

## **SAFEGUARDING POLICY**

### **WARWICK DISTRICT U3A**

**Address:     The Secretary  
              125 Greenwood Court  
              Upper Holly Walk  
              Leamington Spa CV32 4JY**

#### **1. POLICY COMMITMENT**

Vulnerable adults who access or are involved in our services should:

- 1) Be made aware of this policy.
- 2) Have alleged incidents recognised and taken seriously.
- 3) Receive fair and respectful treatment throughout.
- 4) Be involved in any process as appropriate.

**WARWICK DISTRICT U3A** is committed to safeguarding all vulnerable adults who come into contact with our organisation. We believe that all have an equal right of protection from abuse, regardless of age, race, religion, ability, gender, language, background or sexual identity, and consider that the welfare of all is paramount.

**WARWICK DISTRICT U3A** will take every reasonable step to ensure that all vulnerable adults are protected where our committee members, trustees and members are involved in the delivery of our activities. All suspicions and allegations of abuse will be taken seriously and investigations will be undertaken swiftly so that appropriate action is taken as soon as possible.

**WARWICK DISTRICT U3A** enables all our trustees, committee members and volunteers to make informed and confident decisions regarding safeguarding. We expect everyone to have read, understood and adhered to this policy.

#### **2. ROLES AND RESPONSIBILITIES.**

**WARWICK DISTRICT U3A** has a designated person who is responsible for Safeguarding. This is Sharon Hancock and in her absence the role will be undertaken by Ann Bailey.

The Designated Person will assume overall responsibility for safeguarding across the organisation.

It is not the role of the Designated Person or Warwick District U3A to decide whether abuse has taken place or not. It is therefore vital that Trustees, committee members and volunteers raise all concerns of suspected or alleged abuse in line with the procedures identified in this policy as there may already have been concerns expressed by other organisation members and failure to report may put an individual at risk. Details of concerns and actions taken should be shared with the committee at the earliest convenience.

#### **3. REPORTING INCIDENTS.**

All allegations must be treated seriously and reported to the Designated Person for safeguarding as soon as possible and logged accordingly.

The Designated person will then devise an appropriate plan of action. This may include the involvement of external authorities.

An allegation made against a person in a position of trust should be reported immediately. The matter will be investigated and appropriate action taken which may include informing the Local Authority Designated Officer (01926 743433) [lado@warwickshire.gcsx.co.uk](mailto:lado@warwickshire.gcsx.co.uk) who will advise as to the next step.

If a disclosure of abuse is made by a group user, care should be taken to explain to them the procedure that will be followed and they should be told it may not be possible for Warwick District U3A to maintain confidentiality.

#### **4. RECORD KEEPING**

Any concerns will be recorded in writing and kept securely to comply with data protection legislation.

Records should only include contacts and referrals made including date, time, reason and referral agency. Warwick District U3A will assist other relevant organisations as far as it is able during any investigation of abuse or neglect. This will include disclosing written and verbal information and evidence.

#### **5. CONTACT DETAILS**

##### **Emergency contact numbers**

If there is immediate danger contact the Police on 999 or 101.

In the event of concerns for a vulnerable adult within Warwickshire, the matter should be reported to the Adult Social Care Team on 01926 412080. In Coventry the number is 024 7683 3003

#### **6. POLICY REVIEW**

**WARWICK DISTRICT U3A** is committed to reviewing this policy and procedure every three years.

**Adopted:** 13 November 2018

**Next Policy Review due** November 2021