU3A has a responsibility to ensure that its Committee members and group coordinators, understand their safeguarding responsibilities. To help achieve this the Committee will appoint a Safeguarding Lead each year, who will normally act as a first point of contact on behalf of the Committee for safeguarding referrals. All referrals to the Safeguarding Lead will be automatically copied to the Chair, both for information and to enable a timely response when the Safeguarding Lead is not available.
- Any member who has concerns about another member's physical or mental health, should discuss them promptly with the Safeguarding Lead (email: safeguarding@dronfieldu3a.org.uk or telephone 01246 900201) or the Chair.
- Depending on the nature of the allegation and the risk that has been identified, Dronfield and District U3A will support the alleged victim(s) and alleged perpetrator(s) of any abuse as well as any member who becomes aware of an allegation in so far as this does not compromise any safeguarding enquiry or investigation into the allegation or place other adults at risk.
- DDU3A will make every effort to respect the confidentiality of any information that is disclosed under this policy and procedure, however due to the seriousness of allegations confidentiality is not absolute. Information will be recorded and stored securely in accordance with Data Protection Act 2018 but 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 community
 - or facilitate the investigation of a serious crime
- Personal information relating to an incident will be held only by the Safeguarding Lead and Chair.

4. Courses of Action

- DDU3A's approach to safeguarding will include members who exhibit health concerns that could put themselves or others at risk, convictions (previous or pending) that include offences of a sexual or violent nature, inappropriate behaviour exhibited by a member including sexual advances, bullying, aggression or violent behaviour, harassment and/or discrimination. This may include behaviour exhibited face to face as well as electronic communications or via social media platforms.
- On being informed of a safeguarding concern, immediate steps will be taken, as needed, to ensure the safety of the adult/s at risk is secured as a first priority. These will be discussed and agreed between the Chair, Safeguarding Lead and the member reporting the incident. It may be necessary to involve other members of the Committee at this stage, to ensure no member is having to act in isolation. A consideration regarding reputational risk should form part of the discussions. Where it is necessary to involve other Committee members in any discussions the Safeguarding Lead and Chair will ensure that information is shared on a 'need to know' basis only. This may mean, for example, that incidents are discussed without the names of any members being revealed.

- c. Where DDU3A becomes aware of a safeguarding concern, the first step will be to gather as much information as possible to assist with the decisions as to the next steps. A risk assessment will be developed and recorded as soon as possible after the concern comes to the attention of the Safeguarding Lead and Chair. Where it is deemed that the risk is high and immediate action needs to be taken, the Safeguarding Lead will contact the relevant local authorities and – where possible – the Trust for advice and support.
- d. As far as possible, the wishes of the adult at risk will be respected as to whether or not to refer any concerns to the local authority as a Safeguarding Enquiry under Section 42 of the Care Act 2014. However, it may be necessary to override the individual's wishes in the best interests of their safety and any other adults at risk.
- e. In developing the risk assessment, the Safeguarding Lead and Chair will consider the level of risk and the action that needs to be taken accordingly. Assessment of the risk will include:
 - Risk to the individual member
 - Risk to other members within the u3a
 - Reputational risk for the individual u3a and the u3a movement as a whole.
- f. Where the risk is not deemed to be high but support is needed, DDU3A will contact the Trust to discuss the concerns and seek additional assistance on developing the risk assessment. Assistance will always be sought before moving to exclude any member from the u3a on the basis of a safeguarding risk assessment.
- g. Once the risk assessment is completed, the Committee will decide on the most appropriate course of action, based on recommendations provided by the Safeguarding Lead and Chair.
- h. Depending on the nature of an allegation, it may be necessary to pursue the incident following DDU3A's complaints, disciplinary or grievance procedure. Where it is decided that this is the best course of action the matter will not be investigated by any party that was privy to the initial reporting of the incident.
- i. All actions taken will be recorded (see Appendices 2a and 2b). All records will remain confidential unless a prior decision has been taken to share the record with the relevant statutory bodies.

