

## **Waterlooville u3a Safeguarding Statement (from Safeguarding Policy) – August 2022**

### **Definition of Safeguarding**

Safeguarding encompasses the means of protecting people's health, wellbeing and human rights, it enables them to live free from harm, abuse and neglect. It is fundamental to high-quality health and social care.

### **Overarching principles**

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

Through this policy, the Trustees will aim to ensure that everyone, no matter what their role, is familiar with, understands and uses or refers to the policy (when appropriate) in the day to day running of Wu3a. The policy shall be reviewed annually, when areas for improvement that may have become evident will 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 on our website or in paper form.

A record of any changes made to the policy will be maintained, and communicated to our membership via email and/or post via the regular Committee Update.

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

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

### **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 shall be taken.
3. A written record of the concern and appropriate information/facts 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.

### **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. The issue will be referred to the Chair.
- 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.