



SAFEGUARDING ADULTS POLICY AND PROCEDURE

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1 POLICY STATEMENT

1.1 Purpose

This policy and procedure have been written to enable the York u3a Board of Trustees and members to address issues where there are safeguarding concerns. Safeguarding includes: incidents between members; concerns regarding abuse or neglect that a u3a member may be experiencing outside of the u3a; health related issues; previous or pending criminal convictions.

The purpose of this policy is to demonstrate the commitment of York u3a to safeguarding its members and to ensuring that everyone involved in York u3a is aware of:

- The legislation, policy, and procedures for safeguarding adults.
- Their role and responsibility for safeguarding adults.
- What to do or who to speak to if they have a concern relating to the welfare or wellbeing of an adult within York u3a.

1.2 Scope

This safeguarding policy and procedure applies to all individuals involved in York u3a, including the Board of Trustees, Operational Management Team, Group Leaders and members, and to all concerns about the safety and wellbeing of members taking part in u3a activities and in the wider community.

1.3 Safeguarding Commitments

In order to implement this policy, York u3a will publicise the safeguarding procedures on its website and make a copy available in the Office so that members can find out who to contact if they have a concern relating to the welfare or wellbeing of an adult.

The York u3a Board of Trustees has a duty of care to York u3a members and is committed to upholding this safeguarding policy in order to protect those members.

York u3a recognises that some members may potentially be at risk harm from abuse and / or neglect. Where abuse or neglect is suspected, York u3a will aim to respond in a prompt and efficient manner to any situation where there is a risk of, or perceived risk of, harm.

York u3a does not hold any statutory authority. Matters of concern will be reported to the relevant safeguarding authorities and charity regulatory authorities, as appropriate. This may include the local authority, the local multi-agency safeguarding hub, or the police in an emergency.

Where there are concerns for a member's wellbeing or safety, York u3a's Executive will complete a safeguarding risk assessment, seek advice and support from the Trust where necessary, and contact the relevant statutory authorities as needed. It is not appropriate for York u3a to take the lead role in any Safeguarding Enquiry (under Section 42 of the Care Act 2014).

York u3a recognises that there are various forms of abuse which can be perpetrated by volunteers, members, relatives, friends, and neighbours. York 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 and free from harm.

York u3a will put the well-being of those at risk of harm first, and they will be actively supported to communicate their views and the outcomes they want to achieve. Those views and wishes will be respected and supported unless there are overriding reasons not to. Any actions taken will respect the rights and dignity of all those involved and be proportionate to the risk of harm.

A list of the types of safeguarding risks and harm can be found on the England and Wales Charity Commission website.

York u3a will monitor the implementation of this policy and procedure annually through its Board of Trustees.

When following the safeguarding procedure, York u3a will strive to uphold the principles that those involved in incidents 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.

York u3a will also follow the principles enshrined within the Care Act 2014:

- **Principle 1 – Empowerment** – whereby the approach is focused on individuals making their own decisions and gaining informed consent, where possible.
- **Principle 2 – Prevention** – it is better to take action before harm occurs by anticipating things before they happen.
- **Principle 3 – Proportionality** – responding in a proportionate way to the issue or issues being presented.
- **Principle 4 – Protection** – seeking to keep its membership safe and protecting those deemed to be at risk.
- **Principle 5 – Partnership** – reporting incidents to the relevant statutory bodies and liaising with the Trust.
- **Principle 6 – Accountability** – accurate recording and reporting of incidents, as required, to the Trust and relevant regulatory authorities.

2 PROCEDURE

2.1 Introduction

York u3a has a responsibility to ensure that the members of its Board and Trustees, Operational Management Team and group leaders understand their safeguarding responsibilities.

Depending on the nature of the allegation and the identified risk, York u3a will be impartially supportive towards the alleged victims and the alleged perpetrators (if members of the York u3a) of any abuse, as well as any volunteer who becomes aware of an allegation, in so far as this does not compromise any safeguarding enquiry or investigation into the allegation, or place other adults at risk.

York u3a will make every effort to respect the confidentiality of any information that is disclosed under this policy and procedure. However, relative to the seriousness of allegations, confidentiality is not absolute. Information will be recorded and stored securely in accordance with Data Protection Act 2018, but information may have to be shared, with the relevant authorities, 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 a serious crime, or to facilitate the investigation of one.

