



## **Hoylake, West Kirby & District [HWK] U3A Safeguarding Policy**

**Aim:** To protect HWK Members and those acting on Members' behalf, the Committee and Interest Group Leaders

### **Policy Statement:**

This Policy explains the actions of HWK Committee and Interest Group Leaders when instances or allegations of actual abuse or neglect come to its attention.

The Committee recognises that some people are at potential risk of abuse or neglect in their homes, the homes of a carer, family member, friend or in institutions such as hospitals or residential care or nursing homes. Whether the abuse or neglect is perpetrated by volunteers, other users of services, relatives, friends or neighbours, the Committee will respond in a caring, effective and enabling manner to, hopefully, achieve a satisfactory outcome. HWK U3A acknowledges that the reasons for abuse or neglect may not be fully understood and will vary with each incident dependant on risk factors

HWK U3A will not condone or tolerate any form of abuse or neglect and believes that all people should be able or, if necessary, be enabled to live in a safe environment.

In all situations, HWK U3A believes 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
- the protection of the law
- have their Human and Civil Rights upheld regardless of age, disability or impairment, ethnicity, gender, religious or cultural background, sexuality.

### **Procedure:** HWK U3A will

- recognise that it has a responsibility to ensure that its Committee and Group Leaders understand this Policy
- 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
- make every effort to respect the confidentiality of any information disclosed under this Policy but 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 or health
  - Danger to the community or to others
- HWK U3A will not prevent the investigation of a serious crime

## **Courses of Action**

- If the Committee is made 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 Appendices) and should advise the other Committee Members. The Advice and Volunteer Manager at National Office should be informed and will provide further guidance.
- Having been advised of the possible or actual abuse, the Committee should satisfy itself that the adult at risk is safe and the alleged perpetrator, if known, does not pose a threat to any other adult
- Working with the Advice and Volunteer Manager at National Office, the Committee, 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 a decision is made not to refer, the reasons must be recorded on form SAP1
- As far as possible, the wishes of the adult at risk 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 wishes in the best interests of other adults at risk.
- The Committee must complete the SAP1 with the guidance of the Advice and Volunteering Manager. Those should be held in a designated file for a minimum of two years from the date of the last completed SAP1
- Confidentiality must be adhered to at all times; the contents of the forms must not be provided to third parties.

Under Section 42 of the Care Act 2014, it is not appropriate for HWK U3A to take the lead role in a Safeguarding Enquiry; it should be referred to the Advice and Volunteer Manager in National Office who will contact the appropriate Local Authority.

HWK U3A Committee will monitor the implementation of this Policy annually. The Policy and Appendices will be reviewed every three years. The details of the Executive Committee should be amended when there is change of Trustee; see Appendix 2 for Trustee details and the updating process.

### **9.2018: The Safeguarding Policy was approved by the Committee**