

Safeguarding Policy and Procedure with regards to u3a activities, events and meetings - 29th February 2024

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.

It is in respect of Olton and District u3a activities (the u3a), events and meetings including those held in public venues or in members' houses. However it does not include dealing with safeguarding outside of the u3a.

The u3a recognises that some people are potentially at risk of abuse and neglect and this could occur at an activity of the u3a.

Where such abuse or neglect is suspected the u3a will aim to respond to the situation in a way which is caring, effective and enabling. The u3a also recognises that abuse and neglect can be perpetrated by volunteers and members. The u3a acknowledges that the reasons for abuse and neglect occurring may not be fully understood and vary with each incident, often dependent on risk factors

The 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, the 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 the 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.

The u3a will monitor the implementation of this policy and procedure annually through its Executive Committee.

Procedure

1. The u3a recognises that it has a responsibility to ensure that its committee and group leaders understand this policy.

2. The u3a will support the alleged victims and the alleged perpetrators of any abuse as well as any member or 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 the 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 community or to prevent or to facilitate the investigation of a serious crime.
4. This Policy, Procedure and Appendices will be reviewed every 2 years from their date of adoption. The names and details of the Executive Committee should be amended when any change of Trustee takes place.

Courses of Action

- The u3a and its Committee will be represented by a nominated officer who will undertake on its behalf the course of action whilst maintaining full confidentiality.

Currently the nominated Safeguarding officer is Sue Watson email suejwatson@hotmail.co.uk phone 07814 214049

- If the nominated officer becomes aware of possible or actual abuse or neglect within its U3A activities, it should ensure that the safety of the adult at risk is secured as a first priority.
- When the nominated officer becomes aware of possible or actual abuse he / she should as soon as possible, record the details of the abuse using SAP1, see Appendix 1. They should advise the rest of the committee and the Advice and Volunteer Manager at National Office who will provide further guidance.
- The officer 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 member or U3A volunteer at risk.
- The officer, 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 officer then completes SAP1 with the guidance of the Advice and Volunteering Manager.
- Completed SAP1s will be held in a designated file (held by Business secretary) for a minimum of 2 years from the date of the last completed SAP1 on the adult at risk.
- Confidentiality is adhered to at all times, therefore the contents of the form will not be provided to any third parties.

- Appendix 2 and Appendix 3 also contain useful information relating to this policy and its implementation.

Policy, Procedure and Appendices were adopted by Olton and District u3a

On: 29th February 2024

Signed: J Morris _____ Committee role - Secretary

Print name: J S MORRIS _____

Review to be undertaken March 2024

Signed.....J Morris..... Committee role – Secretary

Appendix 1 Confidential – Form SAP1

SAFEGUARDING ADULT DISCLOSURE/SUSPICION RECORDING PROFORMA

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:

Committee representative nominated officer informed:		
Name:		Post:
Officer decision:		
	No further action:	Referral on:
	Yes/No	Yes/No
Date		
Action Date:		

Reason for Decision:

Date Record to be Destroyed:

Signature:

Date:

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Information contained in this document should only be used for the purposes of implementing and monitoring Olton and 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 the u3a executive committee.

Appendix 2

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.

Appendix 3 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) *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.
- c) *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.
- d) *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.
- e) *Discriminatory abuse* – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- f) *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
- g) *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.

Recommended agencies:

- a) Their Local Authority, Social Services, GP Surgery, Police, etc.
- b) *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.
- c) *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.
Voice runs a helpline 0808 802 8686.