

GOOD PRACTICE PROCESS FOR MONMOUTH u3a's SAFEGUARDING TEAM

The Monmouth u3a Safeguarding team is responsible for processing any Safeguarding concerns raised. The Safeguarding Team is composed of:

- the Monmouth u3a chair,
- the Monmouth u3a Well Being Officer.
- At least one additional Monmouth u3a trustee

The Monmouth u3a committee are responsible for determining who the additional trustees will be.

The four principal Monmouth u3a officers (chair, vicechair, treasurer and secretary) need to be aware of any Safeguarding concerns raised and their outcome.

When a safeguarding concern is raised the following must be notified:

- The principal Monmouth u3a officers
- all members of the Safeguarding Team

The Safeguarding Team is responsible, in the following sequence, for:

- Ensuring that a disclosure form is completed summarising the concern that has been raised
- Completing a risk assessment
- Producing a plan of action
- Agreeing a decision following completion of the action plan

Each step in this process is documented on an associated form which must be completed as part of processing the concern raised.

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

When the process has been completed, the four principal Monmouth u3a officers shall be informed of the final outcome.

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

1. Disclosure Reporting

The Disclosure reporting form records the concern that has been raised. It includes details of:

- the person raising the concern,
- the nature of the concern,
- any related events associated with the raised concern

A Disclosure Reporting 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

The Safeguarding risk assessment should 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

A Safeguarding Risk Assessment Form must be completed for each safeguarding concern raised by the Safeguarding Team.

3. Plan of Action

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.

The Plan of Action agreed must be documented on the Action Plan Form for each safeguarding concern raised, by the Safeguarding Team.

4. Decision

A decision needs to be made 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 Monmouth u3a can consider the matter closed.

This decision made following execution of the action plan must be documented on the Decision Form for each safeguarding concern raised, by the Safeguarding Team.