Safeguarding Policy and Procedure

Statement Of Intent.

Swanland 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.

Swanland u3a recognises that some people are potentially at risk of abuse and neglect which can take place in a person's own home, in the home of a carer, family member or friend, within any form of institution e.g. hospitals, residential care or nursing home or via electronic means of communication.

We also recognise that abuse and neglect can be perpetrated by volunteers, other users of services, relatives, friends and neighbours. All of these groups plus strangers can conduct abuse via electronic communications. The reasons for abuse and neglect occurring may not be fully understood and vary with each incident, often dependent on risk factors

Where abuse or neglect is suspected Swanland U3A will aim to respond to the situation in a way which is caring, effective and enabling.

Aims Of This Policy

We believe that everyone is 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.
  Abuse and neglect run counter to these entitlements. This policy aims to help the Committee and all members of Swanland u3a to address safeguarding concerns these could include incidents between members as well as concerns raised about members suffering from neglect; various forms of abuse or health related issues.
  We realise that abuse can be perpetrated by volunteers, other members, relatives, neighbours as well as strangers e.g. those in contact with the victim over the internet.
  The appendices give further information and advice.

Roles And Responsibilities

A. Committee

1. Swanland u3a Committee will monitor the implementation of this policy and procedure annually.

2. The Committee will ensure that all members are aware of the policy and that it is posted on our website for reference.

3. The Committee will also ensure that members are aware of the importance of the following key procedural points:

   - It is not appropriate for Swanland u3a to take the lead role in any Safeguarding Enquiry under Section 42 of the Care Act 2014.
   - When a potential victim discloses abuse any member should avoid asking questions that could be construed as 'leading ' and instead record what is said.
   - The member should not promise to keep any secrets. - A record of concerns should be kept.

4. Swanland u3a will support the alleged victim and the alleged perpetrators of any abuse as well as a Convenor / Volunteer who becomes aware of the abuse in so far as this does not compromise any Safeguarding Enquiry or investigation into the allegation or place other adults at risk.

5. While Swanland u3a will make every effort to ensure confidentiality of information that is disclosed under this Policy and Procedure, this cannot be guaranteed. Information will be

recorded and stored securely in accordance with GDPR 2018 but 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 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.

6. This Policy, Procedure and Appendices will be reviewed yearly from the date of adoption. The names and details of the Executive Committee should be amended when any change of Trustee takes place.

Possible Courses of Action

These should be studied in conjunction with point 2 above.

- If the committee becomes aware of possible or actual abuse or neglect, it should ensure that the safety of the adult at risk is secured as a first priority.

- Any committee member who becomes aware of possible or actual abuse should, as soon as possible, record the details of the abuse using SAP1, see Appendix 2. They should advise the rest of the committee and the Advice and Volunteer Manager at National Office (Alison May) who will provide further guidance.

- 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 any other adult at risk.
  The committee, working with the Advice and Volunteer Manager at u3a 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 SAP1

- 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 adults at risk.

- The committee then completes SAP1 with the guidance of the Advice and Volunteering Manager.

- Completed SAP1s will be held in a designated file for a minimum of 2 years from the date of the last completed SAP1 on the adult at risk. This file should be in a secure, locked cabinet or suitable alternative.
  Confidentiality is adhered at all times; therefore the contents of the form will not be provided to any third parties.

Appendix 1. Confidential.

SAFEGUARDING ADULT DISCLOSURE / SUSPICION RECORDING PROFORMA

Adult at Risk			
Surname:		**Forename:**	
Gender:	**Ethnicity:**	**Date of Birth:**	**Marital Status:**
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:		**Date:**	
Signature:		**Post:**	

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:		

Information contained in this document should only be used for the purposes of implementing and monitoring Swanland 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 Swanland u3a.

Appendix 2

Contact details for the members of the Swanland u3a Executive Committee:

John Munson - Chair ……. (chair23@swanlandu3a.org.uk)

John Peck – Secretary …….. (sec23@swanlandu3a.org.uk)

Glenn Aitken - Treasurer ……. (treasurer@swanlandu3a.org.uk)

Graham Whitaker - Membership Secretary (memsec@swanlandu3a.org.uk)

Joyce Knox - New Groups Coordinator (groups@swanlandu3a.org.uk)

Brenda Wilson - Minutes Secretary (minsec@swanlandu3a.org.uk)

Patricia Simmons - Committee (Accessibility)
(comm-pc@swanlandu3a.org.uk)

John Bailey – Committee (committee2@swanlandu3a.org.uk)

John Scotney - Committee (comm126@swanlandu3a.org.uk)

Keith Taylor - Website Administrator
(webadmin@swanlandu3a.org.uk)

Paul Chambers - Committee (comm-ps@swanlandu3a.org.uk)

Appendix 3: If someone discloses 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')
- 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 Judgmental

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 disciplinary procedure.

Appendix 4 Key Definitions:

1. **Adult at risk**:
   is any person, who is over 18 years of age and who has need for care and support, is experiencing, or is at risk of abuse or neglect, and as a result of those needs is unable to protect himself or herself against the abuse or neglect or risk of it.

2. **Abuse**:
   is the "violation of a person's human and civil rights by any other person(s). It may be a be a single or repeated act(s), Physical, verbal, psychological, sexual, institutional, discriminatory or financial, an act of neglect or failure to act.

3. **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 withinan 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.

Appendix 4 Recommended agencies:

a) Their Local Authority, Social Services, GP Surgery, Police, etc. Safe Guarding Adults Board in ERYC area

b) Action on Elder Abuse (AEA) is a confidential support and advice service for older people who have been abused or people who know an older person who may be suffering abuse. Available weekdays 9am – 5.00pm on **freephone** 0808 808 8141.

c) Voice UK is a national charity supporting people with learning disabilities and other vulnerable people who have experienced crime or abuse. They also support their families, carers and professional workers.
Voice runs a **helpline** 0808 802 8686.

Policy reviewed: October 2023