

## **Safeguarding policy**

### **Policy**

- The aim of this policy is to prioritise the safety of vulnerable adults who are members of the University of the Third Age in Cambridge (U3AC) and to support them in making choices and having control about how they participate in U3AC courses and activities
- U3AC aims to provide a safe environment for all its members. We expect all members to treat each other with courtesy and consideration.

### **The Council will use its best efforts to ensure that all members, employees and volunteers of U3AC will work together to:**

- Safeguard each other's well-being and protect each other from abuse
- Take appropriate steps (as set out below) in the event of any signs or incidents of abuse arising from or at courses, activities and events organised by or within U3AC
- Ensure all U3AC employees and volunteers are made aware of their responsibilities when interacting alone or unsupervised with adults who may be vulnerable
- Ensure that all employees and volunteers are provided with appropriate, relevant and regular safeguarding information and training that relates to their involvement with vulnerable adults

### **Policy aims in respect of vulnerable adults**

- To promote good practice and ensure that employees and volunteers are able to work in confidence in an environment where there is contact with vulnerable adults
- To provide vulnerable adults with appropriate safety and protection whilst in the company of participating employees or volunteers
- To allow employees and volunteers to make informed and confident responses to specific questions relating to the safeguarding of vulnerable adults
- To ensure that any vulnerable adults and their carers (if appropriate) are aware of what to do if they have a concern and that they would feel confident to pass their concern on to the Responsible Person (named below)

### **Procedures**

#### **To achieve these aims the Council will:**

- Provide guidance and support, in the form of procedures, to employees and volunteers who have responsibility for acting on safeguarding concerns, including the role of the named person responsible for this policy
- Publish this Policy on its website
- Appoint one of its members to be the Responsible Person. Currently that person is Sue Cox, who can be contacted via the Office
- Maintain confidentiality at all times, except where there are reasonable grounds to suspect a crime has been or is likely to be committed, in which case the police must be informed immediately

#### **The Responsible Person will:**

- Ensure that the welfare of vulnerable adults is given the highest priority by the organisation, its Trustees, employees and volunteers
- Promote good practice and ensure that employees and volunteers are able to interact with vulnerable adults with confidence
- Ensure that this Policy is implemented and monitored, including briefing, training and gathering feedback from employees and volunteers
- Act as the main contact for disclosing information around safeguarding of vulnerable adults
- Ensure that the concerns of vulnerable adults are heard and acted upon
- Be responsible for reporting incidents or concerns to the Council of U3AC

- Attend appropriate training to ensure all employees and volunteers remain up to date with current practice and legislation
- Ensure employees and volunteers have access to further appropriate information

### **Recording and documenting concerns from members**

If a member is concerned that another member is experiencing abuse then, in following the organisational safeguarding procedures, they should record what has occurred as accurately as possible:

- What you are concerned about
- What the adult said or disclosed to you and what you said, using the exact words or phrases used in quotation marks and clearly attributed to the person who said them
- What you observed, such as any non-verbal clues, body language or changes in behaviour and any physical marks
- Any written documentation about a safeguarding concern must be signed, dated, stored and shared in line with the U3AC confidentiality and data protection procedures
- Your notes should be passed to the Responsible Person, or in his or her absence, to the Chair or in his or her absence to any other Council member, and to the Office Manager
- The Responsible Person, or other relevant person in his or her absence, will within 14 days, in consultation with other Council members, decide what action should be taken, including in the case of a serious incident reporting it to the Charity Commission. Legal advice may be required and the Council should consider this.

### **Guidance notes**

#### **Who are ‘vulnerable adults’?**

Vulnerable adults can include:

- older people
- people with a visual or hearing impairment
- people with a physical disability
- people with learning disabilities or mental health conditions

#### **What are the possible risks to vulnerable adults?**

- **Physical abuse** - Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions
- **Sexual abuse** - Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography. Witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting
- **Psychological abuse** - Including emotional abuse, threats of harm or abandonment, deprivation of contact, neglect, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks
- **Financial abuse** - Including Bank fraud, cashing cheques without permission, coercion into signing a document, credit card fraud, forged signatures, misuse of money or possessions, stealing of money or possessions, stolen identity.

**Approved by Council: 31 October 2023**

**Next review date: October 2025**

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