



## **SAFEGUARDING POLICY for HARROGATE u3a**

### **Purpose**

The purpose of this policy is to demonstrate the commitment of Harrogate u3a to safeguarding their members and to ensuring that everyone involved in Harrogate u3a is aware of:

- The legislation, policy and procedures for safeguarding adults.
- Their role and responsibility for safeguarding adults.
- What to do or who to speak to if they have a concern relating to the welfare or well-being of an adult within Harrogate u3a.

### **Scope**

This safeguarding policy and associated procedure apply to all individuals involved in Harrogate u3a, including the Committee, Group Leaders and Members, and to all concerns about the safety and well-being of members taking part in u3a activities and in the wider community.

### **Safeguarding Commitments**

In order to implement this policy, Harrogate u3a. will ensure that all members will be aware of the safeguarding procedures and know whom to contact if they have a concern relating to the welfare or well-being of a person.

Harrogate u3a committee has a duty of care to its members and is committed to upholding this safeguarding policy in order to protect its members.

Harrogate u3a recognises that some people are potentially at risk of abuse and neglect. Where abuse or neglect is suspected Harrogate u3a will aim to respond in a prompt and efficient manner to any situation where there is a risk or perceived risk of harm. Harrogate u3a does not hold any statutory authority. Matters of concern will be reported to the relevant safeguarding authorities and charity regulatory authorities, as appropriate. This may include the local authority, the local multi-agency safeguarding hub (MASH), or the appropriate emergency services.

Where there are concerns for a member's well-being or safety, Harrogate u3a committee will complete a safeguarding risk assessment, seek advice and support from the Third Age Trust where necessary, and will contact the relevant statutory authorities as needed. It is not appropriate for Harrogate u3a to take the lead role in any Safeguarding Enquiry ( Section 42 of the Care Act 2014 (England and Wales)).

Harrogate u3a recognises that there are various forms of abuse, which can be perpetrated by volunteers, members, relatives, friends, and neighbours. Harrogate u3a will not condone nor tolerate any form of abuse or neglect and believes that all people should be





able and, where necessary, enabled to live in an environment which is safe and free from harm.

Harrogate u3a will put the well-being of those at risk of harm first, and they will be actively supported to communicate their views and the outcomes they want to achieve. Those views and wishes will be respected and supported unless there are overriding reasons not to. Any actions taken will respect the rights and dignity of all those involved and be proportionate to the risk of harm.

A list of the types of safeguarding risks and harm can be found on the [England and Wales Charity Commission website, which is applicable generally.](#)

Harrogate u3a will monitor the implementation of this policy and procedure annually through its committee.

This policy was adopted on:

Signed: \_\_\_\_\_ Committee role: Chair

Print name: Ian R Munday

Policy review date: 3/5/2026

u3a Safeguarding Policy and Procedure		The Third Age Trust	
Version	Description of changes	Date of change	Review date
1.0	Original document	3/5/25	





## Safeguarding Procedure for Harrogate u3a

When following the safeguarding procedure, Harrogate u3a will strive to uphold the principles that those involved in incidents are entitled to:

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

Harrogate u3a will also follow the principles enshrined within the Care Act 2014:

- **Principle 1 – Empowerment** – whereby the approach is focused on individuals making their own decisions and gaining informed consent, where possible.
- **Principle 2 – Prevention** – it is better to take action before harm occurs by anticipating things before they happen.
- **Principle 3 – Proportionality** – responding in a proportionate way to the issue or issues being presented.
- **Principle 4 – Protection** – seeking to keep its membership safe and protecting those deemed to be at risk.
- **Principle 5 – Partnership** – reporting incidents to the relevant statutory bodies and liaising with the Trust.
- **Principle 6 – Accountability** – accurate recording and reporting of incidents, as required, to the Trust and relevant regulatory authorities.

Harrogate u3a has a responsibility to ensure that its committee members and group leaders understand their safeguarding responsibilities. Depending on the nature of the allegation and the identified risk, Harrogate u3a will support the alleged victims and the alleged perpetrators of any abuse as well as any volunteer who becomes aware of an allegation in so far as this does not compromise any safeguarding enquiry or investigation into the allegation or place other adults at risk.

