



Banbridge District u3a

Founded in 2015



A Member of the Third Age Trust

Registered with The Charity Commission for Northern Ireland NIC 107631

Safeguarding Policy and Procedure for Banbridge District u3a

Policy Statement

This Policy and Procedure is written to enable the Committee to act appropriately whenever possible or where instances, or allegations of, actual abuse or neglect comes to their attention.

Banbridge u3a recognise that some people are potentially at risk of abuse and neglect. Where abuse or neglect is suspected Banbridge u3a will aim to respond to the situation in a way which is caring, effective and enabling.

Banbridge u3a also recognises that abuse and neglect can be perpetrated by volunteers, other users of services, relatives, friends, and neighbours. Banbridge u3a acknowledges that the reasons for abuse and neglect occurring, may not be fully understood and vary with each incident, often dependent on risk factors.

Banbridge u3a will neither condone nor tolerate any form of abuse or neglect. In all situations, Banbridge u3a believes that everyone is entitled to:

- privacy
- be treated with dignity and respect
- lead an independent life and to be enabled to do so
- choose how they live their lives
- the protection of the law
- have their human and civil rights upheld regardless of ethnic origin, gender, sexuality, impairment or disability, age, religious or cultural background.

Banbridge u3a will monitor the implementation of this policy and procedure as necessary through its Executive Committee.

Procedure

1. Banbridge u3a recognises that it has a responsibility to ensure that its committee and interest-group leaders understand this policy.
2. Banbridge u3a will support the alleged victims and the alleged perpetrators of any abuse as well as any member who becomes aware of the abuse insofar as this does not compromise any investigation into the allegation or place other adults at risk.

3. While Banbridge u3a will make every effort to respect the confidentiality of any information that is disclosed under this Policy and Procedure, this cannot be guaranteed. Information will be recorded and stored securely in accordance with GDPR 2018 but confidentiality is not absolute and information may have to be shared, on a 'need-to-know' basis only, to prevent:
- Danger to a person's life
 - Danger to a person's health
 - Danger to others
 - Danger to the community
 - Or to prevent or to facilitate the investigation of a serious crime. This Policy, Procedure and Appendices will be reviewed as necessary or at least 3 yearly intervals.

Courses of Action

- If the committee becomes aware of possible or actual abuse or neglect, it should ensure that the safety of the adult at risk is secured as a priority.
- Any committee member who becomes aware of possible or actual abuse should record the details of the abuse, as soon as possible, using the Safeguarding Adult Disclosure/Suspicion Recording Proforma (SAP1), (see Appendix 3). They should advise the rest of the committee and the Advice and Volunteering Manager at National Office who will provide further guidance, (national.office@u3a.org.uk or Telephone 020 8466 6139
- The committee, having been advised of the possible or actual abuse, should satisfy themselves that the adult at risk is safe, and that the alleged perpetrator, if known, does not pose a threat to any other adult.
- The committee, working with the Advice and Volunteering Manager at National Office will decide whether to refer the possible or actual abuse to the Southern Health and Social Care Trust (SHSCT) and/or the Police. When a crime may have been committed, the Police must be contacted as soon as possible. If the decision is made not to refer, the reasons for this must be recorded on SAP1 (Appendix 3).
- The committee then completes SAP1 (Appendix 3) with the guidance of the Advice and Volunteering Manager.
- Completed SAP1 (Appendix 3) forms will be held in a designated file for a minimum of 2 years from the date of the last completed SAP1 on the adult at risk.
- Confidentiality is always adhered to, therefore the contents of the SAP1 will not be provided to any third parties.

The above Policy and Procedures were adopted by the Committee of Banbridge District u3a on DATE: 2nd May 2023 and will be updated as necessary or following a three-year review.

