

## **Waterlooville u3a Safeguarding policy**

### **Definition of Safeguarding**

Safeguarding encompasses the means of protecting people's health, wellbeing and human rights and, thus, enables them to live free from harm, abuse and neglect. It is fundamental to high-quality health and social care. The Care Act (2014) sets out six principles that should underpin the safeguarding of adults.

### **Overarching principles**

Waterlooville u3a is a charity that works with adults, some of whom may potentially be at risk, and has a Duty of Care for its members. This policy sets out what Wu3a will do to keep people safe.

Through this policy, the Trustees will ensure that everyone, no matter what their role, is entirely familiar with and understands the policy and uses or refers to it, when appropriate, in the day to day running of Wu3a.

The policy will be reviewed annually, when any areas for improvement that may have become evident will then be addressed.

The policy covers all the key risks for the groups we work with and the activities they pursue. It is likely that the level of risk may be low, however we must not be complacent but remain vigilant and manage safeguarding proactively. The policy will be readily available either in paper form and/or on our website.

A record of any changes made to the policy will be maintained at the foot of this document, and communicated to our membership via email/post and/or the monthly bulletin.

### **Safeguarding adults is everyone's responsibility**

All adults have the right to be protected from abuse and poor practice. This is regardless of their:

- Age
- Ability or disability
- Gender
- Race
- Religion
- Ethnic origin
- Sexual orientation
- Marital status

Best practice in safeguarding means committing to both a legal and moral responsibility to all volunteers and members. Wu3a will commit to safeguarding by accepting its responsibilities and striving to embed safeguarding with the culture of our organisation.

**Recognising signs of harm and abuse** - The Care Act (2014) recognises 10 categories of abuse that may be experienced by adults

#### **Self-neglect**

This covers a wide range of behaviour, but it can be broadly defined as neglecting to care for one's personal hygiene, health, or surroundings. An example of self-neglect is behaviour such as hoarding.

#### **Modern Slavery**

This encompasses slavery, human trafficking, forced labour, and domestic servitude.

#### **Domestic Abuse**

This includes psychological, physical, sexual, financial, and emotional abuse perpetrated by anyone within a person's family. It also includes so-called "honour" based violence.

### **Discriminatory**

Discrimination is abuse that centres on a difference or perceived difference, particularly with respect to race, gender, disability, or any of the protected characteristics of the Equality Act.

### **Organisational**

This includes neglect and poor care practice within an institution or specific care setting, such as a hospital or care home, or in relation to care provided in one's own home. Organisational abuse can range from one off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

### **Physical**

This includes hitting, slapping, pushing, kicking, restraint, and misuse of medication. It can also include inappropriate sanctions.

### **Sexual**

This includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault, or sexual acts to which the adult has not consented, or was pressured into consenting.

### **Financial or Material**

This includes theft, fraud, internet scamming, and coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions. It can also include the misuse or misappropriation of property, possessions, or benefits.

### **Neglect and Acts of Omission**

This includes ignoring medical or physical care needs and failing to provide access to appropriate health social care or educational services. It also includes the withdrawing of the necessities of life, including medication, adequate nutrition, and heating.

### **Emotional or Psychological**

This includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation, or withdrawal from services or supportive networks.

### **Who might abuse adults?**

Abuse and neglect might be carried out by anyone in contact with any adult (a person over the age of 18), even by people employed to provide care.

There may be indicators that adults are experiencing harm from people within your organisation, such as volunteers, members of staff, or other members of the public. Or they may be experiencing harm from those connected with their life outside your organisation, such as a carer or a spouse.

This may include:

- Spouses, friends, family and neighbours
- People employed to provide care
- Paid staff or professionals
- Volunteers
- Strangers

## Process to Respond, Record, Report and Refer

In the event of a safeguarding issue being raised the following process will be followed:

1. Seek consent from the person concerned. If we feel that they do not have capacity to consent, action without consent can be taken and any decisions logged.
2. All available relevant facts and appropriate information should be taken.
3. A written record of the concern will be made
4. Tell the person involved what is going to be done about the concern and note any views that they may have regarding how they wish the matter to be dealt with.
5. Tell only the people who need to know – such as the safeguarding officer (Chair).
6. Consider the balance between listening to someone's wishes and needing to refer information where others may be at risk.
7. Inform the person involved about the outcome of any process.

If someone is injured or at immediate risk, immediate action will be taken. Help will be sought by dialling 999 for police or ambulance, information Next of Kin where appropriate.

## Reporting procedure

If any member has a concern about a safeguarding issue, they can make their concern known and be reassured about how Wu3a will handle any problems.

- If there is an issue within a group, a member should initially speak to the Group Co-ordinator. If they prefer to speak with a member of the committee, then the issue should be referred to the Chair.propriate committee member.
- Information will be shared and stored internally in line with GDPR rules.
- If necessary, information may be shared with professionals, such as the police or social care within agreed protocols.

## Code of conduct

A code of conduct sets out expectations of all members. Every u3a member signs up to this in their membership application form.

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