

# Perth U3A

## Safeguarding Policy

Perth U3A will not condone, tolerate or ignore ill-treatment of a member or members, either by those within the organisation or by those whose activities impinge upon the organisation, in the course of or related to any U3A activity.

Such ill-treatment could include physical harm, verbal abuse, sexual abuse, bullying, discrimination, financial mistreatment, or any actions liable to cause a member distress, discomfort or alarm.

Any member or Group Leader who becomes aware of any allegation or report of such ill-treatment must report it at once to a committee member.

The committee will take responsibility for investigating any report or allegation of such ill-treatment and for taking quick and appropriate action to ensure that it is discontinued and not repeated. Such action could include reporting incidents to Police Scotland or other appropriate bodies, suspending or expelling a member or members from a group or from the organisation, or gaining assurances that any inappropriate behaviour will stop.

Where judged appropriate the committee will seek assistance, either from family members or relevant authorities, for any member subjected to ill-treatment. At all times, the committee will try to respect the wishes of the member concerned.

The committee will ensure that any investigation is documented. All records relating to an investigation will be held by the Secretary in strict confidence. However it may be necessary to share some details with outside agencies whose assistance is sought in dealing with an incident or issue or where a criminal investigation is undertaken.

In support of this policy, Perth U3A will maintain a Complaints Procedure and a Grievance Procedure and will ensure that these are made available on our website. Paper copies will be made available to any member on request.

This Policy document will be made available on our website and will be drawn to the attention of all members.

This Policy will be reviewed within twelve months of adoption and will be updated in the light of any relevant advice from appropriate bodies.