



North London U3A

Safeguarding Policy

North London U3A is committed to supporting the welfare of its members, and to a safeguarding practice that reflects statutory responsibilities and complies with good practice.

Policy

North London U3A policy has in place arrangements that reflect the importance of safeguarding and supporting the welfare of its members. To this end, any behaviour by or towards any member likely to cause harm or distress should be brought to the attention of the NLU3A committee as trustees.

North London U3A also encourages good practice among all its members, including trustees, group coordinators, volunteers, paid workers, and members (see below).

Failure to comply with this policy and related procedures should be addressed without delay, and may ultimately result in a member's exclusion from the organisation.

Good practice

North London U3A expects all members to abide by a code of expected practice. Members should read the Code of Conduct policy and be aware of how it applies to them, and should be willing to abide by the Code of Conduct. This includes:

- In NLU3A, there is no distinction between the group participants and Group Coordinators; we are all members.
- No payments are made to members for services they provide.
- Members must act in the best interests of NLU3A and uphold its reputation and never do anything which could bring NLU3A into disrepute or expose it to undue risk.
- Members should use NLU3A's resources responsibly and only to further its charitable objects.
- Members are expected to treat each other with respect at all times.

The full [Code of Conduct is available here](#).

Good practice in Interest Groups, meetings and events

We ask all members to adhere to the following guidelines:

- If you can't attend a meeting, please email (or, if necessary, telephone) the Group Coordinator with an apology, preferably well before a meeting. If you can't attend at the last moment, please contact the coordinator afterwards.
- If the meeting is on Zoom, please join on time.
- Group members should be sensitive to other people during discussions. They should listen attentively; avoid dogmatism; allow others time to contribute and be aware that some other members may be hesitant. They should also engage with other members by responding explicitly to what they have said, and treat everyone in the group respectfully.

Principles of behaviour

North London U3A will strive to uphold the principles of behaviour that all members, including those involved in any safeguarding incidents, are entitled to expect:

- respect for privacy
- be treated with dignity and respect
- lead an independent life and to be enabled to do so
- choose how they live their lives
- have 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.

Confidentiality and information sharing

North London U3A expects all members to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and with the Data Protection Act 2018.

If a member is in immediate danger or a crime has been committed, then the police and/or emergency services should be contacted. If any information needs to be shared with relevant authorities, this should be on a 'need-to-know' basis only, and only in order to prevent:

- danger to a person's life
- danger to a person's health
- danger to others; or
- to facilitate the investigation of a serious crime.

Recording concerns

A written record must be made and kept about any concern regarding a member with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, and any decisions made and why they were made.

All records should be signed and dated. All records must be securely and confidentially stored in line with GDPR.

Whistleblowing

It is important that people within NLU3A have the confidence to come forward to speak or act if they are unhappy with anything. Whistleblowing occurs when a person raises a concern about any dangerous or illegal activity, or any wrongdoing within their organisation. This includes concerns about another member. Anyone who has such a concern may approach any member of the committee to report their concern.

NLU3A recognises that there is a requirement by the organisation name to protect whistleblowers. Any such approach will therefore be handled in confidence, so far as this is consistent with the committee taking steps to deal with the matter or concern.

Contact details

Designated Safeguarding Officer email: chair@nlu3a.org.uk