

SAFEGUARDING

Adult disclosure and Future Safeguarding Management.

- The person to whom the disclosure is made or who first observes or strongly suspects a safeguarding concern should
 - Dial 999 if there is immediate danger to life.
 - Make an accurate record. (1) Use the exact words of the person making the disclosure or (2) Write down the exact details of the observations and concerns.
 - Email the disclosure to the Safeguarding Coordinator or any Executive Committee Member via the website.

- Where the 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. Future Safeguarding Management will be developed, following guidance being sought from TAT, and recorded as soon as possible after the concern comes to the attention of the committee.

- Where it is deemed that the level of concern is high and immediate action needs to be taken, the committee will contact the relevant authorities and the Trust for advice and support.

- As far as possible, the adult at risk's wishes will be respected as to whether or not to refer any concerns to the local authority and/or police. However, it may be necessary to override their wishes in the best interests of other adults potentially at risk.

- In developing Future Safeguarding Management, the committee will consider the level of concern and the action that needs to be taken accordingly. Assessment of Future Safeguarding Management will include:
 - Risk to the individual member
 - Risk to other members within the u3a
 - Reputational risk for the individual u3a and the u3a movement as a whole

- Where the level of concern is not deemed to be high, but support is needed, the committee will contact the Trust to discuss the concerns and seek additional assistance in developing Future Safeguarding Management.

Disclosure

Write an account of exactly what the member stated during the safeguarding disclosure conversation and/or record what you saw in as much detail as possible, as per the Safeguarding Policy guidance.

FOR COMPLETION BY THE EXECUTIVE COMMITTEE

Part 4: FUTURE SAFEGUARDING MANAGEMENT	LIKELIHOOD	COMMENTS/ACTIONS
Type of Abuse: Please state.	State: Low/Medium/High or N/A	What are the future actions to safeguard the individual and/or other members of MKHDu3a?

Levels of Concern

Description	Example
Low	Concerns raised from a few, as yet, isolated occurrences: Contact the committee who will access guidance from TAT.
Medium	Concerns raised from more frequent occurrences: referral recommended. Contact the committee who will access guidance from TAT.
High	Concerns raised from regular occurrences: referral. The committee make a referral to authorities and contact TAT.

Appendix 1:

Types of abuse:

1. Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
2. Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called 'honour based' violence.
3. 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.
4. 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.
5. 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, possessions or benefits.
6. 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 servitude and inhumane treatment.
7. Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
8. 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.
9. Neglect and acts of omission – including ignoring medical, emotional, or physical care needs, failure to provide access to appropriate healthcare and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
10. Self-neglect – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings