



Adopted by Harborough Welland Trustees November 2024

### **Harborough Welland u3a (HWu3a)**

### **Safeguarding Policy and Procedure**

#### **Introduction**

This Policy and Procedure explain how the HWu3a Committee of Trustees (“we” “our” “us” “the Committee”) will respond to any instances or allegations of actual abuse or neglect that come to our attention.

We recognise that some people are potentially at risk of abuse and neglect.

Abuse and neglect can take place in a person’s own home, in the home of a carer, family member or friend, and within any form of institution - for example, hospitals, residential care or nursing homes.

Where abuse or neglect is suspected, we will aim to respond to the situation in a way which is caring, effective and enabling. We also recognise that abuse and neglect can be perpetrated by volunteers, other users of services, relatives, friends and neighbours.

We acknowledge that the reasons for abuse and neglect occurring may not be fully understood and vary with each incident, often dependant on risk factors.

We will neither condone nor tolerate any form of abuse or neglect 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 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.

It is not appropriate for us to take the lead role in any Safeguarding Enquiry under Section 42 of the Care Act 2014, but we will refer the matter to the Third Age Trust (TAT) Volunteer Manager, who will contact the appropriate local authority.

### **Procedure**

- We recognise that we have a responsibility to ensure that both we and our group co-ordinators understand this policy.
- We will support the alleged victims and the alleged perpetrators of any abuse as well as any 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.
- While we will make every effort to respect the confidentiality of any information that is disclosed under this Policy and Procedure, this cannot be guaranteed.

Information will be recorded and stored securely in accordance with our Data Protection and Privacy Policy but we cannot guarantee confidentiality as we may need to share 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.

### **What we will do**

- If we become aware of possible or actual abuse or neglect, we will ensure that the safety of the adult at risk is secured as a first priority
- Any committee member who becomes aware of any possible or actual abuse should, as soon as possible, complete and sign the first page of the Third Age Trust (TAT) procedure form (SAP1) which forms part of this policy. They should advise the rest of the committee and the TAT Advice and Volunteer Manager who will provide further guidance
- Having been advised of the possible or actual abuse, we will take steps to satisfy ourselves 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
- Working with the TAT Advice and Volunteer Manager, we 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, we will contact the Police as soon as possible. If we should decide not to refer this matter, we will record the reasons for our decision on the second page of the SAP1 form with the guidance.

- We will, as far as possible, respect the adult at risk's wishes 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
- We will complete the SAP1 with the guidance of the Advice and Volunteering Manager
- We will keep the completed SAP1 confidential in a secure designated file for a minimum of two years from the date of the completed SAP1.

Policy Review Date: November 2028