SAFEGUARDING POLICY AND PROCEDURE

(Cam, Dursley & District U3A)

Purpose

This policy and procedure is written to enable the committee to address issues where there are safeguarding concerns. Safeguarding includes incidents between members, concerns regarding abuse or neglect that a u3a member may be experiencing outside of the u3a, health related issues or previous or pending criminal convictions.

The purpose of this policy is to demonstrate the commitment of the Cam, Dursley & District u3a (hereafter CDD u3a) to safeguarding their members and to ensure that everyone involved in CDD u3a is aware of:

- The legislation, policy and procedures for safeguarding adults.
- Their role and responsibility for safeguarding adults.
- What to do or who to speak to if they have a concern relating to the welfare or wellbeing of an adult within CDD u3a.

Scope

This safeguarding policy and procedure apply to all individuals involved in CDD u3a, including the committee, group leaders and members, and to all concerns about the safety and wellbeing of members taking part in u3a activities and in the wider community.

Safeguarding Commitments

In order to implement this policy, CDD u3a will ensure that all members will be aware of the safeguarding procedures and know that they can contact any member of the committee directly or via the CDD u3a website or through their interest group leaders if they have a concern relating to the welfare or wellbeing of an adult.

CDD u3a committee has a duty of care to its members and is committed to upholding this safeguarding policy in order to protect its members.

CDD u3a recognises that some people are potentially at risk of abuse and neglect. Where abuse or neglect is suspected CDD 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.

CDD u3a does not hold any statutory authority. Matters of concern will be reported to the relevant safeguarding authorities and charity regulatory authorities, as appropriate. This may include the local authority, the local multi-agency safeguarding hub (MASH), or the police in an emergency.

Where there are concerns for a member's wellbeing or safety, CDD u3a committee will complete a safeguarding risk assessment, seek advice and support from the Trust where necessary, and will contact the relevant statutory authorities as needed. It is not appropriate for CDD u3a to take the lead role in any Safeguarding Enquiry (under Section 42 of the Care Act 2014 (England and Wales)).

CDD u3a recognises that there are various forms of abuse which can be perpetrated by volunteers, members, relatives, friends, and neighbours. CDD u3a will not 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.

CDD u3a will put the well-being of those at risk of harm first, and they will be actively supported to communicate their views and the outcomes they want to achieve. Those views and wishes will be respected and supported unless there are overriding reasons not to. Any actions taken will respect the rights and dignity of all those involved and be proportionate to the risk of harm.

A list of the types of safeguarding risks and harm can be found on the England and Wales Charity Commission website, which is applicable generally.

CDD u3a will monitor the implementation of this policy and procedure annually through its committee.

When following the safeguarding procedure CDD u3a will strive to uphold the principles that those involved in incidents are 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
- 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.

CDD u3a will also follow the principles enshrined within the England and Wales Care Act 2014/Section 4.

- **Principle 1 – Empowerment** – whereby the approach is focused on the individual making their own decision and gaining informed consent, where possible.
- **Principle 2 – Prevention** – seeking to take steps to prevent issues from arising or escalating.
- **Principle 3 – Proportionality** – responding in a proportionate way to the issue/s being presented.
- **Principle 4 – Protection** – seeking to keep the membership safe and protection for those deemed to be at risk.
- **Principle 5 – Partnership** – reporting incidents to the relevant statutory bodies and liaising with the Trust.

- **Principle 6 – Accountability** – accurate recording of incidents. Reporting incidents, as required, to the Trust and to relevant regulatory authorities.

Procedure

Introduction

CDD u3a has a responsibility to ensure that its committee members and group leaders understand their safeguarding responsibilities.

Depending on the nature of the allegation and the identified risk, CDD u3a will support the alleged victims and the alleged perpetrators of any abuse as well as any volunteer who becomes aware of an allegation in so far as this does not compromise any safeguarding enquiry or investigation into the allegation or place other adults at risk.