Harrogate u3a will make every effort to respect the confidentiality of any information that is disclosed under this policy and procedure, however due to the seriousness of allegations confidentiality is not absolute. Information will be recorded and stored securely in accordance with Data Protection Act 2018 but information may have to be shared with relevant authorities 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
- To facilitate the investigation of a serious crime



Where any member becomes aware of a safeguarding concern relating to one of our members, steps will be taken, as needed, to ensure, as the first priority, that the safety of anybody at risk is secured. The steps to take will in the first instance be:

- (i) to report the concern to the Safeguarding Officer or the Chair;
- (ii) if necessary, the Safeguarding Officer or Chair will appoint a Safeguarding Team for consultation, and support;
- (iii) no Committee member should act in isolation when dealing with a safeguarding concern.

As far as possible, any adult at risk's wishes will be respected as to whether or not to refer any concerns to the local authority as a Safeguarding Enquiry under Section 42 of the Care Act 2014. However, it may be necessary to override such wishes in the best interests of other adults at risk (see Appendix 1 - flowchart for details). Where the Harrogate u3a Committee becomes aware of a safeguarding concern, the first step will be to gather as much information as possible to assist with the decision as to the next steps.

A risk assessment will be undertaken as soon as possible after the concern comes to the attention of the Committee. Where it is deemed that the risk is high and immediate action needs to be taken, the Safeguarding Officer/Team will contact the relevant local authorities, and - where necessary - the Third AgeTrust, for advice and support. In developing the risk assessment, the Committee will consider the level of risk and the action that needs to be taken accordingly. Assessment of risk will include:

- ♣ risk to the individual member
- ♣ risk to other members of the u3a
- ♣ risk to members of the public
- ♣ reputational risk for Harrogate u3a and the u3a movement as a whole.

Once the risk assessment has been completed, the Safeguarding Officer/Team, if appropriate in consultation with the Committee, will decide on the best course of action. This could include: excluding members from certain groups, e.g., groups held in people's homes; requesting that a member attend the u3a with a carer; excluding a member from a group run by a particular Group Leader.

Assistance will always be sought before moving to exclude any member from the u3a on the basis of a safeguarding risk assessment. Depending on the nature of the allegation, it may be necessary to pursue the incident by following Harrogate u3a's complaints, disciplinary or grievance procedure. Where it is decided that this is the best course of action, the matter will not be investigated by any party who was privy to the initial reporting of the incident.

All discussions and actions taken will be recorded. Any records will remain confidential to the Committee unless a prior decision has been taken to share the record with the relevant statutory bodies.

## **Recommended Agencies**





To report a Safeguarding concern:

Contact the North Yorkshire Adult Social Care, on telephone: 0300 131 2131, Monday to Friday, 8.30am to 5.00pm

See more ways to contact at: [https://www.northyorks.gov.uk/contact/safeguarding-adult?utm\\_source=contactus\\_direct&utm\\_content=adult-care/safeguarding/safeguarding-vulnerable-adults](https://www.northyorks.gov.uk/contact/safeguarding-adult?utm_source=contactus_direct&utm_content=adult-care/safeguarding/safeguarding-vulnerable-adults)

Once suspected abuse has been reported, the Adult Social Care Safeguarding Team will look carefully at the situation. This may lead to a full investigation which follows safeguarding protocols and may involve local health services and the North Yorkshire Police if the commission of a crime is suspected.

Additionally, **Hourglass (previously Action on Elder Abuse)** <https://www.wearehourglass.org> 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.

## Definitions

### Safeguarding Officer

A person appointed by the Committee to take the lead in monitoring and implementing the Harrogate u3a Safeguarding Policy, in line with guidance provided by the Charity Commission. - <https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees#policies-procedures-and-practices-you-need-to-have>

### Safeguarding Team

Members of the Harrogate u3a Committee appointed to support and advise the Safeguarding Officer.

This procedure was adopted on:

Signed: \_\_\_\_\_ Committee role: Chair

Print name: Ian R Munday

Policy review date: 3/5/26

Safeguarding Procedure			The Third Age Trust
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Rev 1	Original document	3/6/25	3/6/26



## Safeguarding Procedure – Flowchart (rev 1)

