

Sevenoaks U3A – Safeguarding* policy

Introduction

Sevenoaks U3A is a group of retired and semi-retired people who get together in Study Groups, Meetings and Activities. We are an organisation of equals, with the organisation managed by the members for the members. All members involved in the management of the organisation at whatever level are volunteers.

The Charities Commission advises charities such as Sevenoaks U3A to have a Safeguarding policy in place. We also have a Code of Conduct.

Sevenoaks U3A Safeguarding Policy

1. Our Code of Conduct requires all members to act in ways which respect other members.

2. Any instance where a member suspects or believes that a member of Sevenoaks U3A or another U3A is being abused, neglected or harmed, either during a U3A activity or outside this, should be reported to a member of the Executive Committee as soon as possible and ideally within one day of this becoming known. Verbal reporting should be followed by written confirmation by email or letter.

The role of Executive Committee members is to report the fact to other members of the Executive Committee (in confidence**) and to make contact with the Advice and Volunteer Manager at National Office who will support the committee in responding to the concerns raised.

For more information, see Sevenoaks U3A “Safeguarding Policy and Procedure (detail)” and Charity Commission guidance “Safeguarding and protecting people for charities and trustees” (<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>)

Further advice

There are various organisations from which advice may be sought, including:

- a. *Action on Elder Abuse (AEA)*, a 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.*
- b. *Voice UK*, a national charity supporting people with learning disabilities and other vulnerable people who have experienced crime or abuse. They also support their families, carers and professional workers.
Voice runs a helpline 0808 802 8686.

Sevenoaks U3A.

Initiated April 2019. This policy will be reviewed every year.

***Safeguarding definition:** a term used in the United Kingdom to denote measures to protect the health, well-being and human rights of individuals, which allow people to live free from abuse, harm and neglect (whether this is physical, mental or emotional).

**as far as legally permissible