

SAFEGUARDING ADULTS – POLICY AND PROCEDURE

CONTEXT

Huddersfield and District U3A (HDU3A) is a voluntary organisation offering recreational and leisure activities in more than 100 subjects and is open to adults aged 50 and over or those registered as disabled.

HDU3A recognises that the welfare of all our members is paramount and that **all** have equal rights of protection. We will do everything we can to provide a safe and caring environment whilst they attend our activities. As an organisation we do have a duty of care, but we do **not** have any statutory authority.

This policy has been developed in line with, and supported by, TSL Kirklees – the third sector organisation for Kirklees, which has representation on Kirklees Safeguarding Board.

Within the context of HDU3A activities safeguarding issues are most likely to involve one or more of the following

- Psychological abuse which includes bullying and verbal abuse, humiliation, blaming, intimidation, coercion, harassment or threat of physical abuse
- Discriminatory abuse, including race, gender and gender identity, disability, sexual orientation or religion.

We recognise that, whilst less likely to occur within the HDU3A settings, other safeguarding issues may also arise from a member's disclosure including

- Physical harm or domestic violence or abuse
- Sexual abuse
- Modern slavery
- Organisational or institutional abuse
- Self-neglect, neglect or acts of omission
- Financial or material abuse

The scope of this policy and the following procedure is limited to instances which are connected with activities under the auspices of HDU3A.

PRINCIPLES

HDU3A will operate its safeguarding policy and procedures within the 6 key principles of safeguarding embedded within the Care Act:

- Empowerment – whereby individuals are supported to make their own decisions and informed consent obtained.
- Prevention – by seeking to take steps to prevent issues arising and to take any necessary steps before harm occurs.
- Proportionality – responding in the least intrusive way relative to the issue arising.
- Protection – seeking to keep the membership safe and support and representation for those deemed to be at risk.
- Partnership – reporting incidents to the relevant statutory agencies and liaising with local communities and services to support both reporting and resolving any issues arising.

- Accountability – ensuring accurate recording and reporting of any incidents as required.

POLICY STATEMENT

This policy and following procedure sets out the roles and responsibilities of HDU3A to promote the welfare of its members, tutors and volunteers and protect them from abuse.

HDU3A will neither condone, nor tolerate any form of abuse of or by its members and is committed to safeguarding its members who have care and support needs and protect them from abuse and neglect.

We will enable all our tutors, volunteers and committee members to make informed and confident decisions regarding safeguarding issues, as well as promoting good practice.

We expect all tutors, committee members and volunteers to have read, understood and adhered to this policy and following procedure.

We will arrange for all tutors and committee members to undertake the Adults Safeguarding Basic Awareness training every three years. We will arrange for HDU3A Safeguarding Leads to undertake the Kirklees Adult Safeguarding Partnership Concerns Manager Training every three years.

If there is a suspicion that abuse, harm or neglect of an HDU3A member is taking place outside a U3A setting then this must be reported to an appropriate statutory body (for local contacts see Appendix 2)

HDU3A will take every reasonable step to ensure that adults at risk (see Appendix 1 for definitions) are protected within the context of activities undertaken under the auspices and with the authority of HDU3A.

HDU3A believes that, in all situations, members are entitled to

- Be treated with dignity, respect and to be listened to
- The protection of the law
- Privacy and confidentiality
- Have their human and civil rights upheld regardless of ethnic origin, gender, sexuality, impairment or disability, religious or cultural background

HDU3A will only use venues for its activities where there is a Safeguarding Policy and Procedures in place.

HDU3A will identify a Safeguarding Lead and Deputy who will receive appropriate training and development to ensure all safeguarding requirements are enshrined within the policy and procedures.

RECRUITMENT

Any interested person who is eligible for U3A membership is free to apply to be a tutor or volunteer with the U3A. A record is kept of the personal details of all tutors and volunteers. A character reference is required for all new tutors and volunteers.

COMPLAINTS POLICY/WHISTLEBLOWING

The U3A has a comprehensive complaints procedure, available on the website, which explains how complaints are dealt with. The procedure ensures that a fair and consistent process is available to any member with a complaint.

E SAFETY

Advances of the internet and electronic technology have made access to information and communication increasingly easy for everyone. Every one working with adults at risk has responsibilities in this area.

HDU3A expects all its members to operate within the following code whilst undertaking any U3A activity

- Use the internet and other forms of communication in a sensible and polite way
- Only access websites and other resources in a way that will not harm or hurt anyone
- Seek permission if using personal information or photographs of individual(s)
- Following the reporting procedures to the Lead or Deputy where there are any concerns

This code of conduct will form part of the induction information for all tutors and committee members.

PROCEDURES

This procedure is limited to issues which occur within the context of all HDU3A activities.

HDU3A will publish its safeguarding policy and procedures on its website and notify members where to find them.

Reporting concerns

- If any member of HDU3A has suspicions or concerns of possible or actual abuse within a U3A setting they should refer the issue to the Safeguarding Lead or Deputy as appropriate, wherever possible within 24 hours.
- The circumstances should be recorded on the safeguarding report form, including details of any witnesses and any other relevant information, as soon as possible after the disclosure has been made.
- Where the situation is an emergency, eg where a vulnerable person's safety is in question, then this must be the priority and may require the involvement of an external agency prior to completing the record.
- Where the circumstances are less urgent they may be able to be dealt with by a tutor, the safeguarding lead or deputy or Committee member (depending on who is present at the time)

Consent and Confidentiality

Whilst HDU3A will make every effort to respect the confidentiality of any information that is disclosed, under this policy and procedure this cannot be guaranteed in serious cases of abuse or harm and where it becomes necessary to involve external agencies. This must be made clear to the individual(s) involved and consent obtained to share the information with the external agencies, eg police unless it is unsafe or inappropriate to do so.