Attached Appendices

Appendix 1: Dealing with Disclosure

Appendix 2a: Pro-forma to aid the recording of information when a disclosure of abuse or neglect is made.

Appendix 2b: Pro-forma for the recording the action(s) taken following a safeguarding referral.

Appendix 3: Key Definitions.

Appendix 4: Recommended Agencies.

Document History		
Date	Version Number	Summary of Changes
22 May 2023	5.1	3.a Requirement for Chair and Safeguarding lead to be DBS checked removed. Next review date set to 2026. Appendix 2a u3a postal address removed. Appendix 4: Contact number for wearehourglass.org changed to 24 hour, not 9-5pm
21 Mar 2022	5.0	Full Review. Contact details for Safeguarding Lead added.
Mar 2020	4.1	Reformatted to DDU3A Document Standards

Appendix 1: Dealing with Disclosure

If someone discloses a safeguarding concern to you:

Do

- Stay calm and try not to show shock or disbelief.
- Listen carefully to what they are saying.
- Be empathetic ('I'm sorry that this has happened to you').
- Be aware of the possibility that medical evidence may 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 (Safeguarding Lead).
 - You will take steps to protect and support them.
- Record and report the disclosure in line with the procedure.

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).
- 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 (if there is one).
- Be judgemental.
- Pass on the information other than to those with a legitimate 'need-to-know' under this policy and procedure.

Appendix 2a: Pro-forma to aid the recording of information when a disclosure of abuse or neglect is made.

Contact the Safeguarding Lead if you have a safeguarding concern

(email: safeguarding@dronfieldu3a.org.uk or telephone 01246 900201).

Then complete this form as soon as possible and either give it to the Safeguarding Lead, or to any member of the Committee who will pass it on to the Safeguarding Lead or Chair. If you wish to send a form by post, please contact the Safeguarding Lead for a postal address.

For data protection reasons, DO NOT include any personal information or send a completed form by email.

Name of subject	
Date and time of incident	
Nature of Incident <i>Include factual observations you have made. If an adult has made a disclosure, do not promise to keep it a secret. Write down everything the victim has told you. State below exactly what was said/observed. Use additional sheets if required.</i> <i>If you are concerned about an injury, e.g. a bruise, use a body map to identify the position and be specific about the size and colour of the bruise on the body (attach the map to this report).</i>	
Considerations <i>Where were you at the time the incident was observed/reported? What was the emotional state of the victim?</i>	
Date and time report written	
Name of report author	
Signature	
Date received by Safeguarding Lead or Chair	

Appendix 2b: Pro-forma for the recording the action(s) taken following a safeguarding referral.

Date incident reported to Safeguarding Lead or Chair
Action Taken by Safeguarding Lead/Chair
Response from agency receiving referral (if appropriate)
Any further action taken
Name and Signature
Date
Role in DDU3A

Appendix 3: Key Definitions

a. Adult at Risk

A person, who is over 18 years of age and who has need for care and support, is experiencing, or is at risk of abuse or neglect, and as a result of those needs is unable to protect himself or herself against the abuse or neglect or risk of it.

b. Abuse

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”

c. Types of Abuse

- **Physical abuse** – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- **Domestic violence** – including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence.
- **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.
- **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.
- **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.
- **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.
- **Discriminatory abuse** – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- **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.
- **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
- **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.

Appendix 4: Recommended Agencies

1. The Local Authority, Social Services, GP Surgery, Police, etc. In the event of concern about an adult, Derbyshire Safeguarding Adults Board can be contacted on **01629 533190**
2. **Hourglass** (formally Action on Elder Abuse) is a confidential support and advice for older people who have been abused or people who know an older person who may be suffering abuse.

Freephone 0808 808 8141 (24-hour helpline)

Text helpline: 07860 052906

Email: helpline@wearehourglass.org

Website: wearehourglass.org