CDD 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 with relevant authorities 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
- To facilitate the investigation of a serious crime

Courses of action

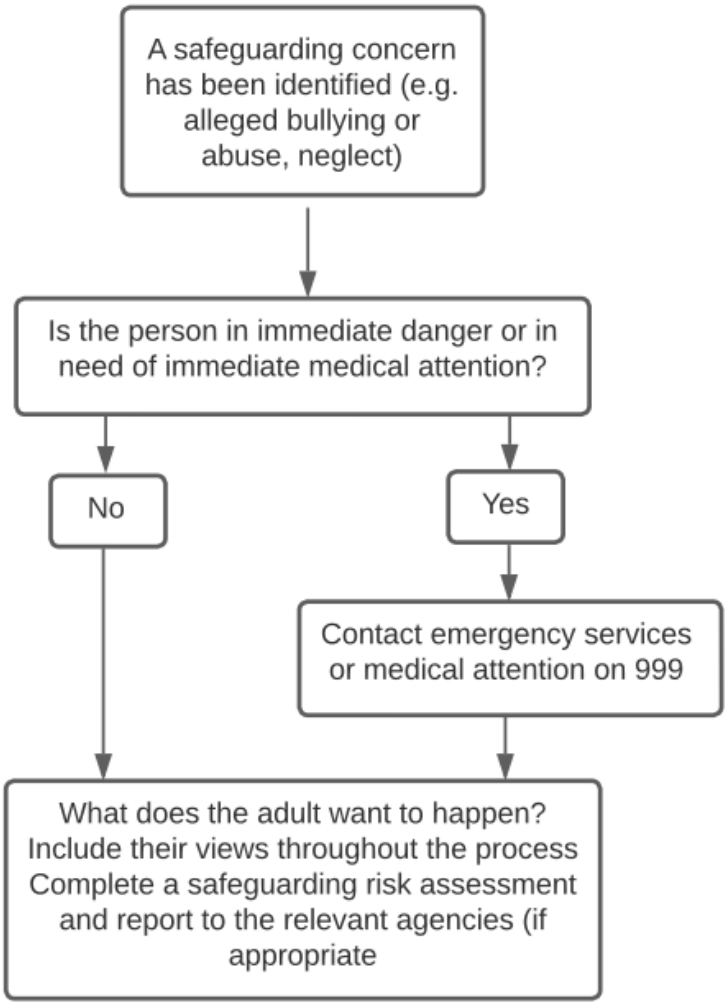
- CDD u3a's approach to safeguarding will include members who exhibit health concerns that could put themselves or others at risk, convictions (previous or pending) that include offences of a sexual or violent nature, inappropriate behaviour exhibited by a member including sexual advances, bullying, aggression or violent behaviour, harassment and/or discrimination. This can include behaviour exhibited face to face as well as electronic communications or via social media platforms.
- 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 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. The steps taken should be documented and stored securely in accordance with the Data Protection Act 2018.

- Where CDD 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 authorities and 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, CDD 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.
- Depending on the nature of the allegation it may be necessary to pursue the incident following CDD u3a's complaints or disciplinary procedure. Where it is decided that this is the best course of action the matter will not be investigated by any party that was privy to the initial reporting of the incident.
- 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 13 August, 2025 and reviewed by Committee on 14 October 2026. Next review due October 2027.

Signed:  John Dawson, Chair

Policy review date: October 2027



Guidance Relating to the Safeguarding Policy and Procedure (Cam, Dursley & District u3a)

The Cam, Dursley and District u3a Safeguarding Policy and Procedure Version 2.0 mirrors the recommended national u3a template dated May 2023. The following guidance is intended to help implementation of the policy/procedure should a potential safeguarding concern be identified.

1. Dealing with Disclosure

If someone discloses a safeguarding concern to you:

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 in line with the procedure.

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).
- 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').
- Make contact with the alleged abuser unless they are also a U3A member and it is necessary to do so to safeguard other members and/or the alleged abuser.
- Be judgemental.
- Pass on the information other than to those with a legitimate 'need-to-know'
- under this policy and procedure.

2. Recording Disclosure

- Be aware that your report may be required later as part of a legal action or disciplinary procedure.
- 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 disclosure.
- Separate factual information from your own and others' opinions.
- Use a pen or biro with black ink so that the report can be photocopied if needed.

3. Safeguarding Adult Disclosure/Suspicion Recording Proforma

Surname: ……..…… Forename: ……..……. Gender…….

Ethnicity: ……..……..D.O.B……..……..…… 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:

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Please use additional sheets as required

Name…….. Post……..

Signature……. Date……..