

SAFEGUARDING POLICY OF WEST WOLDS U3A

STATEMENT OF INTENT

1. It is the right of everyone to be able to live their lives free from abuse, harm, neglect, and to have assured their health, well-being, and human rights. Everybody has different levels of vulnerability, and each of us may be regarded as vulnerable at some time. Safeguarding is the process by which communities and organisations seek to exercise their Duty of Care to protect all individuals in this context.
2. West Wolds U3A (WWU3A) recognises that, following the principles of the U3A UK movement, it has a duty of care to its members and stands fully committed to Safeguarding the wellbeing of those members.

POLICY

3. This policy is written to ensure that all members of WWU3A are Safeguarded: to enable the membership to understand their valuable role in the Safeguarding process, and to enable the Committee to take appropriate action, quickly and effectively, should the need arise. The following principles form the core of the policy:
 - a) All WWU3A members have the right to participate in a safe, positive and enjoyable environment whilst being protected from abuse, neglect, and discrimination.
 - b) All WWU3A members have the right to be protected from abuse or harm, regardless of age, gender, ability or disability, race, faith, culture, size, shape, ethnicity, or sexual orientation.
 - c) All allegations, suspicions or concerns of abuse, neglect, harm or poor practice are to be taken seriously, reported, and responded to swiftly, fairly and appropriately.
 - d) The welfare of the member is, and must remain, paramount to any other consideration.
 - e) The committee member responsible for implementing the Safeguarding Policy is Gail Dennis (telephone 01673 843575)
 - f) If there are suspicions that Safeguarding incidents affecting a WWU3A member are taking place outside the WWU3A setting these are to be reported to the Safeguarding Officer who will, with the permission of the subject person, connect with the appropriate statutory body (eg Advice and Volunteer Manager in U3A National Office, Police, Local Authority under Section 42 of Care Act 2014, Social Services).

PROCEDURES

4. Members. Any WWU3A member who witnesses, or becomes aware of, any threat to the welfare of another member should follow the guidance at Annex 1: WHAT TO DO IN THE EVENT OF AN INCIDENT OF ABUSE OF A WWU3A MEMBER. As a minimum you must contact and inform the Safeguarding Officer.

5. Responsibilities of the WWU3A Committee. The Committee is to:

- a) Formulate a Safeguarding Policy for WWU3A and publish it on the WWU3A website.
- b) Appoint a Safeguarding Officer who will be responsible for implementing this Policy and Procedures.
- c) In consultation with the Safeguarding Officer, decide the way forward with any incidents under this Policy.
- d) Ensure that, once an incident process is completed, the relevant Annex 2 record and any other documents associated with the case are to be kept on a designated Committee file by the Chair for a minimum of 2 years from the date of the final action on file.
- e) Review this Safeguarding Policy and Procedure every 3 years and on change of Committee members: record such reviews below.

LIST OF ANNEXES:

- 1. WHAT TO DO IN THE EVENT OF AN INCIDENT OF ABUSE OF A WWU3A MEMBER
- 2. WWU3A SAFEGUARDING RECORDING FORM
- 3. GUIDANCE FOR SAFEGUARDING OFFICER
- 4. CONTACT DETAILS OF WWU3A COMMITTEE

The above Policy, Procedure and Appendices were adopted by West Wolds U3A

On: _____ (date)

Signed: _____ **Chair** _____

Printed Name _____

REVIEW 1

Review of WWU3A Safeguarding Policy	
Reason for Review (eg 3 yearly, routine amendment, change of committee personnel)	
Date of Review:	
Signed by:	Committee Role:
Printed name:	

REVIEW 2

Review of WWU3A Safeguarding Policy	
Reason for Review (eg 3 yearly, routine amendment, change of committee personnel)	
Date of Review:	
Signed by:	Committee Role:
Printed name:	

WHAT TO DO IN THE EVENT OF AN INCIDENT OF ABUSE AGAINST A WWU3A MEMBER

Remember your safety is paramount. No member of WWU3A should put themselves at risk in a violent or dangerous situation. Seek the assistance of the Police in such a situation.