(The Third Age Trust provided the draft for this policy)

Signed by:- Veronica Barrett, Chairperson

Signed by:- Sharon Henry, Secretary

Date: _____

Appendix 1: If someone discloses abuse to you

Do:

- Stay calm and try not to show shock or disbelief
- Listen carefully to what they are saying
- Be empathetic (I'm sorry that this has happened to you')
- Be aware of the possibility that medical evidence might be needed
- Tell the person that:
They did the right thing to tell you
You are treating the information seriously.
You are going to inform the appropriate person
You will take steps to protect and support them
- Record and report the disclosure in line with the Procedure

Do Not:

- Press the person for more details; this will be done at a later date
- Stop someone who is freely recalling significant events (Don't say 'hold on, we'll come back to that later'; they may not tell you or anybody else again)
- Do not promise to keep secrets; you cannot keep this kind of information to yourself
- Make promises you cannot keep (Such as 'This will never happen to you again')
- Contact the alleged abuser
- Be judgemental
- Pass on the information other than to those with a legitimate 'need-to-know' under this Policy and Procedure

In your record of the disclosure:

You should aim to:

- Note what people actually said, using their own words and phrases as much as possible.
- Describe the circumstances in which the disclosure came about
- Note the setting and anyone else who was there at the time of the abuse or the disclosure
- Separate factual information from your own and others' opinions
- Use pen or biro with **black ink** so that the report can be photocopied if needed

And be aware that your report may be required later as part of a legal action or disciplinary procedure.

- The Appointed Person to report to is: Banbridge District Executive Committee Chairperson.
- The Alternative Person is: Any Committee Member.

Appendix 2: Key Definitions

1. *Adult at risk:*

is any person, who is over 18 years of age and who has need for care and support, is experiencing, or is at risk of abuse or neglect, and as a result of those needs is unable to protect himself or herself against the abuse or neglect or risk of it.

2. *Abuse:*

is the “violation of a person’s human and civil rights by any other person(s). It may be a single or repeated act(s), physical verbal, psychological, sexual, institutional, discriminatory, or financial, an act of neglect or failure to act”

Types of abuse: Group A

- a) *Physical abuse* – including assault, hitting, slapping, pushing, misuse of medication, restraint, or inappropriate physical sanctions.
- b) *Sexual abuse* – including 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.
- c) *Psychological abuse* – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, bullying/cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- d) *Financial or material abuse* – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- e) *Discriminatory abuse* – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- f) *Self-neglect* – this covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding.

Types of abuse: Group B

- g) *Domestic violence* – including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence.
- h) *Modern slavery* – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive, and force individuals into a life of abuse, servitude and inhumane treatment.
- i) *Organisational abuse* – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice because of the structure, policies, processes, and practices within an organisation.
- j) *Neglect and acts of omission* – including ignoring medical, emotional, or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition, and heating.

Appendix 3: Confidential

SAFEGUARDING ADULT DISCLOSURE/SUSPICION RECORDING PROFORMA (SAP 1)

Adult at Risk			
Surname:		Forename:	
Gender:	Ethnicity:	Date of Birth:	Marital Status:
Home address:			
Post Code:			
Disclosure/Suspicion Date and Time:		Location of Disclosure/Suspicion:	
Who Received Disclosure/Had Suspicion:			
Type of Alleged Abuse:		Location of Alleged Abuse:	
Description of Alleged Abuse:			
Name:			
Signature:		Role:	Date:

Appendix 3: Confidential (continued)

Committee Member informed:		
Name:	Role:	Date & Time:
Committee decision:		
	No further action:	Referral on:
	Yes/No	Yes/No
Date		
Action Date:		
Reason for Decision:		
Date Record to be Destroyed:		
Chairperson Signature:	Date:	Time:

Information contained in this document should only be used for the purposes of implementing and monitoring Banbridge u3a’s Safeguarding Adults Policy and Procedures and service monitoring. The information must not be copied, transmitted or in any way divulged without the permission of Banbridge District u3a.

Appendix 4: Recommended agencies

- a) Southern Health and Social Care Trust (speak to the *Designated Adult Protection Officer*), GP Surgery, Police, etc.
- b) *Action on Elder Abuse (AEA) NI* is 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. Their service is provided by Hourglass, this is the working name of (Safer Aging), a charity registered in the UK, www.wearehourglass.org.