

## Safeguarding Policy and Procedure

### Policy Statement

This policy, and its accompanying procedure, has been written to enable the Committee of **Torfaen u3a** to act appropriately where instances, or allegations, of abuse or neglect come to its attention.

Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. The Committee of **Torfaen u3a** recognises that some people are potentially at risk of abuse and neglect. Abuse and neglect can take place anywhere.

**Torfaen u3a** does not condone or 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, **Torfaen 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
- have 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

Where abuse or neglect is suspected, **Torfaen u3a** will aim to respond to the situation in a manner which is caring, effective and enabling. **Torfaen u3a** recognises that abuse and neglect can be perpetrated by volunteers, other users of services, relatives, friends and neighbours.

The Committee of **Torfaen u3a** has a duty of care to its members but does not hold any statutory authority. Matters of concern will be reported to the relevant safeguarding agencies and charity regulatory authorities as appropriate.

## IMPORTANT NOTE:

It is not appropriate for **Torfaen u3a** to take the lead role in any Safeguarding Enquiry under **Section 42 of the Care Act 2014**. Wherever possible, the victim of abuse should be consulted and his/her wishes known before any action or referral takes place. Any instances should be referred to the **Advice and Volunteer Manager in u3a National Office**, who will help decide whether or not to contact the appropriate local authority and/or the Police. If it is apparent, however, that an incident is so serious, with an imminent risk of harm, or that a criminal act has been (or may be) committed, **then Social Services and/or the Police should be informed without delay**.

## Procedure

1. **Torfaen u3a** understands that it has a responsibility to ensure that its Committee and group leaders understand this policy.
2. **Torfaen u3a** will support the alleged victims and the alleged perpetrators of any abuse, as well as any 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 **Torfaen 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
  - prevent danger to a person's health
  - prevent danger to others
  - prevent danger to the community
  - facilitate the investigation of a serious crime
4. This Policy and Procedure will be reviewed every three years from the date of its adoption.

## Courses of Action

- If any member becomes aware of another member who appears to be suffering harm, neglect or abuse, or appears to be inflicting it upon others, they should bring this to the attention of a committee member.
- Any committee member who becomes aware of possible or actual abuse should, as soon as possible, record the details of the abuse using form SAP1. They should advise the rest of the committee and the **Advice and Volunteer Manager at National Office**, who will provide further guidance, **tel. no. 020 8466 6139**.

- The committee, having been advised of possible or actual abuse or neglect, should ensure that the safety of the adult at risk is secured as a first priority, and that the alleged perpetrator, if known, does not pose a threat to any other adult at risk.
- The committee, 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. Where 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**. It may be necessary, however, to override these in the best interests of other adults at risk.
- The committee can then complete **SAP1** with the guidance of the Advice and Volunteering Manager.
- Completed **SAP1s** will be held in a designated file for a minimum of two years from the date of the last completed **SAP1** on the adult at risk.
- Confidentiality must be adhered to at all times, therefore, the contents of the form will not be provided to any third parties.

**This Policy and Procedure was adopted by Torfaen u3a on:**

**Date:**

**Signature:**

**Date:**

**Print Name:**

**Committee Role:**