2.2 Courses of action

- York u3a's approach to safeguarding encompasses: members who exhibit health concerns that could put themselves or others at risk; convictions (previous or pending) that include offences of a sexual or violent nature; inappropriate behaviour exhibited by a member, including sexual advances, bullying, aggression or violent behaviour; harassment; and discrimination. This can include behaviour exhibited via electronic communications or social media platforms as well as face to face.
- Where any member becomes aware of a safeguarding concern relating to one of our members, steps will be taken, as needed, to ensure, as the first priority, that the safety of anybody at risk is secured. The steps to take will in the first instance be:
 - (i) to report the concern to the Chair or another member of the Executive¹; and
 - (ii) for appropriate steps to be discussed and agreed between the Executive Officers Board of Trustees. No Trustee should act in isolation when dealing with a safeguarding concern.
- As far as possible, any 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 such wishes in the best interests of other adults at risk (see Appendix 1 - Managing Allegations flowchart for details).
- Where the York u3a Executive becomes aware of a safeguarding concern, the first step will be to gather as much information as possible to assist with the decision as

¹ For the purposes of this policy, the Executive refers to the Chair, Treasurer and Secretary

to the next steps (refer to Appendix 2 – Safeguarding Adult Disclosure/Suspicion Recording Proforma). A risk assessment will be undertaken and recorded (refer to the Risk Assessment and Threshold Tool) as soon as possible after the concern comes to the attention of the Executive. Where it is deemed that the risk is high and immediate action needs to be taken, the Chair or another member of the Executive will contact the relevant local authorities, and - where necessary - the Trust, for advice and support.

- In developing the risk assessment, the Executive Committee will consider the level of risk and the action that needs to be taken accordingly. Assessment of risk will include:
 - risk to the individual member
 - risk to other members of the u3a
 - risk to members of the public
 - reputational risk for York u3a and the u3a movement as a whole.
- Once the risk assessment has been completed, the Executive will decide on the most appropriate course of action. This could include: excluding members from certain groups, e.g., groups held in people's homes; requesting that a member attend the u3a with a carer; excluding a member from a group run by a particular Group Leader.
- Assistance will always be sought before moving to exclude any member from the u3a on the basis of a safeguarding risk assessment. Depending on the nature of the allegation, it may be necessary to pursue the incident by following York u3a's complaints, disciplinary or grievance procedure. Where it is decided that this is the best course of action, the matter will not be investigated by any party who was privy to the initial reporting of the incident.
- All actions taken will be recorded. Any records will remain confidential to the Executive unless a prior decision has been taken to share the record with the relevant statutory bodies.

3 RECOMMENDED AGENCIES

3.1 To report a safeguarding concern:

- contact the City of York Adult Social Care, on telephone: 01904 555111, Monday to Friday, 8.30am to 5.00pm
- hearing-impaired customers can use the text facility on telephone: 07534 437804
- out of hours, telephone: 01609 534527
- use the online [Safeguarding Adults 'concern form'](#) on the York.gov.uk website and return this by email or post to the City of York Safeguarding Adults Board, West Offices, Station Rise, York, YO1 6GA.

Once suspected abuse has been reported, the Adult Social Care Safeguarding Team will look carefully at the situation. This may lead to a full investigation which follows safeguarding protocols and may involve local health services and the North Yorkshire Police if the commission of a crime is suspected.

The Adult Social Care Safeguarding Team will be guided by what the person being abused, or at risk of abuse, wants to happen, and will work closely with them or their representative throughout. The team will take steps to:

