

1. OBJECTIVE:

Deliver the Charity Commission's clear expectations of all Trustees which are:-

- Provide a safe and trusted environment which involves a duty of care to everyone who comes into contact with Thatcham u3a and, irrespective of vulnerability, they will not be harmed or abused.
- Set an organisational culture that prioritises safeguarding, so that it is safe for people to report incidents and concerns in the knowledge they will be dealt with appropriately. The Executive Committee's Secretary is the first point of contact for such a report.
- Have adequate safeguarding policies, procedures and measures to protect people and make sure these are made public, reviewed regularly and kept up to date.
- Handle incidents as they arise, report them to the relevant authorities and learn from them, putting in place the relevant mechanisms to stop them happening again.

2. RESULTANT ACTIONS:

a) Ensure that members are aware of this by:

- Making new members aware of this policy when they sign the membership application form;
- Reminding members of the policy periodically in newsletters, meetings, Annual General Meetings etc.; advising membership of any incidents occurring with resultant impact when it has been confirmed after due process.
- Reporting to the AGM the statistics regarding non-compliance of safeguarding in the year, including ones reported to the charity commission and police.
- Putting this policy on the Thatcham u3a website.

b) Ensure this policy is reviewed regularly by the Executive Committee each year at a committee meeting, summarising mechanisms put in place during the year to stop untoward incidents happening again and the resultant changes made to this policy as well as any other changes considered to be necessary after the review.

3. POTENTIAL PROBLEMS:

Where Group Leaders/Convenors have a problem or issue they cannot resolve they should contact the Executive Committee's Convenor Contact in the first instance who may contact the Executive Committee's Secretary in her role as the person logging Safeguarding incidents.

Examples of problems that may occur with members are:-

- Personality clash
- Failure to attend Group activities regularly while holding a leadership position
- Does not take their turn in completing activities
- Cannot keep up with the pace of the Group
- Disability issues which may be getting worse, including dementia
- Transportation issues resulting in being unable to attend events
- Friend or Carer wants to join a Group but there is no available space
- Rudeness or not treating people with respect, fairness or courtesy.

Similarly, if members feel there is a problem with the Group Leader/Convenor then they should feel able to contact the Executive Committee's Secretary in the first instance who may advise the Chairman of the situation. The Chairman shall advise the Executive Committee of problems arising at the time of occurrence or at the next committee meeting depending on the significance and advising what action has been taken, or asking for advice as appropriate.