

Richmond upon Thames u3a Safeguarding Policy & Procedure

Updated 6 Dec 2025

Purpose and Scope

This policy and procedure is about safeguarding for Richmond upon Thames u3a members during or as a direct result of Richmond upon Thames u3a activities. Examples of actions requiring safeguarding intervention include:

- A member showing fear of a particular group or individual.
- A member arriving at an outdoor-based group without appropriate clothing and seemingly confused.
- A member making advances towards another member with dementia.
- Threats of physical harm and bullying, or intentional striking of another member.
- A member may report they are being abused.

A fuller list of the types of safeguarding risks and harm can be found on the [England and Wales Charity Commission website](#).

Richmond upon Thames u3a is committed to safeguarding its members and to enable members to be aware of:

- The legislation, policy and procedures for safeguarding adults.
- Their role and responsibility for safeguarding adults.
- What to do or who to speak to if they have a concern relating to the welfare or wellbeing of a member.

This safeguarding policy and procedure apply to all members and to all concerns about the safety and wellbeing of members taking part in Richmond upon Thames u3a activities.

Safeguarding Commitments

In order to implement this policy, Richmond upon Thames u3a will ensure that all members will be able to access the safeguarding procedures and find out who to contact if they have a concern relating to the welfare or wellbeing of an adult.

Richmond upon Thames u3a does not hold any statutory authority. Matters of concern will be reported to the relevant safeguarding authorities and charity regulatory authorities, as appropriate. See annex for a list.

Richmond upon Thames u3a recognises that there are various forms of abuse which can be perpetrated by members. Richmond upon Thames u3a will not condone nor tolerate any form of abuse during its activities.

Richmond upon Thames u3a will put the well-being of those at risk of harm first, and they will be actively supported to communicate their views and the outcomes they want to achieve. Those views and wishes will be respected and supported unless there are overriding reasons not to. Any actions taken will respect the rights and dignity of alleged perpetrators as well as those at risk and be proportionate to the risk of harm.

Richmond upon Thames u3a will monitor the implementation of this policy and procedure annually through its committee.

Richmond upon Thames u3a will also follow the principles enshrined within the England and Wales Care Act 2014:

- **Principle 1 – Empowerment** – whereby the approach is focused on the individual making their own decision and gaining informed consent, where possible.
- **Principle 2 – Prevention** – seeking to take steps to prevent issues from arising or escalating.
- **Principle 3 – Proportionality** – responding in a proportionate way to the issue/s being presented.
- **Principle 4 – Protection** – seeking to keep the membership safe and protection for those deemed to be at risk.
- **Principle 5 – Partnership** – reporting incidents to the relevant statutory bodies and liaising with the Trust.
- **Principle 6 – Accountability** – accurate recording of incidents. Reporting incidents, as required, to the Trust and to relevant regulatory authorities.

Procedure

Introduction

Depending on the nature of the allegation and the identified risk Richmond upon Thames u3a will support the alleged victims and the alleged perpetrators of any abuse as well as any volunteer who becomes aware of an allegation in so far as this does not compromise any safeguarding enquiry or investigation into the allegation or place other adults at risk.

Richmond upon Thames u3a will make every effort to respect the confidentiality of any information that is disclosed under this policy and procedure, however due to the seriousness of allegations confidentiality is not absolute. Information will be recorded and stored securely in accordance with Data Protection Act 2018 but information may have to be shared with relevant authorities on a 'need-to-know' basis only, to prevent:

- Danger to a person's life
- Danger to a person's health
- Danger to others
- Danger to the community
- To facilitate the investigation of a serious crime

Courses of action

- If any member of Richmond upon Thames u3a is aware of an immediate and serious threat to another member's safety they should immediately contact the emergency services by dialling 999 and asking for the Police.
- If the threat is not immediate and serious a concerned Richmond upon Thames u3a member should inform a member of the committee. The committee will be decide the actions to ensure the safety of adult/s at risk is secured as a priority. No committee

member will act in isolation when dealing with a safeguarding concern. The steps taken should be documented and stored securely in accordance with the Data Protection Act 2018.

- The first step will be to gather as much information as practicable to assist with the decision as to the next steps. A risk assessment will be developed and recorded as soon as practicable after the concern comes to the attention of the committee.
- In developing the risk assessment, the committee will consider the level of risk and the action that needs to be taken accordingly. Assessment of risk 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 it is deemed that the risk is high and immediate action needs to be taken, the committee will contact the relevant authorities and may contact 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 as a Safeguarding Enquiry under Section 42 of the Care Act 2014. However, Richmond upon Thames u3a committee may decide to override their wishes in the best interests of other adults at risk.
- Where the risk is not deemed to be high but support is needed, Richmond upon Thames u3a will contact the Trust to discuss the concerns and seek additional assistance in developing the risk assessment. Assistance will always be sought before moving to exclude any member from the u3a on the basis of a safeguarding risk assessment.
- The committee will decide the most appropriate course of action. This could include excluding members from certain groups e.g, groups held in people's homes, requesting that a member attends the u3a with a carer or excluding a member from a group run by a particular group leader, or excluding a member from Richmond upon Thames u3a.
- Depending on the nature of the allegation it may be necessary to pursue the incident following Richmond upon Thames u3a's complaints or disciplinary procedure. When it is decided that this is the best course of action the matter will not be investigated by any party that was privy to the initial reporting of the incident.
- All actions taken will be recorded. Any records will remain confidential to the committee unless a prior decision has been taken to share the record with the relevant statutory bodies.

ANNEX – safeguarding authorities

Emergency help needed: dial 999 and ask for police

Suspected criminal abuse: dial 101 and ask for police.

London Borough of Richmond upon Thames Adult Social Care:

adultsocialcare@richmond.gov.uk

020 8891 7971

[Report adult abuse - London Borough of Richmond upon Thames](#)

Source for information in Annex: LBRUT website.

This policy was adopted on: 01Jan 2026

Signed: _____ John Cardwell _____ Committee role: _____ Chair _____

Print name: _____ John Cardwell _____

Policy review date: _____ 01Jan2028 _____