

SAFEGUARDING POLICY & PROCEDURES

Contents

POLICY STATEMENT	1
SCOPE OF POLICY	2
SAFEGUARDING RESPONSIBILITIES	3
Group Leaders & Members	4
Type of Abuse	4
Procedures for All members	5
Reporting of Safeguarding Issues by Bourne U3A Members	5
How to react if anyone reports abuse to you, or you witness abuse	6
Course of Action for the Executive Committee	7
Alleged abuse Occurring Outside of Bourne U3A Jurisdiction	8
SAFEGUARDING ADULT DISCLOSURE/SUSPICION RECORDING PROFORMA (SSRI)	9

POLICY STATEMENT

The Trustees confirm through the creation, implementation and regular monitoring of this policy that Bourne U3A is committed to promoting the wellbeing of all its members and seeks to create a safe and welcoming environment in which Bourne U3A members can learn, have fun and develop their skills and confidence, whilst being protected from harm, discrimination and incidents of abuse.

Safeguarding is a term used to denote measures to protect the health, well-being and human rights of individuals, which allow vulnerable people to live free from abuse, harm and neglect.

Bourne U3A will neither condone nor tolerate any form of abuse of or by its members. The policy defines the actions and support required from all Bourne U3A members should a safeguarding incident occur whilst the members are participating in activities or trips arranged and controlled by Bourne U3A. It also provides details of the more limited action and support required when a safeguard issue relates to events outside of Bourne U3A's jurisdiction.

The Trustees acknowledge that given the age-range of the majority of members, any temptation to pre-suppose that a person is "at risk" or "vulnerable" simply because of their age will not be a respectful approach in dealing with the member or the safeguarding issue.

SAFEGUARDING POLICY & PROCEDURES

This Policy is written to empower the Trustees to initiate an investigation into any safeguarding complaint related to Bourne U3A activities and to act appropriately where instances or allegations of abuse come to their attention. Any such instigated investigation should display an aptness related to the severity of the alleged issue and recognise the need for impartiality, confidentiality sensitivity and fairness in all ensuing actions.

The Trustees recognise that safeguarding issues which may occur outside of U3A activities are likely to be far more difficult to resolve and require special skills which members may not appreciate and very few will possess. For that reason, whilst being supportive to the U3A member involved, these cases should be passed on to an appropriate external authority.

SCOPE OF POLICY

The scope of this policy and the following procedures are limited to instances which are connected with activities taking place under the auspices of Bourne U3A.

The aim of this policy is to:-

- 1) Identify the responsibilities of the Trustees and individual Members of Bourne U3A in the mutual "safeguarding" of our members.
- 2) Point out the most likely areas of risk that are relevant to Bourne U3A activities.
- 3) Clearly define and make all members aware of the responses and procedures to be followed when dealing with safeguarding "issues" that occur within a Bourne U3A Group or on a Bourne U3A activity as described in this policy.
- 4) For any reported "issue" define how the relevant information is to be documented, recorded and stored.
- 5) Acknowledge every member's right to privacy and as far as practically possible to protect that confidentiality during any process.
- 6) Differentiate between the responses and actions required in dealing with an internal Bourne U3A safeguarding issue and those required for a non U3A issue.
- 7) Emphasise the fact that just because a person is elderly or has a disability, it does not mean that they are inevitably vulnerable or at risk, especially if they have capacity to make decisions & make informed choices to protect themselves from harm.

SAFEGUARDING POLICY & PROCEDURES

SAFEGUARDING RESPONSIBILITIES

The Executive Committee recognise that the first conversations related to any abuse will in most cases take place between individual members or between Members and Group Leaders. In order to manage "Safeguarding" properly, it is acknowledged that all members at every level of Bourne U3A need to be aware of what constitutes mental or physical abuse and to know the correct steps to take to report any suspected occurrence.

Executive Committee

It is the responsibility of the executive committee to ensure that clear guidelines are available;

- To educate members in what constitutes mental and physical abuse.
- The Executive Committee should nominate a Trustee to be responsible, within the committee, for the recording and documentation control should any safeguarding issue arise. However, it should also be made clear to all other members that safeguarding concerns can be reported to any member of the Executive Committee.
- To provide procedures for reporting and recording suspected internal occurrence.
- To provide support to all parties involved in any investigation until completion.
- To regularly review the policy.
- To ensure that all of the above is known to all members of Bourne U3A.
- Where there is any suspicion that abuse, harm or neglect of a Bourne U3A member is taking place outside of a U3A setting, then this must be reported to an appropriate statutory body (e.g. Police or Social Services). **The Executive Committee of Bourne U3A has no authority or experience nor does it have the appropriate skills, to handle such safeguarding issues.**

Group Leaders & Members

Each and every member has a responsibility to be aware of what constitutes abuse, either physical or mental, the actual need for safeguarding and to be vigilant, intelligent and compassionate in reporting any instance of a suspected issue. In the early stages it is of paramount importance that it is recognised that it is an allegation and that further details through an investigation may need to be established. For this reason there must be no idle chatter with other group members about what has possibly happened. Please remember that at this point the rights to discretion and confidentiality are prime considerations for both the allegedly abused person and the alleged abuser.

Type of Abuse

Within the context of the U3A movement, Safeguarding issues are most likely to involve one or more of the following:

- a) Psychological abuse, which includes
- Bullying and verbal abuse.
 - Humiliation.
 - Blaming.
 - Intimidation.
 - Harassment.
- b) Discriminatory abuse which includes forms of harassment because of;
- Race.
 - Gender and gender identity.
 - Disability.
 - Sexual orientation
 - Religion.

