

Summary of Safeguarding Policy and Procedure for the Hitchin U3A

Policy Statement

This Policy and Procedure is written to enable the Committee to act appropriately whenever possible or where instances, or allegations of, actual abuse or neglect comes to their attention.

The Committee should be aware that a member may disclose abuse taking place within and outside the confines of the U3A. They may disclose this to another member who will need guidance as to how to proceed.

Guidance for U3A members

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'm sorry that this has happened to you')
- Be aware of the possibility that medical evidence might 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

You/ will take steps to protect and support them

- Record what has been said and report the disclosure to any member of the Committee

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)
- Do not 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
- Be judgemental
- Pass on the information other than to those with a legitimate 'need-to-know' under this Policy and Procedure

Action for committee members.

A Committee member who has been informed of the abuse of a member should refer the matter to the whole committee using the form SAP1 (in main procedure).

They must also contact and send this form to the **Advice and Volunteer Manager at National Office** who will provide further guidance.

The Committee, working with the Advice and Volunteer manager at National Office will decide whether to refer the possible or actual abuse to the Local Authority and/ or the Police.

Confidentiality must be adhered to at all times.

The above Policy, Procedures and the Attachments were adopted by Hitchin U3A

On: 24th September 2018

Signed N J West Committee Role Chairman

Print name N J West

Review of the above undertaken three years from the above date:

On: (date)

Signed: Committee role

Print name: