

1. GROUP CO-ORDINATOR

Currently this post is being covered by Rosemarie Franklin *under* the guidance of the Executive Committee. The contact details are:

Email: groupenquiries@newburyu3a.com
Tel: 01635 226794
Mob: 07950 028627

2. OFFICE DETAILS

Address: Broadway House, 4-8 The Broadway, Northbrook Street, Newbury RG14 1BA
Opening: Monday, Wednesday and Friday 10.00am – Noon
Tel: 01635 760346
Email: office@newburyu3a.com
Website: <https://www.u3asites.org.uk/newbury>

3. PROCEDURE FOR STARTING A NEW GROUP

Discuss the idea for the new group with the Group Co-ordinator. (*See contact details in 1*):

- a. A notice will be prepared inviting members to sign up – to be displayed at the next New Members Coffee Morning for new members, published in the next Newsletter and sent out in the Friday update via Beacon.
- b. A date and time of meeting with the Group Co-ordinator will be arranged for discussion of how the group will operate along with proposed meeting times and dates which do not clash with other popular group meetings.
- c. If you do not wish to totally lead the group, there are various ways of involving those interested in taking responsibility for particular areas and this has been very effective and productive, especially if anyone has IT skills.
- d. If an outside venue is required, other than Broadway House, discuss this in the first instance with the Group Co-ordinator. A list of venues currently used is available.
- e. Arrange details to be published in the Newsletter, on the Newbury u3a website, on Beacon and via Friday email update.
- f. Consider the fact that basic IT skills are required as group details/members/venue times etc should now be dealt with via Beacon along with all emails to members as this facility is GDPR compliant.

4. SUPPORT OFFERED FOR GROUP LEADERS

- a. Relevant news will be advertised in the Newbury u3a Newsletters/on the website/regular Beacon updates as appropriate.
- b. The Group Leader should be encouraged to submit regular brief reports for publication in the Newbury u3a Newsletter and to review the information on Beacon and the website as this will interest new members.
- c. IT support for use of Beacon, including passwords for access and general facilities, is available.
- d. The Group will be added to the Newbury u3a website and the Beacon facility. Group Leaders

will be expected to keep details of members and group details up to date on the Beacon site (see 5.) and to check that new enquiries to join a group are from u3a members.

e. Equipment available at Broadway House:

- To use in the office
 - Printer/copier - for production of documents required for the group. The office must be contacted prior to your visit in order to arrange a convenient time.
- To borrow from the Office:
 - Projector – for use outside Broadway House
 - Projector – for use only in Broadway House
 - Blue display board

Any equipment borrowed from the Office must be booked in advance to avoid clashing and must be signed for when booking out and returning.

f. Outings/Events: A copy of the u3a Liability Insurance is on the Office notice board.

g. Any dates planned for outings must be checked with the Office calendar before any arrangements or announcements are put in place.

5. GROUP INFORMATION

- Each group should have a register of members
- Membership must be checked annually after the renewal date and a reminder sent if necessary.

6. PRIVACY AND DATA SECURITY

The Beacon facility should be used to email your members. It is defaulted to be compliant with GDPR and Data Protection.

Email: If emailing your members from your own personal email address you **must** use **Bcc**, i.e.,

To: yourself

Bcc: your members

7. PROCEDURE FOR UPDATING THE WEBSITE AND BEACON

Material for the websites (both Newbury u3a and Beacon) should be forwarded to the Group Co-ordinator who will pass this to the Office and website committees who maintain the sites.

8. INSURANCE

Insurance cover is provided by the Third Age Trust. Cover notes are displayed on the notice board in the u3a Office and they can be viewed on the website of the Third Age Trust <https://www.u3a.org.uk>. (To view these you will need to login to the site)

It is important that any accidents are reported on an Accident Report Form which can be downloaded from the website or obtained from the Office. Completed forms should be returned to the u3a Office at the earliest opportunity.

Car-sharing arrangements, including petrol expenses, are a personal matter between the car driver and passengers.

9. HANDLING MONEY AND PAYMENTS

a. Group Activities

- General

Newbury u3a will contribute monthly towards the hire of venues but the subsidy has to be requested. The amount will be reviewed annually.

A contribution towards initial group start-up costs and annual running costs is available.

Payments are made directly by the Halls Administrator to the Treasurer of the organization administering the venue.

In all other respects group meetings and activities should be self-financing. If groups decide to hire guest speakers or lecturers then funding for these should be paid for by the group members.

- Accounts for expenses

if you collect more than coffee/biscuits money, simple account records of money received should be kept.

- Annual Running Costs

Currently a reviewable amount is available from the Newbury u3a Treasurer to Group Leaders of established groups as an annual contribution to help out with administration costs of postage, telephone and stationery. This must be requested annually and is assessed each year by the Executive Committee.

- Venue/Hall hire

It is the responsibility of the Group Leader to find a suitable venue to host the group. The Halls Administrator may be able to provide the names of contacts in venues that are currently in use by groups.

Where the total cost of a venue exceeds the agreed monthly rate then the group is expected to make up the difference.

- Broadway House

Some groups meet in the conference rooms in Broadway House where room hire is subject to a contribution by attendees and Group Leaders should bear the following in mind:

- Use of the conference rooms is a facility which is shared with the other tenants of Broadway House so there is a practical limit to the number of groups that can be accommodated and enquiries would have to be made to check availability.
- Facilities for making tea and coffee may be available subject to a small charge.
- For a group meeting in a conference room, the Group Co-ordinator should be asked to arrange for the Group Leader to be provided with a key to the u3a locker in the lobby. The locker contains a fob which enables access to the main areas of the building.
The fob must be returned to the locker after a meeting.
- The locker also contains a telephone which the Group Leader may take into the meeting. This phone should be plugged into a socket in the room and used to receive calls from a member in reception wanting to attend the meeting. The number to call from the phone in the lobby is 0347.
The phone must be returned to the locker after a meeting.

- Members' Houses

Some groups meet in members' houses and a nominal charge can be made to cover refreshments.

- Guest Speakers and Tutors

If you propose using a paid tutor, please liaise with the Group Co-ordinator in the first instance

b. Status of Groups holding Bank Accounts

These groups are considered as sub committees of the main u3a Executive Committee and

as such they should report the following details to each meeting of the Executive Committee:

- financial position, and
- a report on the events planned and other major decisions made at meetings of the group.

10. GROUP LEADERS RESPONSIBILITIES

- a. Once the process of starting a new group has begun it should be accepted that the Group Co-ordinator will communicate with him/her about any matters that need to be passed to group members
- b. It is the Group Leader's responsibility to keep the Group Members list up to date and accurate. Group Leaders or their deputies will be expected to have basic IT skills and make use of Beacon.
- c. It is the Group Leader's responsibility to inform the Office and the Welfare Officer of ill health amongst group members so that the Welfare Officer can send best wishes etc.
- d. It is the Group Leader's responsibility to inform the Office and the Chair of the death of a group member so that the Chair can send condolences etc.
- e. It is the Group Leader's responsibility to inform the Group Co-ordinator of any major changes in the activities/venues/times etc so these can be amended on the Newbury u3a website and on Beacon.
- f. For large groups it will be a requirement to send a brief report to the Executive Committee for their meetings, quarterly or as necessary, recording activities and bank balance etc.
- g. Group Leaders who organize trips and/or meetings must ensure that members have an ICE (In Case of Emergency) number available to join a group and in particular to go on a trip, otherwise they will not be able to participate.
- h. Acceptance of members on day trips and their carers (if required) is at the discretion of the Trip Leader. Both must purchase a ticket and follow Executive Committee guidelines.
- i. Discounts are available at the following outlets:
 - Shoemakers in the Arcade
 - Angelica's in Camp Hopson
 - The Tea Shop by the Canal
 - The King's Coffee House (next to Broadway House, where the u3a Office is located)
 - The Ugly Duckling, Bartholomew Street, will give a very generous discount of 25% when participating in Pottery Painting.
- j. Acceptance of membership to the group is at the discretion of the Group Leader

11. SAFEGUARDING MEMBERS

Safeguarding is everyone's responsibility, and Group Leaders should report any safeguarding concerns they have to the Group Co-ordinator, who will pass it to the Executive Committee and Safeguarding Officer for appropriate action. The Safeguarding policy is appended to this handbook.

Safeguarding Policy

Purpose

This policy and procedure is written to enable the committee to address issues where there are safeguarding concerns. Safeguarding includes incidents between members, concerns regarding abuse or neglect that a u3a member may be experiencing outside of the u3a, health related issues or previous or pending criminal convictions.

The purpose of this policy is to demonstrate the commitment of Newbury u3a to safeguarding their members and to ensure that everyone involved in Newbury u3a is aware of:

- The legislation, policy and procedures for safeguarding adults.
- Their role and responsibility for safeguarding adults.
- What to do or who to speak to if they have a concern relating to the welfare or wellbeing of an adult within Newbury u3a.

Scope

This safeguarding policy and procedure apply to all individuals involved in Newbury u3a, including the committee, group leaders and members, and to all concerns about the safety and wellbeing of members taking part in u3a activities and in the wider community.

Safeguarding Commitments

In order to implement this policy, Newbury u3a will ensure that all members will be aware of the safeguarding procedures and know who to contact if they have a concern relating to the welfare or wellbeing of an adult.

Newbury u3a committee has a duty of care to its members, is committed to upholding this safeguarding policy in order to protect its members.

Newbury u3a recognises that some people are potentially at risk of abuse and neglect. Where abuse or neglect is suspected Newbury u3a will aim to respond in a prompt and efficient manner to any situation where there is a risk of or perceived risk of harm.

Newbury u3a does not hold any statutory authority. Matters of concern will be reported to the relevant safeguarding authorities and charity regulatory authorities, as appropriate. This may include the local authority, the local multi-agency safeguarding hub (MASH), or the police in an emergency.

Where there are concerns for a member's wellbeing or safety, Newbury u3a committee will complete a safeguarding risk assessment, seek advice and support from the Trust where necessary, and will contact the relevant statutory authorities as needed. It is not appropriate for Newbury u3a to take the lead role in any Safeguarding Enquiry (under Section 42 of the Care Act 2014 (England and Wales)).

Newbury u3a recognises that there are various forms of abuse which can be perpetrated by volunteers, members, relatives, friends, and neighbours. Newbury u3a will not 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 and free from harm.

Newbury u3a will put the well-being of those at risk of harm first, and they will be actively supported to communicate their views and the outcomes they want to achieve. Those views and wishes will be respected and supported unless there are overriding reasons not to. Any actions taken will respect the rights and dignity of all those involved and be proportionate to the risk of harm.

A list of the types of safeguarding risks and harm can be found on the England and Wales Charity Commission website, which is applicable generally.

Newbury u3a will monitor the implementation of this policy and procedure annually through its committee.

When following the safeguarding procedure Newbury u3a will strive to uphold the principles that those involved in incidents are 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.

Newbury u3a will also follow the principles enshrined within the England and Wales Care Act 2014:

- **Principle 1 – Empowerment** – whereby the approach is focused on the individual making their own decision and gaining informed consent, where possible.
- **Principle 2 – Prevention** – seeking to take steps to prevent issues from arising or escalating.
- **Principle 3 – Proportionality** – responding in a proportionate way to the issue/s being presented.
- **Principle 4 – Protection** – seeking to keep the membership safe and protection for those deemed to be at risk.
- **Principle 5 – Partnership** – reporting incidents to the relevant statutory bodies and liaising with the Trust.
- **Principle 6 – Accountability** – accurate recording of incidents. Reporting incidents, as required, to the Trust and to relevant regulatory authorities.

Procedure

Introduction

Newbury u3a has a responsibility to ensure that its committee members and group leaders understand their safeguarding responsibilities.

Depending on the nature of the allegation and the identified risk, Newbury u3a will support the alleged victims and the alleged perpetrators of any abuse as well as any volunteer who becomes

aware of an allegation in so far as this does not compromise any safeguarding enquiry or investigation into the allegation or place other adults at risk.

Newbury u3a will make every effort to respect the confidentiality of any information that is disclosed under this policy and procedure, however due to the seriousness of allegations confidentiality is not absolute. Information will be recorded and stored securely in accordance with Data Protection Act 2018 but information may have to be shared with relevant authorities on a 'need-to-know' basis only, to prevent:

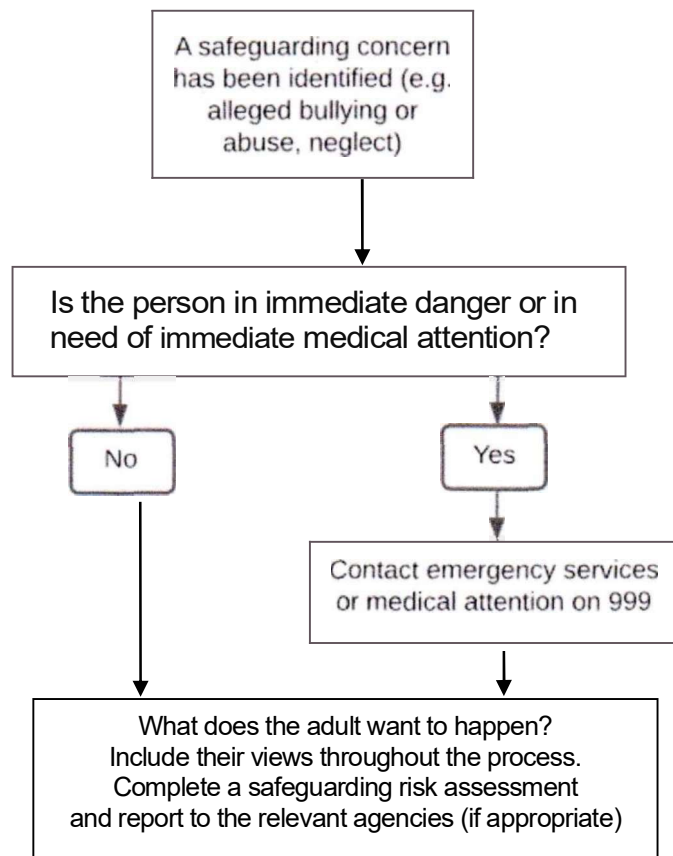
- Danger to a person's life
- Danger to a person's health
- Danger to others
- Danger to the community
- To facilitate the investigation of a serious crime

Courses of action

- Newbury u3a's approach to safeguarding will include members who exhibit health concerns that could put themselves or others at risk, convictions (previous or pending) that include offences of a sexual or violent nature, inappropriate behaviour exhibited by a member including sexual advances, bullying, aggression or violent behaviour, harassment and/or discrimination. This can include behaviour exhibited face to face as well as electronic communications or via social media platforms.
- Where the committee becomes aware of a safeguarding concern, steps will be taken, as needed, to ensure the safety of adult/s at risk is secured as a priority. The steps to take to address this will be discussed and agreed between the Executive Officers of the committee in the first instance. No committee member will act in isolation when dealing with a safeguarding concern. The steps taken should be documented and stored securely in accordance with the Data Protection Act 2018.
- Where Newbury u3a committee becomes aware of a safeguarding concern, the first step will be to gather as much information as possible to assist with the decision as to the next steps. A risk assessment will be developed and recorded as soon as possible after the concern comes to the attention of the committee.
- Where it is deemed that the risk is high and immediate action needs to be taken, the committee will contact the relevant authorities and the Trust for advice and support.
- 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 their wishes in the best interests of other adults at risk.
- In developing the risk assessment, the committee will consider the level of risk and the action that needs to be taken accordingly. Assessment of risk will include:
 - Risk to the individual member
 - Risk to other members within the u3a
 - Reputational risk for the individual u3a and the u3a movement as a whole
- Where the risk is not deemed to be high but support is needed, Newbury u3a will contact the Trust to discuss the concerns and seek additional assistance in developing the risk

assessment. Assistance will always be sought before moving to exclude any member from the u3a on the basis of a safeguarding risk assessment.

- Once the risk assessment is completed, the committee will decide as to the most appropriate course of action. This could include excluding members from certain groups i.e., groups held in people's homes, requesting that a member attends the u3a with a carer or excluding a member from a group run by a particular group leader.
- Depending on the nature of the allegation it may be necessary to pursue the incident following Newbury u3a's complaints or disciplinary procedure. Where it is decided that this is the best course of action the matter will not be investigated by any party that was privy to the initial reporting of the incident.
- All actions taken will be recorded. Any records will remain confidential to the committee unless a prior decision has been taken to share the record with the relevant statutory bodies.



This policy was opted on 20th November 2023
Signed S. Child Committee role: HON SECRETARY
Print name: SELEK CHILD
Policy review date: as appropriate