

Camberley and District U3A

Safeguarding Policy and Procedure

Policy Statement

This Policy and Procedure is intended to assist us in acting appropriately in relation to incidents or allegations of abuse of Members arising from or in connection with activities organised by CU3A.

Where abuse is suspected we will aim to respond in a way which is caring, effective and enabling. We also recognise that abuse can be perpetrated by volunteers or other Members.

We will neither condone nor tolerate any form of abuse and believe that all people should be able and, where necessary enabled, to live in an environment which is safe.

In all situations we believe that, in relation to activities organised by CU3A, Members 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.

We will monitor the implementation of this Policy and Procedure annually.

Procedure

1. We will take steps to ensure that Trustees understand this Policy and Procedure.
2. We will support the alleged victim and others involved, including any other Member who becomes aware of the matter in so far as this does not compromise any Safeguarding Enquiry or investigation into the allegation or place others at risk.
3. We will make every effort to respect the confidentiality of any information disclosed under this Policy and Procedure, but this cannot be guaranteed. Information will be recorded and stored securely in accordance with our Data Protection and Privacy Policy but confidentiality is not absolute and information may have to be shared, on a 'need-to-know' basis only, to prevent, for example:
 - danger to a person's life
 - danger to a person's health
 - danger to others
 - danger to the communityor to prevent or to facilitate the investigation of a crime.
4. We will appoint a Trustee (the Safeguarding Trustee) who will act as a first point of contact for any issues relating to safeguarding and monitor the effectiveness of this Policy and Procedure.

This Policy and Procedure will be reviewed every 3 years.

Actions

- A person who becomes aware of possible or actual abuse of a Member in connection with our organised activities should have regard to the safety of the Member as a first priority and then contact the Safeguarding Trustee (or, if the Safeguarding Trustee is not available, any other Trustee).
- Any Trustee who becomes aware of such possible or actual abuse should, as soon as possible, record the details of the allegation using SAP1 (Appendix 1). They should seek support and advice from the Safeguarding Trustee who will contact the Advice and Volunteer Manager at National Office for further guidance.
- The Trustees, having been advised of such possible or actual abuse, should satisfy themselves that the Member is safe and that the alleged perpetrator, if known, does not pose a threat to any other Member.
- The Trustees, working with the Advice and Volunteer Manager at National Office, will decide whether or not to refer the matter to the local authority and/or the Police. Where 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 SAP1
- As far as possible, the Member'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 Members.
- The Trustees will complete form SAP1 with the guidance of the Advice and Volunteering Manager.
- Completed SAP1s will be held by the Safeguarding Trustee in a specific file for a minimum of 2 years from the date of the last completed SAP1 relating to the same Member.
- The contents of the form will not be provided to any third parties without the prior express consent of the Chairman.

See Appendix 3 for key Do's and Don'ts

Date this Policy and Procedure Adopted: 4 September 2018

Review Date:

APPENDIX 1

SAFEGUARDING ADULT DISCLOSURE/SUSPICION RECORDING PROFORMA (SAP1)

Details of CU3A activity, including venue:			
Member who may be at risk:			
Surname:		Forename(s):	
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:		Role:	Date:

Committee Member informed:

Name:	Role:	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 CU3A's Policies. The information must not be copied, transmitted or in any way divulged without the permission of CU3A.

Appendix 2

Safeguarding Trustee	Maggie Browne		
Chairman	John Moore		
Membership Team Leader	Peter Gardner		
TAT	Advice and Volunteer Manager	0208 466 6139	

Social Services	The local Multi-Disciplinary Safeguarding Hub	0300 470 9100	mash@surreycc.gov.uk
-----------------	---	---------------	--

Details of all Trustees can be found on our website: www.camberleyu3a.org.uk

Appendix 3

If someone discloses an allegation of abuse 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”). Do say that the matter will be treated with sensitivity but may have to be reported.
- 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)
- 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 and Procedure

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 regulatory procedure.

Appendix 4

Key Definitions:

1. **Abuse:**

is the “violation of a person’s human and civil rights by any other person(s). It may be a single or repeated act(s), physical verbal, psychological, sexual, institutional, discriminatory or financial, an act of neglect or failure to act”

32. **Examples of Types of abuse:**

- a) *Physical abuse* – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- b) *Domestic violence* – including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence.
- c) *Sexual abuse* – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- d) *Psychological abuse* – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- e) *Financial or material abuse* – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- f) *Modern slavery* – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- g) *Discriminatory abuse* – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- h) *Organisational abuse* – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- i) *Neglect and acts of omission* – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating
- j) *Self-neglect* – this covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding.

