

## **Mansfield and District U3A Safeguarding Policy**

Safeguarding is everyone's responsibility. Mansfield and District U3A is fully committed to safeguarding the wellbeing of its members. All members should show respect and understanding for the rights, safety and welfare of others and conduct themselves in a way that reflects the principles of the U3A.

1. Mansfield and District U3A acknowledges its responsibility to safeguard the welfare of all people entrusted to its care and is committed to working to provide a safe environment for all members.

2. Mansfield and District U3A confirms that it adheres to this Safeguarding Policy and the procedures, practices and guidelines. We will follow the guidance of the policy in the event of any concerns or allegations.

3. The key principles of this policy are as follows:

The welfare of the member is, and must always be, paramount to any other consideration.

In addition to protecting the welfare of the members, the policy must cover the duty of the U3A committee to guard against financial malpractice and any failure to follow the Objects of the U3A movement.

U3A events and activities for members will follow and adhere to the National U3A policy guidelines.

All participants regardless of age, gender, ability or disability, race, faith, culture, size, shape, language or sexual identity have the right to be protected from abuse or harm.

All allegations, suspicions or concerns of abuse, neglect, harm and poor practice will be taken seriously and responded to swiftly, fairly and appropriately.

Confidentiality will be respected, unless shared on a 'need-to-know' basis with outside agencies investigating the allegation.

All responses will be followed up by Mansfield U3A.

4. The 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. The U3A recognises that this is the responsibility of every adult involved.

5. The U3A will appoint a Safeguarding Officer (SO) to deal with any issues concerning Safeguarding and Member Protection and notify this person to all members. The SO for Mansfield and District U3A is .....

6. Mansfield & District U3A recognises that it has a responsibility to ensure that its committee and group leaders understand this policy.

7. If any member witnesses, or is aware of, an incident where the welfare of a member may have been put at risk, the SO must be informed in the first instance. If at any time you are not able to contact your SO and the matter is clearly serious then you can contact the Police or Social Services.

8. The U3A will ensure that all its members will comply with all guidance and best practice as issued by the U3A (see Appendix 1). This policy will be monitored annually by the Committee.

Signed                      Sheila Whalley      Chair Mansfield & District U3A                      Date      13 July 2018

## Appendix 1

### **Safeguarding Procedure**

It is not appropriate for Mansfield 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 the National Office who will contact the appropriate local authority.

Should the matter be urgent or life-threatening, the SO (or Deputy) should inform the Local Authority, Social Services, GP Surgery, Police, etc. first. Safety is the first requirement.

Support will be given to both the sufferer and the perpetrator of the alleged abuse provided that no person is put at risk by this.

The policy will be monitored annually and reviewed every three years.

#### **If an allegation is made, the following procedure should be followed:**

- Ensure the safety of the person at risk and that no threat is posed to any other person. When a crime may have been committed, the Police must be contacted as soon as possible.
- Committee members aware of any allegation should report the allegation to the Safeguarding Officer.
- The SO should record the details on Form SAP1 (Appendix 2) and inform the Chair and the Advice and Volunteer Manager at National Office.
- The designated committee members, 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. If the decision is to not refer, the reasons for this must be recorded on form SAP1
- As far as possible, the person-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 designated committee members should then complete SAP1 with the guidance of the Advice and Volunteering Manager.
- Completed SAP1s will be held in a designated file held by the SO for a minimum of 2 years from the date of the last completed SAP1 on the adult at risk.
- Confidentiality will be respected concerning any incident and information will be recorded and stored securely. However, confidentiality is not absolute and information may have to be shared in cases of danger to life, health or others.

**Appendix 2 Confidential**

**SAFEGUARDING ADULT DISCLOSURE/SUSPICION RECORDING PROFORMA**

<b>Adult at Risk</b>			
<b>Surname:</b>		<b>Forename:</b>	
<b>Gender:</b>	<b>Ethnicity:</b> Not Held	<b>Date of Birth:</b>	<b>Marital Status:</b> Not Held
<b>Home address:</b>			
<b>Post Code:</b>			
<b>Disclosure/Suspicion Date and Time:</b>		<b>Location of Disclosure/Suspicion:</b>	
<b>Who Received Disclosure/Had Suspicion:</b>			
<b>Type of Alleged Abuse:</b>		<b>Location of Alleged Abuse:</b>	
<b>Description of Alleged Abuse:</b>			
<b>Name:</b>			
<b>Signature:</b>		<b>Post:</b>	<b>Date:</b>

<b>Committee Member informed:</b>		
<b>Name:</b>	<b>Post:</b>	<b>Date &amp; Time:</b>
<b>Committee decision:</b>		
	<b>No further action:</b>	<b>Referral on:</b>
	<b>Yes/No</b>	<b>Yes/No</b>
<b>Date</b>		
<b>Action Date:</b>		
<b>Reason for Decision:</b>		
<b>Date Record to be Destroyed:</b>		
<b>Chairman's Signature:</b>	<b>Date:</b>	<b>Time:</b>

Information contained in this document should only be used for the purposes of implementing and monitoring Mansfield & District U3A's Safeguarding Adults Policy and Procedures and service monitoring. The information must not be copied, transmitted or in any way divulged without the permission OF Mansfield and District U3A

## **Appendix 3**

### **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 and report the disclosure in line with the Procedure

#### **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

### **In your record of the disclosure:**

You should aim to:

- Note what people actually said, using their own words and phrases
- Describe the circumstances in which the disclosure came about
- Note the setting and anyone else who was there at the time of the abuse or the disclosure
- Separate factual information from your own and others opinions
- Use pen or biro with black ink so that the report can be photocopied if needed

And be aware that your report may be required later as part of a legal action or disciplinary procedure.

### **Recommended agencies:**

Their Local Authority, Social Services, GP Surgery, Police, etc.

*Action on Elder Abuse* (AEA) is a confidential support and advice for older people who have been abused or people who know an older person who may be suffering abuse.

*Available weekdays 9am - 5pm on freephone 0808 808 8141.*

*Voice UK* is a national charity supporting people with learning disabilities and other vulnerable people who have experienced crime or abuse. They also support their families, carers and professional workers.

## Appendix 4 Key Definitions:

### 1. **Adult at risk:**

is any person, who is over 18 years of age and who has need for care and support, is experiencing, or is at risk of abuse or neglect, and as a result of those needs is unable to protect himself or herself against the abuse or neglect or risk of it.

### 2. **Abuse:**

is the “violation of a person’s human and civil rights by any other person(s). It may be a single or repeated act(s), physical verbal, psychological, sexual, institutional, discriminatory or financial, an act of neglect or failure to act”

### 3. **Types of abuse:**

- a) *Physical abuse* – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- b) *Domestic violence* – including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence.
- c) *Sexual abuse* – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- d) *Psychological abuse* – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- e) *Financial or material abuse* – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- f) *Modern slavery* – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- g) *Discriminatory abuse* – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- h) *Organisational abuse* – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- i) *Neglect and acts of omission* – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating
- j) *Self-neglect* – this covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding.