

Epsom & Ewell U3A

Safeguarding Policy

E-E Document No.	5
Adopted by ExCo	September 2020
Revision	1
Policy Review Date:	September 2021

1. Objective

Deliver the Charity Commission's clear expectations of all Trustees which are:-

- Provide a **safe and trusted environment** which involves a duty of care to everyone who comes into contact with Epsom and Ewell U3A and, irrespective of vulnerability, they will not be harmed or abused.
- Set an **organisational culture that prioritises safeguarding**, so that it is safe for people to report incidents and concerns in the knowledge they will be dealt with appropriately.
- Have adequate safeguarding **policies, procedures and measures** to protect people and make sure these are made public, reviewed regularly and kept up to date.
- Handle incidents as they arise, **report them to the relevant authorities** and learn from them, putting in place the relevant mechanisms to stop them happening again.

2. Resultant Actions

A Ensure that members are aware of this by:-

- making new members aware of this policy when they sign the membership application form;
- advising this policy at the new member coffee mornings;
- reminding members of the policy periodically in monthly newsletters, monthly meetings, annual general meetings etc.;
- advising membership of any incidents occurring with resultant impact when it has been confirmed after due process;
- reporting to the AGM the statistics regarding non-compliance of safeguarding in the year including ones reported to the charity commission and police;
- putting this policy on the Epsom and Ewell U3A website.

B Ensure this policy is reviewed regularly by the Group Coordinator, in September each year at the Committee meeting, summarising mechanisms put in place during the year to stop untoward incidents happening again and the resultant changes made to this policy as well as any other changes considered to be necessary after this review.

3. Potential Problems

Where Group Leaders (the vast majority of activities we undertake have a Group Leader) have a problem or issue they cannot resolve they should contact the Group Coordinator.

Examples of problems that may occur with members are:-

- Personality clash
- Failure to attend group activities regularly
- Does not take their turn in completing activities
- Cannot keep up with the level or pace of the group
- Disability issues which may be getting worse, including dementia
- Transportation resulting in being unable to attend events
- Friend or carer wants to join group with no availability
- Rudeness/Not treating people with respect, fairness or courtesy

Similarly if members feel there is a problem with a Group Leader (Group Coordinator) then they should contact the Group Coordinator (Chairman).

The Group Coordinator (Chairman) shall advise the Committee of problems arising at the time of occurrence or at the next committee meeting depending on their significance and advising action taken or asking for advice as appropriate.