

Leicester U3A – SAFEGUARDING POLICY AND PROCEDURES

PRINCIPLES OF THE THIRD AGE MOVEMENT

The U3A movement is non-religious and non-political and has three main principles:

The Third Age Principle

- Membership of a U3A is open to all in their third age, which is defined not by a particular age but by a period in life in which full time employment has ceased.
- Members promote the values of lifelong learning and the positive attributes of belonging to a U3A.
- Members should do all they can to ensure that people wanting to join a U3A can do so.

Safeguarding Policy and Procedure

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 come to their attention.

Leicester U3A recognises that some people are potentially at risk of abuse and neglect. Abuse and neglect can take place in a person's own home, in the home of a carer, family member or friend, and within any form of institution e.g. hospitals, residential care or nursing home.

Where abuse or neglect is suspected Leicester U3A will aim to respond to the situation in a way which is caring, effective and enabling. Leicester U3A also recognises that abuse and neglect can be perpetrated by volunteers, other users of services, relatives, friends and neighbours. Leicester 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

Leicester 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.

In all situations, Leicester U3A believes that everyone is 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
- have their human and civil rights upheld regardless of ethnic origin, gender, sexuality, impairment or disability, age, religious or cultural background.

It is not appropriate for Leicester U3A to take the lead role in any Safeguarding Enquiry under Section 42 of the Care Act 2014, but should refer this to Advice and Volunteer Manager in National Office who will contact the appropriate local authority.

Procedure

1. Leicester U3A recognises that it has a responsibility to ensure that its committee and group leaders understand this policy.

2. Leicester 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.
3. While Leicester 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 but confidentiality is not absolute and 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 communityor to prevent or to facilitate the investigation of a serious crime.
4. This Policy will be reviewed every 3 years from their date of adoption. The names and details of the Executive Committee should be amended when any change of Trustee takes place. *See Appendix for Trustee details and the updating process.*

Courses of Action

- 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.
- 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 2. They should advise the rest of the committee and the Advice and Volunteer Manager at National Office who will provide further guidance.
- 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 with the guidance of the Advice and Volunteering Manager. (see appendix)
- 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.

Appendix (As per TAT procedure form)

SAFEGUARING ADULT DISCLOSURE/SUSPICION RECORDING PROFORMA (SAP1)

Adult at Risk			
Surname:		Forenames:	
Gender:	Ethnicity:	Date of Birth:	Marital Status:
Home address:			
Post Code:			
Disclosure/Suspicion Date and Time:		Location Disclosure/Suspicion	
Who received disclosure/Had suspicion:			
Type of alleged abuse:		Location of alleged abuse:	
Description of alleged abuse:			
Name:			
Signature:		Post:	Date:

Committee Members informed:		
Name:	Post:	Date & Time:
Committee decision:		
	No Further action:	Referred on:
	YES/NO	YES/No
Date:		
Action Date:		
Reason for decision:		
Date record to be destroyed:		
Chairman Signature:	Date:	Time: