**SULLY U3A Safeguarding Vulnerable People Policy**

Sully U3A recognises that we have a duty of care to safeguard the welfare of our members and any persons involved in its wide range of activities. This policy provides guidelines for good practice which all members must follow.

Sully U3A are committed to the Third Age Trust policy of providing equality of opportunity to all members and potential members regardless of age, gender, orientation, ability, race, faith, culture, language, social standing, ethnicity and educational background.

All reasonable efforts will be made to facilitate membership for vulnerable people who wish to become members. If required, membership will be extended to official carers (whilst in attendance of members or potential members), to facilitate attendance at any events, activities and groups. Official carers will be covered by the liability insurance provided by The Third Age Trust, whilst in attendance, at such activities.

Even if you have members who are willing to help, they should not take responsibility for another member’s care as this could be deemed to be outside our insurance cover should an injury or damage occur.

* The welfare of the vulnerable person is paramount.
* All participants have the right to protection from harm or abuse regardless of age, gender, sexual identity, disability, race, faith, culture, language.
* All allegations or suspicions of abuse will be taken seriously and responded to swiftly, fairly and appropriately.\*

\*Any such allegations should be reported in confidence to the group convenor or directly to a trustee, who will date and record the relevant information on an incident sheet to pass on to an appropriate trustee (a nominated safeguarding committee member) to take fair and appropriate action in accordance with Third Age Trust Procedures.

Although children are not normally involved in U3A activities we recognise that children may be present occasionally, accompanying one of our members to a group or attending a performance of a U3A group. The member must be with the child at all times and will be responsible for their safety and welfare. In such circumstances this policy applies to children as well as adults.

Sully U3A requires all its trustees and members to comply with the best practice contained within this policy.

The following behaviours are considered extremely serious They are not acceptable and may result in action being taken under the U3A Complaints Procedure and referred to the appropriate authorities.

* Working alone with vulnerable adults/children.
* Consuming alcohol whilst responsible for children or vulnerable adults.
* Bullying or humiliating any person involved in U3A activities.
* Inappropriate or unnecessary physical contact with a vulnerable person.
* Having an intimate relationship with any vulnerable person developed as a result of being in a position of trust.
* Making sexually explicit comments or sharing sexually explicit material.

Approved by the Trustees August 2018

Reviewed by the Trustees August 2019