



Safeguarding is a term used to denote measures to protect the health, well-being and human rights of individuals, which allows vulnerable people to live free from abuse, harm and neglect. This Policy is written to enable the Executive Committee to act appropriately where instances or allegations of abuse come to their attention which are connected with activities taking place under the auspices of Hartlepool U3A.

Hartlepool U3A Safeguarding Policy

Policy

Hartlepool U3As Safeguarding Policy recognises its responsibility to safeguard the welfare of its members.

Hartlepool U3A follows the Third Age Trust's governing body policy of providing equality of opportunity to all members and potential members regardless of:

- educational background
- social status
- race or racial group (including colour, ethnic or national origins)
- gender
- sexual orientation
- religion or belief
- disability or impairment such as vision or hearing loss.

Hartlepool U3A is committed to making sure that it will do all it can to be as accessible as possible both to their existing members and to potential members. All reasonable steps will be taken to ensure that people with disabilities can attend the interest groups of their choice without necessarily having a companion/carer with them.

Members who cannot manage to participate in their chosen U3A activities without help should have the opportunity to bring a carer with them, who, for the time they are in attendance, will be covered by the liability insurance provided by the Third Age Trust.

Our U3A recognises that all members have the right to participate in a safe, positive and enjoyable environment whilst at the same time being protected from abuse, neglect, harm and poor practice. This is the responsibility of all its members. The welfare of each member is paramount to all U3As activities and events. All members, regardless of age, gender, ability or disability, race, faith,

culture, size, shape, language or sexual identity have the right to be protected from harm or abuse.

Where abuse or neglect is suspected Hartlepool U3A will aim to respond to the situation in a way which is caring, effective and enabling. Our U3A acknowledges that the reasons for abuse and neglect occurring may not be fully understood and vary with each incident, often dependant on risk factors. Our U3A will neither condone nor tolerate any form of abuse or neglect and believes that all people should be able and, where necessary enabled, to live in an environment which is safe.

If the committee becomes aware of possible or actual abuse or neglect, it should ensure that the safety of the adult at risk is secured as a first priority.

Complaints/Grievance Procedure

If a member feels they have been discriminated against or harassed by Hartlepool U3A they should raise the issue with a member of the Committee. The Committee will:

- establish the facts, consulting as many people as possible.
- have an informal discussion with all concerned to summarise the problem, hear everybody's views and clear the air.

If it is felt that there is a case to answer, but it is a minor issue, it should be made clear that no repetition of the action/behaviour will be tolerated.

If it that the case requires a more formal approach, U3A Guidelines will be followed. It is not appropriate for Hartlepool U3A to take the lead role in any Safeguarding Enquiry under Section 42 of the Care Act 2014, but should refer this to the Advice and Volunteer Manager in U3A National Office who will help decide whether to contact the appropriate local authority and/or the Police.

If the complaint is against a member of the Committee that member will not be part of the procedure.

- Any committee member who becomes aware of possible or actual abuse should, as soon as possible, record the details of the abuse using SAP1 (see appendix).
- The committee, having been advised of the possible or actual abuse, should satisfy themselves that the adult at risk is safe, and that the alleged perpetrator, if known, does not pose a threat to any other adult at risk.
- The committee, working with the Advice and Volunteer Manager at National Office will decide whether or not to refer the possible

or actual abuse to the local authority and/or the Police. When a crime may have been committed, the Police must be contacted as soon as possible. If the decision is to not refer, the reasons for this must be recorded on form SAP1

- As far as possible, the adult at risk's wishes 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 these in the best interests of other adults at risk.
 - The committee then completes SAP1. Completed SAP1s will be held in a designated file for a minimum of 2 years from the date of the last completed SAP1 on the adult at risk. Confidentiality is adhered at all times, therefore the contents of the form will not be provided to any third parties.
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- Hartlepool U3A recognises that it has a responsibility to ensure that its Committee and group leaders understand this policy.
 - Hartlepool 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 as this does not compromise any Safeguarding Enquiry or investigation into the allegation or place other adults at risk.

While Hartlepool U3A will make every effort to respect the confidentiality of any information that is disclosed under this Policy and Procedure, this cannot be guaranteed. Information will be recorded and stored securely in accordance with GDPR 2018.

Safeguarding Policy and Procedure dated 29th November 2019
Policy Review Date: November 2021

Roger Say
Chair

Appendix 1 Confidential

**SAFEGUARDING ADULT DISCLOSURE/SUSPICION RECORDING
PROFORMA (SAP 1)**

Adult at Risk			
Surname:		Forename:	
Gender:	Ethnicity:	Date of Birth:	Marital Status:
Home address:			
Post Code:			
Disclosure/Suspicion Date and Time:		Location of Disclosure/Suspicion:	
Who Received Disclosure/Had Suspicion:			
Type of Alleged Abuse:		Location of Alleged Abuse:	
Description of Alleged Abuse:			
Name:			
Signature:	Post:	Date	

Committee Member informed:		
Name:	Post:	Date & Time:
Committee decision:		
	No further action:	Referral on:
	Yes/No	Yes/No
Date		
Action Date:		
Reason for Decision:		
Date Record to be Destroyed:		
Chairman Signature:	Date:	Time:

Roger Say
Chair

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