- Stay calm, try not to show shock or disbelief
- Secure the safety of the person at risk
- Seek assistance from the Committee or another WWU3A member
- Ensure the alleged perpetrator does not pose a threat to any other person present
- Listen carefully to what is being told to you. Talk the facts back to the subject to check that you have the understood circumstance correctly.
- Be sympathetic, for example

I'm really sorry this has happened to you. I will try to help
You did the right thing to tell me
We will support you
We will inform the right people

- Keep your opinions to yourself and just take in the factual information
- Minor disagreements may best be handled by a Group Convenor/Trip Organiser/Committee member (provided of course that these individuals are not directly involved). However, the incident must be reported as below.
- Report the incident to the Safeguarding Officer who will deal with the matter according to the WWU3A Policy.

WWU3A SAFEGUARDING INCIDENT RECORDING FORM

1. DURING USE THIS FORM IS TO BE TREATED AS CONFIDENTIAL
2. **ALLEGED ABUSE** IS SHORTENED IN THIS FORM TO **INCIDENT** TO SAVE SPACE

Member at Risk									
Surname		Forename							
Gender	Ethnicity	Marital Status	Date of Birth						
Home Address									
Post Code									
The Incident									
Date:	Time:	Location:							
Who made disclosure/had suspicion/witnessed incident:									
Type of incident:									
Description of circumstances:									
Name of recorder:		Committee Position:							
Signature:		Date:							
Committee Decision									
Referred to	Action within WWU3A	Other Action	No Further Action						
On Date	On Date	On Date	On Date						
Reason for decision									
This record is to be destroyed on: <div style="text-align: center; padding: 10px 0;"> Confirming Signatures </div> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Safeguarding Officer</td> <td style="width: 25%; border: none;">Name</td> <td style="width: 25%; border: none;">Date</td> </tr> <tr> <td style="border: none;">Chair</td> <td style="border: none;">Name</td> <td style="border: none;">Date</td> </tr> </table>				Safeguarding Officer	Name	Date	Chair	Name	Date
Safeguarding Officer	Name	Date							
Chair	Name	Date							
Once completed this WWU3A Safeguarding Policy Annex is to be treated as CONFIDENTIAL and MUST NOT be copied, transmitted or in any way divulged without the written permission the Chair and the SafeGuarding Officer. Such permission to be copied to case file.									

GUIDANCE FOR SAFEGUARDING OFFICER

1. You have been appointed by the WWU3A Committee to act as Safeguarding Officer and point of contact. Your responsibilities are:
 - a) To make contact with National Office Advice and Volunteer Manager to ensure the WWU3A approach to Safeguarding is appropriate to the U3A setting.
 - b) Give advice to the Committee on Safeguarding matters.
 - c) Review and amend the Safeguarding Policy as required, and as a minimum every 3 years. Record such reviews/amendments on page 3 of the Policy.
 - d) Place within Annex 4, and keep updated as required, the current contact numbers for the National Office Advice and Volunteer Manager, Local Authority office for Section 42 of Care Act 2014, and Police.
 - e) Have the updated Policy published on the WWU3A website.
2. Guidance should an incident be reported:
 - a) Follow the actions in Annex 1, lead in the processing of any Safeguarding incident within the WWU3A setting, and record the incident information and decisions on the Safeguarding Report at Annex 2.
 - b) Respect, as far as possible, the wishes of the person at risk. However, it may be necessary to override these wishes: for example, to prevent danger to a person's health, in the interests of other WWU3A members at risk from the same source, or to facilitate the investigation of a serious crime.
 - c) Advise the Committee on the confidentiality of victims' information: whether it be absolute, or whether it may be shared on a "need to know basis".
 - d) Contact the Advice and Volunteer Manager at U3A National Office for advice on the way forward.
 - e) Assist the Committee to decide whether to handle the issues within WWU3A, or whether to refer to the Police (if a crime or violence is involved), to the Local Authority (if the circumstances reach outside the WWU3A setting).
 - f) Once the process is completed the Annex 2 and any other documents associated with the case are to be kept on a designated Committee file by the Chair for a minimum of 2 years from the date of the final action on file.

CONTACT DETAILS FOR WWU3A SAFEGUARDING PROCESS

Committee Role	Surname/First name	Telephone Number	Mobile Number	Email
Safeguarding Contact	Gail Dennis	01673 843575		galedennis@btinternet.com
National Office Advice and Volunteer Manager				
Local Authority				
Police				