



1.1. Purpose

This Policy is to enable the Islington U3A Executive Committee to address issues where there are safeguarding concerns. Safeguarding includes incidents between members, concerns regarding abuse or neglect that an Islington U3A member may be experiencing outside of Islington U3A, health related issues or previous or pending criminal convictions. See section below on definitions. Safeguarding issues can be exhibited face to face as well as in electronic communications or via social media platforms.

1.2. Duty of Care

The Islington U3A Executive Committee has a duty of care to its members but does not hold any statutory authority. Matters of concern will be reported to the relevant safeguarding authorities and charity regulatory authorities, as appropriate.

1.3. Response

Where abuse or neglect is suspected Islington U3A will aim to respond in a prompt and efficient manner to any situation where there is a risk of or perceived risk of harm. It is not appropriate for Islington U3A to take the lead role in any Safeguarding Enquiry under Section 42 of the Care Act 2014. Where there are concerns about potential abuse or neglect the Islington U3A Executive Committee will seek immediate advice and support from the Third Age Trust including using any guidance issued by the Third Age Trust. The Executive Committee will thereafter contact the relevant statutory authorities as advised.

1.4. Accountability

The Chair of Islington U3A will be the responsible person for this Safeguarding Policy and Procedure which will be monitored on a three year cycle. [All Group Coordinators must be made aware of this policy and their duties under it.](#)

2. Procedure

2.1. Activate

Where a possible safeguarding issue is raised by any member [or a Group Coordinator](#), the Chair and Executive Committee will activate the following procedure:

- Immediately contact the Third Age Trust for advice
- At the same time ensure the safety of adult/s at risk is secured as a first priority and record basic information about the allegation (see below 2.2)
- As far as possible, respect the adult at risk's wishes as to how to proceed with the alleged allegation. However, it may be necessary to override their wishes in the best interests of themselves and other adults at risk
- All actions taken will be recorded. All records will remain confidential to the Executive Committee unless or until it is decided to share the record with the relevant statutory bodies.

2.2. Recording the Allegation

- Note what people actually said using their own words and phrases.
- Describe the circumstances in which the disclosure came about.
- Note the setting and the key details of anyone else who was there at the time of the disclosure.
- Only record factual information, exclude personal opinions.
- Use pen or biro with black ink so that the report can be photocopied if needed.
- Be aware that this and any other report may be required later as part of any legal action or disciplinary procedure.

3. Definitions

3.1. Adult at Risk

- 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.

3.2. Abuse

- 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".

3.3. Types of Abuse

- Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.
- 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.
- Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- 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.
- 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.

- Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- 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 as a result of the structure, policies, processes and practices within an organisation.
- 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
- Self-neglect – this covers a wide range of behaviour, including dementia related matters, neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

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