

# **Safeguarding Policy and Procedure for Dawlish & District U3A**

## **1. Policy statement**

Safeguarding adults means protecting a person's right to live in safety, free from abuse and neglect (NHS England).

This policy and procedure is written to enable the committee to address issues where there are safeguarding concerns. Safeguarding includes incidents between members, as well as concerns regarding abuse or neglect that a U3A member may be experiencing outside of the U3A.

Dawlish & District U3A committee 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 authorities and charity regulatory authorities, as appropriate.

Dawlish & District U3A recognises that some people are potentially at risk of abuse and neglect. Where abuse or neglect is suspected Dawlish & District U3A will aim to respond in a prompt and efficient manner to any situation where there is a risk of or perceived risk of harm. Dawlish & District U3A recognises that there are various forms of abuse which can be perpetrated by volunteers, members, relatives, friends and neighbours. Dawlish & District U3A will neither condone nor 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 and free from harm.

It is not appropriate for Dawlish & District U3A to take the lead role in any Safeguarding Enquiry under Section 42 of the Care Act 2014. Where there are serious concerns regarding abuse or neglect Dawlish & District U3A committee will seek advice and support from the Trust, where possible, and will contact the relevant statutory authorities, as needed. Dawlish & District U3A will monitor the implementation of this policy and procedure annually through its committee.

## **2. Procedure**

Dawlish & District U3A has a responsibility to ensure that its committee members and group leaders understand that if they are concerned for a vulnerable adult they must inform a member of Dawlish & District U3A Committee who will then, in consultation with appropriate committee members, determine further appropriate action.

Dawlish & District U3A will make every effort to respect the confidentiality of any information that is disclosed under this policy and procedure, however due to the seriousness of allegations confidentiality is not absolute. Information will be recorded and stored securely in accordance with Data Protection Act 2018 but information may have to be shared, on a 'need-to-know' basis only, to prevent:

- Danger to a person's life
- Danger to a person's health
- Danger to others
- Danger to the community
- or to prevent or to facilitate the investigation of a serious crime

## **Courses of action**

- Where the committee becomes aware of a safeguarding concern steps will be taken, as needed, to ensure the safety of adult/s at risk is secured as a first priority. The steps to take to address this will be discussed and agreed between the Executive Officers of the committee in the first instance. No committee member will act in isolation when dealing with a safeguarding concern.
- Where Dawlish & District U3A committee becomes aware of a safeguarding concern, the first step will be to gather as much information as possible to assist with the decision as to the next steps. A risk assessment will be developed and recorded as soon as possible after the concern comes to the attention of the committee. Where it is deemed that the risk is high and immediate action needs to be taken, the committee will contact the relevant local authorities and – where possible – the Trust for advice and support.
- 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 their wishes in the best interests of other adults at risk.
- In developing the risk assessment, the committee will consider the level of risk and the action that needs to be taken accordingly. Assessment of risk will include:
  - Risk to the individual member
  - Risk to other members within the U3A
  - Reputational risk for the individual U3A and the U3A movement as a whole
- Where the risk is not deemed to be high but support is needed, Dawlish & District U3A will contact the Trust to discuss the concerns and seek additional assistance in developing the risk assessment. Assistance will always be sought before moving to exclude any member from the U3A on the basis of a safeguarding risk assessment.
- Once the risk assessment is completed, the committee will decide as to the most appropriate course of action. This could include excluding members from certain groups i.e. groups held in people's homes, requesting that a member attends the U3A with a carer or excluding a member from a group run by a particular group leader.
- All actions taken will be recorded. Any records will remain confidential to the committee unless a prior decision has been taken to share the record with the relevant statutory bodies.

This policy was adopted on:

Signed: \_\_Steve Angove\_\_\_\_\_ Committee role \_\_Secretary

Print name:

Policy review date: Annual