

GOOD PRACTICE GUIDELINES FOR SAFEGUARDING TEAM

When a safeguarding alert has been activated, this will be received by the Chair of Monmouth u3a and the Wellbeing officer. If they are unable to respond, the alert will be forwarded to the other members of the safeguarding Team.

The Safeguarding Team should be comprised of the Chair, the Well Being Officer, and at least one other Trustee of Monmouth u3a.

No one member of the team should act alone; this includes when visiting any individuals concerned.

The Safeguarding Team shall:

- Perform a risk assessment
- Develop an action plan

1. Safeguarding risk assessment

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 Monmouth u3a and the u3a movement as a whole

2. Action Plan

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 e.g 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.
- Does it need to be referred to Monmouthshire Council / police etc.