

# **Grange & District U3A**

## **Safeguarding Adults Policy and Procedures**

This policy and procedure provides advice especially to our Interest Group Coordinators on Good Practice in recognition by Grange and District U3A of its responsibilities to the Welfare of all of its members. This guidance should be followed by all members.

This Policy is also to enable the Committee to act appropriately whenever possible where instances, or allegations, of actual abuse or neglect come to their attention.

Our U3A will monitor the implementation of this Policy and agreed Procedures annually through the Executive Committee.

### **Policy**

**Membership** is open to all in their Third Age, defined by the period in life when full time employment has ceased

### **Key principles of our Safeguarding Policy**

- All members have a right to expect a safe environment when attending any U3A meeting
- To be treated with dignity and respect
- Choose how they live their lives
- The protection of the law
- Have their human and civil rights upheld
- Members unable to protect themselves from abuse or harm need special consideration including proper assistance for any disability
- Any allegation, or suspicion of abuse, be it physical emotional or verbal, will be taken seriously, responded to swiftly, fairly and appropriately
- Ensure that confidentiality of the complainant is preserved as far as is practicable
- Information will be recorded and stored securely for 2 years following the last entry

**Grange and District U3A** follows the Third Age Trust governing body policy providing Equality of Opportunity to all members and potential members and those in the Community who may wish to join our U3A, regardless of age, social standing, language, ethnicity, gender orientation and educational background.

We will seek to provide a safe and welcoming environment to everyone and will take reasonable steps to enable all who wish to do so, to fully benefit from its activities regardless of physical or mental ability

We have zero tolerance for inappropriate behaviours including:

- Bullying or humiliating others
- Inappropriate or unnecessary/unwanted physical contact
- Making sexually explicit comments directed at an individual
- Making disparaging comments about a member's race, beliefs or sexual orientation

Any such behaviour is not acceptable, neither tolerated nor condoned, will be treated seriously and may result in action being taken under the U3A Disciplinary Policy

### **Members with Disabilities**

Our U3A will do all it can to be accessible to all who may wish to join and take reasonable steps to enable people with disabilities to participate in groups of their choice.

Members who cannot participate in activities without help may bring a carer

Carers not meeting Third Age criteria will be offered Honorary Membership and cover of our liability insurance for the duration of the activity

Advice on supporting members with hearing and/or visual loss will be available for Group Leaders and Presenters

All reasonable effort will be made to facilitate membership of Vulnerable\*<sup>1</sup> adults

### **Vulnerable Adults**

We all have different levels of vulnerability

Anyone of us may potentially be deemed Vulnerable at some time and at risk of abuse and/or neglect and we all have a right to protection from all types of harm and abuse.

Where abuse or neglect is suspected our U3A will aim to respond in a way which is caring, effective and enabling

- Treat the Welfare of the Vulnerable Adult as paramount
- Any allegation or suspicion of Abuse harm (including Neglect), by or to, a member should be reported immediately and in confidence to the Group Coordinator, or in the case of the Group Coordinator being implicated the complaint should be reported as soon as possible to any Committee Member The Committee will then appoint one or more of their number to formally investigate any allegations under Grange U3A disciplinary policy, and to decide on a course of action

Grange and District U3A requires all its members to comply with best practice guidance as stated herein when interacting with other members or non- members, and in particular with vulnerable people (including accompanying children)

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*\*defined by the Charity Commission as "those who have needs for care and support, are experiencing or at risk of abuse and neglect as a result of those care and support needs and are unable to protect themselves from abuse and neglect. They may have an illness affecting their mental or physical health, have a learning disability, suffer from drug or alcohol problems or be frail*

# Procedures

1. .Our U3A recognises that it has a responsibility to ensure that the Committee and Interest Group Leaders understated this Policy
2. Our U3A will support the alleged victims and the alleged perpetrators of any abuse as well as any volunteer who becomes aware of the abuse in so far this does not compromise any Safeguarding Enquiry or investigation into such allegations or place any other adults at risk.
3. While our U3A will make every effort to respect the confidentiality of any information that is disclosed, under this Policy and Procedures this cannot be guaranteed
4. Information will be recorded and stored securely in accordance with GDPR 2018 but confidentiality is not absolute and 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
  - to prevent, or facilitate the investigation of, a serious crime
5. This Policy will be reviewed every 4 years after its adoption

## **Courses of Action**

- If the Committee becomes aware of possible or actual abuse/neglect , it should as the first priority ensure that the person at risk is secure
- Any Committee member who becomes aware of possible or actual abuse should, as soon as possible, record the details of the abuse using the Safeguarding form – Appendix 1
- Advise the Committee. The Advice and Volunteer Manager at National Office May be able to provide further guidance
- The Committee should satisfy themselves that the person is safe and that the alleged perpetrator does not pose a threat to any other person
- When a crime may have been committed the Police must be contacted as soon as possible.
- Reasons for not referring should be recorded on the records
- As far as possible the wishes of the person at risk will be respected regarding any referral to the Local Authority as a Safeguarding Enquiry under Section 42 of the care Act 2014 However it may be necessary to override these in the best interests of other adults at risk
- The Safeguarding form is completed with the guidance of the Advice and Volunteering Manager
- Completed forms will be held in a designated file for a minimum of 2years from the date of completion of the last Safeguarding form on the Adult at risk
- Confidentiality is adhered to at all times, therefore will not be disclosed to any uninterested third party
- Care Act 2014 However it may be necessary to override these in the best interests of other adults at risk
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**Appendix 1-**  
**Safeguarding Adult Disclosure/Suspicion Recording Form –**  
**Page 1**

Surname:		Forename	
Gender:	Ethnicity:	Date of birth	Marital status
Home Address			
Postcode			
Disclosure/suspicion:			
Date:	Time	Location	
Received by:			
Type of alleged abuse		Location and when	
Description of alleged abuse (Please continue on a separate sheet if necessary)			

## Appendix 1- Safeguarding Adult Disclosure/Suspicion Recording Form – Page 2

Committee member informed		
Name	Post	Date and time
National Office Advice and Volunteer Manager informed (if applicable)		
Name	Post:	Date and time
Committee Decision		
No further action. Y/No	Referral on: Y/No	
Date		
Action:		
Date:		
Reason for decision:		
Date record to be destroyed:		
Chairman	Date	Time

Information in this document should only be used for the purposes of implementing and monitoring our U3A's Safeguarding Adults Policy and Procedures  
The information must not be copied, transmitted, or in anyway, divulged without permission of our U3A

# Appendix 1-

## Guidance or handling disclosure

### 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 am sorry that this has happened to you)
- Be aware Medical Evidence might be needed (physical assault)
- Tell the person
  - Right to tell you
  - You are treating information seriously
  - You are going to inform the appropriate person
  - Steps will be **taken** to protect and support
- Record and report disclosure in line with Procedure

#### Do not:

- Press for details
- Stop someone freely recalling significant events (They may not tell ever)
- Do not promise to keep secrets or make promises you cannot keep
  - You cannot keep this to yourself
- Contact the alleged abuser
- Be judgmental
- Pass on information other than to those with a legitimate 'need to know'

### In your record of the disclosure:

You should aim to

- Note what was actually said using their own words and phrases
- Describe circumstances in which disclosure came about
- Note setting and anyone else present at time of event and/or disclosure
- Separate factual information from your own or others' opinions
- Write in ballpoint or black ink to enable photocopying if required

Be aware that your report could be required later as part of disciplinary proceedings or even legal action