

FOR COMMITTEE ONLY GOOD PRACTICE GUIDELINES FOR THE SAFEGUARDING TEAM

The Ross & District Safeguarding Team is responsible for processing any safeguarding concerns raised. The Safeguarding Team comprises

- The Chair
- The Business Secretary
- One other member of the committee

When a safeguarding concern has been raised and received by a member of the Safeguarding Team, they will notify the other Safeguarding Team members and principal officers of the committee, ie the Chair, Vice Chair, Treasurer and Secretary.

The Safeguarding Team is responsible for

1. Ensuring that a Disclosure Reporting form is completed
2. Performing a risk assessment on the relevant form
3. Producing an action plan on the relevant form
4. Agreeing a decision following completion of the action plan on the relevant form

During this process, no member of the team should act alone; this includes when visiting any individuals concerned.

When the process has been completed, the four principal committee members should be informed of the final outcome.

Following closure of a concern, the associated paperwork should be kept for two years before being destroyed, in line with the [Data Protection Act 2018](#) .

1. Disclosure Reporting – use Safeguarding Disclosure Reporting Form

The Disclosure Reporting form records the concern raised and includes details of

- The person raising the concern
- The nature of the concern
- Any related events associated with the concern

This form must be completed for each safeguarding concern raised. It may be completed by the person raising the concern or by members of the Safeguarding Team.

2. Safeguarding risk assessment – use Safeguarding Risk Assessment Form

April 2025 Good practice guidelines for the Committee's SG team – Committee only

The Safeguarding Risk Assessment shall encompass:

- Whether immediate action is needed
- The views and wishes of the member disclosing the abuse.
- the type of abuse
- The severity of the risk to the member and any other people involved including u3a members.
- Their ability to protect themselves and others.
- Identification of the person allegedly causing the harm and establishing if that person is also in need of additional care and support.
- Confidentiality issues. It may be necessary to share disclosed information with other parties in order progress the risk assessment.
- The reputational risk for Ross u3a and the u3a movement as a whole

3. Action Plan and Decision Making – use Safeguarding Action Plan and Decision Making Prior to Closure form

Depending on the type, severity and immediacy of the risk and any confidentiality issues, a plan of action may include:

- Follow up enquiries for further information/clarification eg the person reporting the risk; the person at risk; family, friends, supporting agencies etc.
- Enquiries might be made by phone. Where authorities request referrals or information via email this must be done via secure email systems.
- The National Third Age Safeguarding representative.
- Referral to Herefordshire Council Safeguarding Adults Board / police etc.

A decision needs to be based on the outcome of the actions identified in the action plan. This decision is an agreement about what else needs to be done before Ross & District u3a can consider the matter closed.