

Fleet and District U3A

Safeguarding Policy

Safeguarding is everybody's business. U3As have a duty of care to their membership. Fleet and District U3A recognises its responsibility to safeguard the welfare of members involved in our activities. This policy provides advice to Group Leaders (GLs) and specifies good practice guidelines to be followed by all members.

While keeping in mind that Fleet and District U3A is primarily involved in enabling members to learn new skills every effort will be made to safeguard our members. Fleet and District U3A will neither condone nor tolerate any form of abuse or neglect. It believes that all people should be able to live and learn in environments which are safe.

Definition of Safeguarding

Safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect. It's fundamental to high-quality health and social care.

Safeguarding adults includes:

- Protecting their rights to live in safety, free from abuse and neglect.
- People and organisations working together to prevent the risk of abuse or neglect, and to stop them from happening.
- Making sure people's wellbeing is promoted, taking their views, wishes, feelings and beliefs into account.

Abuse and neglect can take place in a person's own home, in the home of a carer, family member or friend, and within any form of institution e.g. hospital, residential care or nursing home. Fleet and District U3A also recognises that abuse and neglect can be perpetrated by volunteers, other users of services, relatives, friends and neighbours.

Where abuse or neglect is suspected Fleet and District U3A will respond to the situation as soon as possible, taking advice from the Advice and Volunteer Manager at the Third Age Trust national office.

Definitions of Abuse and Neglect

The Care Act 2014 definition of abuse & neglect

Abuse may be physical, psychological, emotional, sexual or financial (and includes abuse taking place in any setting whether a private dwelling, an institution or any other place).

The Dept of Health definition of abuse & neglect

Abuse is a violation of an individual's human and civil rights by any other person or persons. Abuse may be perpetrated as the result of deliberate intent, negligence or ignorance.

Guidance to all Members

Members, GLs and committee members should all be aware that, if someone discloses abuse to you, the following guidance should be followed -

Do:

- Stay calm and try not to show shock or disbelief
- Listen carefully to what they are saying
- Be sympathetic (I'm sorry that this has happened to you')
- Be aware of the possibility that medical evidence might be needed
- Tell the person that:
They did the right thing to tell you
You are treating the information seriously. It was not their fault
You are going to inform the appropriate person
You/ will take steps to protect and support them
- Record and report the disclosure to any committee member of Fleet and District U3A

Do Not:

- Press the person for more details; this will be done at a later date
- Stop someone who is freely recalling significant events (Don't say 'hold on, we'll come back to that later'; they may not tell you or anybody else again)
- Do not promise to keep secrets; you cannot keep this kind of information to yourself

- Make promises you cannot keep (Such as ‘This will never happen to you again’)
- Contact the alleged abuser
- Be judgemental
- Pass on the information other than to those with a legitimate ‘need-to-know’ under this Policy

In your record of the disclosure:

You should aim to:

- Note what people actually said, using their own words and phrases
- Describe the circumstances in which the disclosure came about
- Note the setting and anyone else who was there at the time of the abuse or the disclosure
- Separate factual information from your own and others opinions
- Use pen or biro with black ink so that the report can be photocopied if needed

And be aware that your report may be required later as part of a legal action or disciplinary procedure.

*A form for recording any disclosure is at Appendix 1

Courses of Action

- Any committee member who becomes aware of possible or actual abuse should, as soon as possible, record the details of the abuse using the form at Appendix 1. They should advise the rest of the committee and the Advice and Volunteer Manager at National Office who will provide further guidance.
- 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. When a crime may have been committed, the Police must be contacted as soon as possible. The safety of the adult at risk must be considered a first priority.
- The committee, having been advised of the possible or actual abuse, should satisfy themselves that the adult at risk is safe, and that the alleged perpetrator, if known, does not pose a threat to anyone else.

- If the decision is to not refer, the reasons for this must be recorded.
- 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. However, it may be necessary to override these in the best interests of other people at risk.
- All records will be held in a designated file for a minimum of 2 years from the date of the last completed report on the adult at risk.
- Confidentiality is required at all times; therefore, the contents of the form will not be provided to any third parties.

Approved by Fleet & District U3A September 5th 2018

Reviewed: October 2nd 2019

Next policy review date: November 2020

Appendix 1

SAFEGUARDING ADULT DISCLOSURE/SUSPICION RECORDING PROFORMA

Adult at Risk			
Surname:		Forename:	
Gender:	Ethnicity:	Date of Birth:	Marital Status:
Home address:			
Post Code:			
Disclosure/Suspicion Date and Time:		Location of Disclosure/Suspicion:	
Who Received Disclosure/Had Suspicion:			
Type of Alleged Abuse:		Location of Alleged Abuse:	
Description of Alleged Abuse:			
Name:			
Signature:		Post:	Date:

Committee Member informed:		
Name:	Post:	Date & Time:
Committee decision:		
	No further action:	Referral on:
	Yes/No	Yes/No
Date		
Action Date:		
Reason for Decision:		
Date Record to be Destroyed:		
Chairman Signature:	Date:	Time:

Information contained in this document should only be used for the purposes of implementing and monitoring Fleet and District U3A's Safeguarding Adults Policy and Procedures and service monitoring. The information must not be copied, transmitted or in any way divulged without the permission of Fleet and District U3A.