Safeguarding in the wider context also includes Physical Harm or Violence and Neglect, but these are less likely to occur in a U3A setting.

Procedures for All members

The following procedures are compiled to allow Bourne U3A to recognise that it has a responsibility to ensure that its Executive Committee, Group Leaders and all Members understand this Safeguarding policy. These procedures also confirm that Bourne U3A will support the alleged victims of any abuse occurring in a Bourne U3A setting, as well as any other person who becomes aware of any reports or witnesses the abuse.

While Bourne U3A will make every effort to respect the confidentiality of any information that is disclosed under this Policy and Procedure, this cannot be guaranteed should any serious cases of abuse or harm occur. Information will be recorded and stored securely in accordance with the General Data Protection Regulations (GDPR). However, confidentiality is not absolute, and information may have to be shared, on a 'need-to-know' basis only, to prevent danger to:

- a person's health
- other U3A members
- The community at large or to prevent or to facilitate the investigation of a serious crime.

SAFEGUARDING POLICY & PROCEDURES

Reporting of Safeguarding Issues by Bourne U3A Members

1. If any member of the Bourne U3A is subject to abuse from another U3A member or becomes aware of possible or actual abuse occurring in a U3A setting, they should as soon as possible record this on the Safeguarding Adult Disclosure/Suspicion Report (SSRI) form at the end of this procedure. This should be submitted to any member of the Executive Committee wherever possible online.
2. Minor cases of possible abuse might be best handled by a Group Leader, Trips Organiser or member of the Executive Committee (if present), provided of course that one of these people is not directly involved. However, it is important that any allegation is treated seriously and reported to the Executive Committee.
3. In the extreme but unlikely case of the safety of a vulnerable person being of concern, their safety should be secured as a first priority. However, this may require involving the Police, since no U3A member should put themselves in a dangerous or violent situation.

How to react if anyone reports abuse to you, or you witness abuse.

The following guidelines are given to help a witness capture information, but it is recognised that the circumstances may make this difficult.

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")
- Always separate factual information from your own and others' opinions

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 support them

Report the disclosure to the Executive Committee with as much detail as possible, including if possible:

- what people actually said, using their own words and phrases
- the circumstances in which the disclosure came about
- The setting and anyone else who was there at the time of the abuse or the disclosure or harm.
- Information will be recorded and stored securely in accordance with GDPR.

BOURNE U3A



SAFEGUARDING POLICY & PROCEDURES

However, Do Not:

- Press the person for more details; that may be required later
- 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
- Be judgemental
- Chatter about the incident and pass on the information other than to those with a legitimate 'need-to-know.'
- **Under no circumstances should any contact be made with the alleged abuser.**

Course of Action for the Executive Committee

- Once a member of the Executive Committee has received the SSRI form this shall be circulated to the safeguarding sub-committee of the Executive Committee as soon as possible.
- In the case of relatively minor abuse (e.g. bullying, verbal intimidation), the Executive Committee may decide to review the case itself and will request the alleged abused person, the alleged abuser, the person reporting the abuse and any witnesses, to appear individually and confidentially before the sub-committee of the Executive Committee.
- If to the satisfaction of the Executive Committee, a Bourne U3A member is shown to have perpetrated abuse in a U3A setting, then the Executive Committee reserves the right to ban the perpetrator from all Bourne U3A activities. However, for cases of minor abuse, counselling and other forms of interpersonal management will be offered if at all possible.
- In the case of more serious abuse, the SSRI form will be referred to the Advice and Volunteer Manager at the Third Age Trust National Office for guidance before reaching the Committee decision which shall be recorded on the SSRI form.
- The Executive 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. If the decision is to not refer, the reasons for this must be recorded on form SSRI
- 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.
- Completed SSRIs will be held in a secure designated file for a minimum of 2 years from the date of the last completed SSRI on the adult-at-risk.
- Confidentiality must be adhered to at all times; therefore the contents of the form will not be provided to any third parties, other than an appropriate statutory body (e.g. Police or Social Services) if they have been informed.

SAFEGUARDING POLICY & PROCEDURES

Alleged abuse Occurring Outside of Bourne U3A Jurisdiction

Awareness of a safeguarding issue occurring in a non-Bourne U3A setting will probably occur when a Member of Bourne U3A talks in friendship / confidence with another Bourne U3A Member provided the alleged abuse occurred in a non U3A setting, then whilst the Member can be given support by Bourne U3A there is little more that Bourne U3A is able to do. Any actions in this instance will be in friendship rather than through a U3A link. If the alleged abused member is in a position of danger, then action should be taken swiftly to secure their safety. Any actions that are taken **MUST** in the first instance be taken by this member themselves or only on their explicit instruction. This action is limited to reporting the matter to an authority with the power and ability to secure that person's safety.

The reasons for this limited response are:

- Personal relationship issues are more complex.
- They may involve multiple parties, some of whom are known to U3A members and some of whom are not.
- There may be a history of Police involvement.
- There may be past history in the relationship that is unknown to Bourne U3A members.
- It is quite possible that either coercion or Physical abuse may be involved
- U3A members have limitations in the appropriate skill and experience required to deal with a complex situation and therefore should be left to experts.
- **These issues are outside of Bourne U3A jurisdiction.**

SAFEGUARDING POLICY & PROCEDURES

Name and Role of Committee Member informed:			
Date:		Time:	
Committee decision:			
No further action:		Yes/No	
Referral:		Yes/No	
Date of Decision:		Date of Action:	
Reason for Decision:			
Date Record to be Destroyed:			

Chairman Signature:

Date: 10th April 2019

Information contained in this document should only be used for the purposes of implementing and monitoring Bourne 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 Bourne U3A.