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|  | **Maghull & Lydiate U3A** |

**Safeguarding Adults Policy and Procedures**

**Introduction**

We all have a responsibility to safeguard adults who are experiencing, or are at risk of, abuse and neglect.

This policy and accompanying procedures outline what adult safeguarding is and what to do if you have a concern. As this organisation is primarily for retired people and that we do not cater for children this document specifically relates to adult safeguarding.

**Policy Statement**

This organisation is committed to creating and maintaining a safe and positive environment for all people involved with this U3A. It accepts its responsibility to assist in the welfare of all Members and when possible, to safeguard them from poor practice, abuse and bullying. It will also, when possible, respond to any indication of abuse that may be occurring outside of the organisation setting.

All individuals within the organisation – committee members, group leaders and members - have a role and responsibility to help ensure the safety and welfare of Members.

This organisation accepts that we are required to fulfil our duty of care, which means that we must do everything that can be reasonably expected of us, to help safeguard and protect people from harm, and to act when we suspect that someone is being harmed, or is at risk of harm.

**What is Adult Safeguarding?**

The official definition of “Adult safeguarding” is **working with adults** with care and support needs to keep them safe from abuse or neglect. It is an important part of what many public services do, and a key responsibility of Local Authorities (Care Act 2014).

The safeguarding duties apply to an adult who:

* has needs for care and support (whether or not the local authority is meeting any of those needs)
* is experiencing, or is at risk of, abuse or neglect
* is unable to protect themselves from either the risk of, or the experience of, abuse or neglect, as a result of those care and support needs

Adults who fulfil this criteria are **‘adults at risk’**.

People can have a need for care and support for a variety of reasons – for example they may have a learning disability, a physical disability, a chronic health condition or have a mental health issue. Such conditions may bring with them additional vulnerabilities, **however having care and support needs does not mean that people are automatically adults at risk and need safeguarding**.

**Safeguarding adults is underpinned by:**

* The Care Act 2014
* Mental Capacity Act (MCA) 2005

**Types of abuse suffered by adults identified in the Care Act 2014 are:**

* Physical
* Sexual
* Psychological/Emotional/Mental
* Financial and material
* Neglect and act of omission
* Discriminatory
* Organisational
* Modern Day Slavery
* Domestic Violence
* Self Neglect – including hoarding

**Other types of harm that adults may experience include:**

* Cyber Bullying
* Forced Marriage
* Female Genital Mutilation
* Mate Crime
* Radicalisation

**Communication**

The organisation will make its Safeguarding Adults Policy and Procedures available to all members and will also regularly review the policy and procedures to update any relevant legislation, policies and procedural changes.

**What to do if you have Concerns about a Member**

U3A members are not expected to be expert in the recognition of a safeguarding concern; however, all adults participating in the U3A have a duty of care to be vigilant and respond appropriately to suspicions of poor practice, abuse or bullying. They should also respond to any indication of abuse that may be occurring outside of the organisation setting.

This does not mean that it is your responsibility to decide if a situation is poor practice, abuse, bullying or an indication of abuse occurring outside of the organisation setting but it is your responsibility to report your concerns to a Committee Member whose names are displayed on the MBC notice board. **Please ensure you follow the Procedure Flow Chart below.**

If you cannot contact someone within the U3A or feel that your concerns are not being dealt with properly you can contact the U3A National Office: phone - **020 8466 6139 or email - info@u3a.org.uk**, the Local Authority Safeguarding Adults Team: **for guidance and directions for reporting a concern within Sefton go to -**  <https://www.sefton.gov.uk/social-care/care-and-support-for-adults.aspx> or **ACT**, the national safeguarding adults organisation [www.anncrafttrust.org](http://www.anncrafttrust.org)

**Disclosure of Information**

There is a difference between confidentiality and secrecy. All personal and delicate information disclosed to us is confidential, but may not always be secret.

Personal and delicate information about Members will be:

* Confidential to Maghull & Lydiate U3A and can be shared with Members on a strict **‘need to know basis’** *and*
* Can be shared with another agency when:
* Permission is given by the person about whom the information is held.
* There is an **overriding justification** to share information without the person’s consent.
* The law requires it, e.g. - if it is believed that an offence **may** have been committed.

**Further Information**

Further information can be found at:

***Support when concerned about an adult in Sefton:***

<http://www.sefton.gov.uk/social-care/sefton-safeguarding-adults-board-(ssab).aspx>

**Policy Review**

This policy and its implementation will be reviewed at least annually and whenever there are any legislative changes or amendments to guidance issued by relevant statutory bodies.

**Safeguarding Adults at Risk - Procedure Flow Chart**

**Member is made aware of safeguarding concern**

**Maghull & Lydiate U3A - Safeguarding Incident Reporting Form**

Member accurately records events giving rise to concern on the **Safeguarding Incident Reporting Form** obtainable from a Maghull & Lydiate U3A Committee Member whose name(s) is displayed on the MBC Notice Board, who will provide guidance on action that needs to be taken.

**All records should be forwarded to the Committee Secretary so they can be held securely, centrally.**

**Remember**

**It is not your duty to investigate concerns about an adult but don’t ignore them – talk to the adult if possible and get in touch with someone within the U3A or the Local Authority for advice.**

Safeguarding Concern dealt with via Sefton Adults Framework for Action.

Investigations are carried out by nominated officers within individual Social Care Teams.

**For guidance and directions for reporting a concern in Sefton go to** <https://www.sefton.gov.uk/social-care/care-and-support-for-adults.aspx>

If your concern is about a resident outside of Sefton, please contact the local authority which that person resides in.

If the decision is to make a safeguarding referral to the Local Authority, the adult’s consent should be sought wherever possible. However if they remain at risk or others are at risk of harm you will need to report it without their consent if necessary.

Member believes concerns should be acted upon but Committee Member does not agree.

Member has the right to refer concern straight to Adult Social Services. Member should inform Committee Member of their intentions.

**If an adult discloses abuse it must not be investigated further by any Members of M&L U3A**

* If it is thought an adult has suffered sexual abuse the police must be contacted immediately.
* If it is thought an adult has suffered severe harm (e.g. physical assault) the police must be contacted immediately – **if medical attention is required this must take priority over any other action.**
* If it is thought an adult may be in need of protection to prevent significant harm from occurring they must refer the matter to Sefton Plus on 0845 140 0845 or 0151 920 8234 (if out of hours).

Please complete this form as fully as possible and hand it to the Committee Member who will be able to support you in following the policy and procedures. The Committee Member is also responsible for confidentially storing and monitoring this information in line with data protection guidelines.

Name of Adult Gender

Age and date of birth Ethnicity

Religion First language

Any Disabilities Any special factors

Carer’s name(s) (if any)

Home address (and phone no. if available).

Are you reporting your own concerns or passing on those of somebody else? Give details.

Brief description of what has prompted the concerns: include dates, times etc. of any specific incidents.

Any physical signs? Behavioural signs? Indirect signs?

Have you spoken to the adult? If so, what was said?

Have you spoken to the carer(s) If so, what was said?

Has anybody been alleged to be the abuser? If so, give details.

Have you consulted anybody else? Give details.

Your name and position.

In what capacity have you had any contact with the adult?

To whom reported and date of reporting.

Members Signature Today’s date

Adults Signature Date

(Where appropriate)

**Action taken by the Maghull & Lydiate U3A Committee Member:**