Information will only be shared within the framework of the General Data Protection Regulation (GDPR). Any information shared will be necessary and proportionate to prevent danger to

- an individual's health
 - other U3A members
 - the community at large
- or to prevent or facilitate the investigation of a serious crime

Record keeping and actions

All records will be kept securely in accordance with GDPR 2018 within the HDU3A office and monitored by the Lead and Deputy Lead.

Where information has been shared with external agencies, this must be fully recorded as well as the reasons for the decision to share and with whom it has been shared.

The Lead/Deputy will prepare a periodic report for the HDU3A Committee on safeguarding incidents and any actions taken without compromising confidentiality.

The Committee of HDU3A will monitor the implementation of the safeguarding policy and procedures.

The Lead and Deputy will review the safeguarding policy and procedures on an annual basis to ensure they meet organisational and regulatory requirements, and will seek the approval of the committee for any necessary amendments or updates.

Date Policy Approved 13/05/2021

Date Policy to be reviewed

APPENDIX 1 – DEFINITIONS

Adult at risk – is any member of the HDU3A who is experiencing, or is at risk of abuse or neglect and is unable to protect him or herself against the abuse or risk of it.

Abuse – is the violation of an individual's human and/or civil rights by any other person. This may be a single or repeated act(s)

Types of Abuse

- Physical abuse (Less likely to occur within an HDU3A setting) but includes, hitting, slapping, pushing or assault
- Psychological abuse – including threats of harm, humiliation, intimidation, coercion, harassment, verbal abuse, cyber bullying
- Financial or material abuse – includes theft, fraud, internet scamming, the misuse or misappropriation of property or possessions
- Modern slavery – includes forced labour and domestic servitude, street crime, grooming and pimping, forced marriage
- Discriminatory abuse – includes forms of harassment based on race, gender or gender identity, age, disability, sexual orientation or religion
- Self-neglect – covers a wide range of behaviour, neglecting to care for one's personal hygiene, health or surroundings.
- Sexual Abuse – includes any sexual acts to which the adult concerned has not consented eg rape, indecent exposure, sexual harassment, photography etc
- Organisational Abuse – includes the mistreatment of an adult by a regime or individuals in a setting or service which the adult uses
- Neglect or act of omission – includes failure to provide access to appropriate health, educational or social care services, eg nutrition, heating, etc.
- Domestic Abuse – includes emotional, physical, psychological, financial as well as honour based abuse.

APPENDIX 2 – EXTERNAL AGENCIES AND USEFUL NUMBERS

For Adult Safeguarding Concerns

KIRKLEES GATEWAY TO CARE – Telephone - 01484 414933 Email – gatewaytocare@kirklees.gov.uk
To make a report on line – www.kirklees.gov.uk/reportabuse

IN EMERGENCY SITUATIONS – contact the police on 999 – if the individual is not in immediate danger contact the police on 101

Other useful numbers

Kirklees Safeguarding Children: <https://www.kirkleessafeguardingchildren.co.uk/reporting-child-abuse/>
Tel. 01484 456848

Modern Slavery Helpline: <https://www.modernslaveryhelpline.org/> Tel 0800 0121 700

Community Safety including reporting anti-social behaviour: safer@kirklees.gov.uk

Pennine Domestic Abuse Partnership - <https://pdap.co.uk/> 0800 052 7222

Kirklees Rape and Sexual Assault Centre - <https://www.kcrasac.co.uk/> 0300 303 4787

West Yorkshire Trading Standards Covid19 alert -This is uploaded here every month and can be downloaded to share. <https://www.wyjs.org.uk/trading-standards/covid-19-resources/>
To subscribe to the Covid19 News alert please e-mail covid19.scams@wyjs.org.uk

Independent Age - <https://www.independentage.org/coronavirus/resources>
<https://www.independentage.org/get-support>
<https://www.independentage.org/get-advice/advice-guides-factsheets-leaflets>

Where to report scam calls, scam mail etc - Action Fraud
<https://www.actionfraud.police.uk/reporting-fraud-and-cyber-crime>
<https://www.actionfraud.police.uk/report-phishing>

Report doorstep crime - <https://www.citizensadvice.org.uk/consumer/get-more-help/report-to-trading-standards/>

Mental Health support in a Crisis - <https://www.kirklees.gov.uk/beta/health-and-well-being/mental-health-in-a-crisis.aspx>

Support for Carers – Carers Count <https://carerscount.org.uk/> Tel. 0300 012 0231

Age UK Calderdale and Kirklees – Trusted Traders:-
<https://www.ageuk.org.uk/calderdaleandkirklees/our-services/trusted-trades/>

Kirklees Dementia Hub - <https://www.ageuk.org.uk/calderdaleandkirklees/our-services/dementia-support/>

West Yorkshire Police – Easy Reading Guides -<https://www.westyorkshire.police.uk/advice/our-services/accessible-information/easy-read-resources/easy-read-resources>

Kirklees Council –Adult Safeguarding Factsheets - <https://www.kirklees.gov.uk/beta/adult-social-care-providers/kirklees-safeguarding-adults-board.aspx>

APPENDIX 3 – HDU3A SAFEGUARDING LEAD AND DEPUTY

Lead – Brian Farrand – Email brian.sglead@gmail.com Tel - 07715136726

Deputy – Isabel Foster – Email isabelfoster917@outlook.com Tel - 07951834902