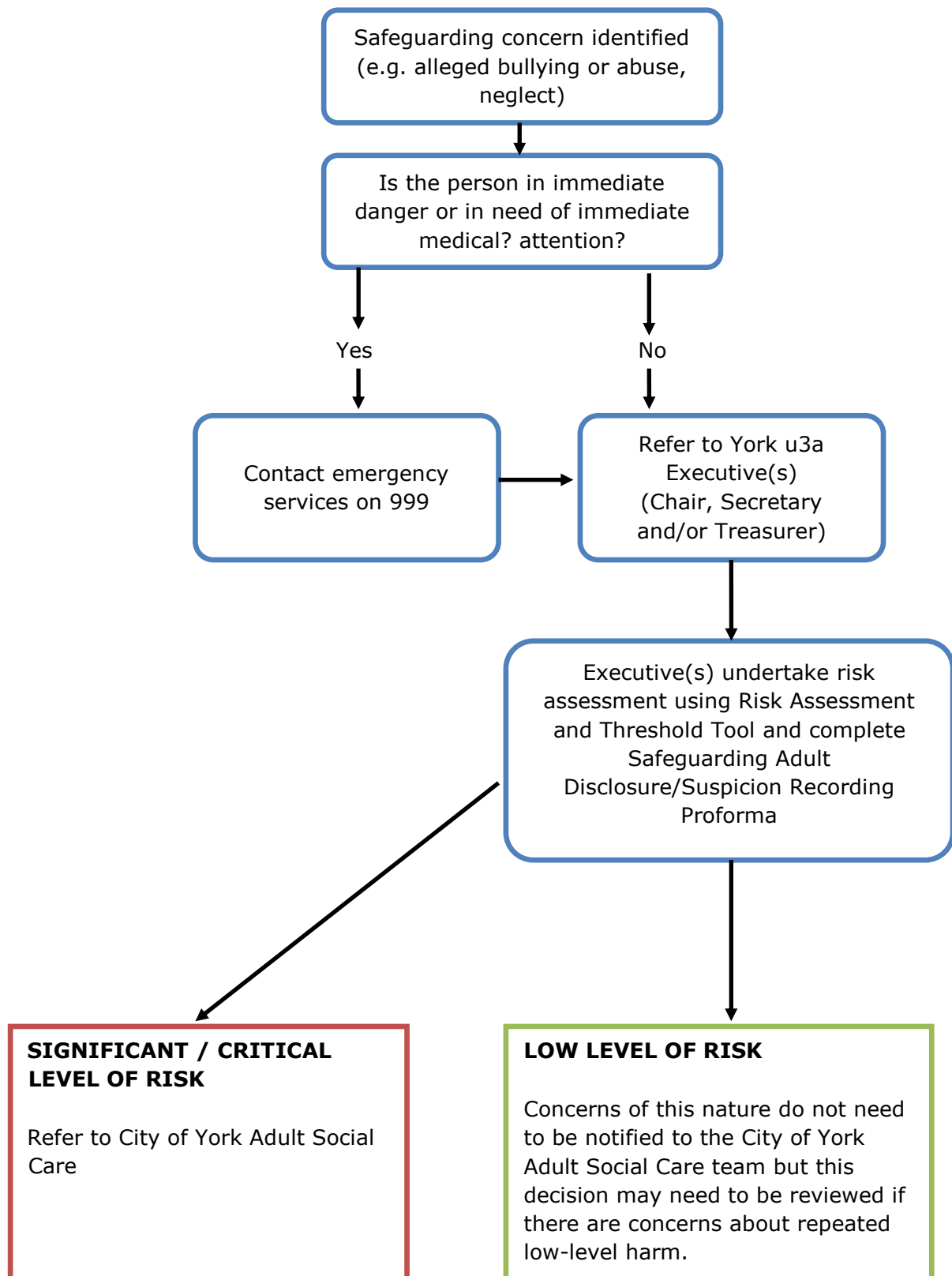
- ensure that the adult at risk is protected in the future

- speak to North Yorkshire Police if a criminal offence has been committed.

3.2 For advice and support:

- **Hourglass (previously Action on Elder Abuse)** <https://www.wearehourglass.org> is a site offering confidential support and advice for older people who have been abused, or people who know an older person who may be suffering abuse. Available weekdays 9am - 5pm on freephone 0808 808 8141.

APPENDIX 1 – MANAGING ALLEGATIONS FLOWCHART



**APPENDIX 2 – SAFEGUARDING ADULT DISCLOSURE / SUSPICION RECORDING
PROFORMA**

CONFIDENTIAL – ADULT AT RISK

Name:	
Home address:	
Disclosure / suspicion date and time:	Location of disclosure / suspicion:
Name of person who received disclosure of had suspicion:	
Type of alleged abuse:	Location of alleged abuse:
Description of alleged abuse:	