



## SAFEGUARDING POLICY

The Downham Market & District U3A recognises that individuals may be vulnerable by reason of their:

- age
- gender
- disability
- sexual orientation
- religious beliefs
- race.

In consequence, each member of the branch has a number of rights which need to be respected and supported, and which will not be infringed.

### Rights

Downham Market & District U3A recognises that each individual has the right to be treated equitably and without prejudice. Every member of the U3A must respect and uphold that right.

This means that our members have the right to feel comfortable and to be safe and secure in an environment that is conducive to learning and participating in activities.

If these rights are breached it is the responsibility of the committee of the Downham & Market District U3A to take action to ensure the safety, comfort and well-being of the membership.

### This may include:

- informal resolution of complaints
- formal warning as to the conduct of the individual, or
- expulsion from the branch.

### To ensure these principles are upheld the committee will adhere to the following principles:

- Where a safeguarding concern exists, any member may raise it with their group leader or take it directly to the Safeguarding Officer or his/her assistant
- In the event of a complaint being made to a group leader, the group leader has a responsibility to draw the Safeguarding Officer/Assistant's attention to the fact that a safeguarding concern has arisen and to explain how it was resolved.
- Should the matter remain unresolved, the group leader can expect to receive guidance from the Safeguarding officer and/or committee on how to resolve it. A group leader will be supported in this matter by the Group Coordinator and Safeguarding Officer/Assistant.
- Expulsion from the branch will follow the same processes as outlined in the Code of Conduct.

A written record of all safeguarding matters must be recorded on the Safeguarding Report and will be held securely by the Safeguarding Officer for one year.

Safeguarding information is not subject to Data Protection Policy and will only be shared on a need-to-know basis at the discretion of the Safeguarding Officer and/or Safeguarding Assistant.

This policy will be reviewed every two years.

Signed:

