

# Tenterden u3a Safeguarding Policy

## Purpose and principles

Safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect. The Charity Commission now requires all charities to maintain a safeguarding policy. Our policy sets out the provisions and procedures for the committee and members of Tenterden U3A for safeguarding all its members by raising awareness and providing a framework for action should the need arise.

Tenterden U3A is a self-help organisation in which members are expected to treat their fellows with respect and courtesy. Safeguarding is therefore not only a governance priority but a responsibility shared by all members.

As a matter of principle, members are expected to:

- Value, listen to and respect all other members;
- Ensure that all members feel welcomed, respected and safe;
- Recognise equality amongst members and relationships;
- Help other members to be and to remain active within U3A and, if a member is or becomes unable to participate independently, to encourage them to bring a companion or carer so that they can continue to enjoy the benefits of U3A;
- Be aware of their responsibilities for safeguarding, follow procedures and report any incidents in line with this policy.

## Maintaining a Safeguarding Culture

All members will be informed of the safeguarding policy, which will be made available on the Tenterden U3A website.

The committee will provide group leaders (who are the primary point of contact with many members) with guidance about Safeguarding policy and actions.

Each time that a new group is formed, a member of the committee will attend a meeting to ensure that the group and its conduct conform to Tenterden U3A's object and principles.

The safeguarding policy will be complemented by a health and safety policy and risk assessments. All members will be encouraged to fill in the ICE (In Case of Emergency) details on their membership card and to carry it with them when on U3A activities. The committee will offer first aid training courses to group leaders and committee members.

The committee will review the safeguarding policy annually, revise and improve it in the light of experience and members' needs.

## Reporting and acting on safeguarding

It is the responsibility of group leaders and individual members to report any safeguarding situation or suspected concern as soon as possible to a member of the committee by telephone, by email or via a confidential feedback link on the Tenterden U3A website Contacts page. If the initial contact is by telephone, the committee

member will request an email or a letter detailing the concern. All committee members will be made aware that a safeguarding concern has been notified, review the nature of the concern, the action to be taken and the possible need to notify the National Office of the U3A, a caring professional or public authority.

Should an emergency situation arise, members present should:

- Consider the safety and wellbeing of the person affected and contact the emergency services (police, ambulance or fire) if needed and their ICE contact if known.
- Stay calm and support the person affected and other members.

*Version 1.0, February 2019, reviewed and approved July 2019, July 2020, January 2022, January 2023*