



# Dewsbury & District Third Age



## **Safeguarding Policy**

### **Aim:**

The policy of our Group is that the safety and well-being of all our members (including Participants, Tutors and Trustees) is paramount. This means that all members and anyone coming into contact with our Group is treated with respect and dignity so that they feel that they are in a safe and supportive environment.

We expect that no person shall be subject to abuse nor be abusive to others.

We do not tolerate inappropriate, discriminatory or harmful behaviour towards any person who volunteers, participates or has contact with our charity through social media.

We always aim to encourage everyone to value and invest in their own health and well-being.

### **Each Class will:**

- Have a named Tutor or leader who is responsible for the safety and well-being of members while in the class
- All classes/ activities will be conducted as groups. The organisation does not support one-to-one tuition

### **Concerns or Problems:**

It is important that all concerns should be dealt with using the Complaints Policy and using the Guidelines provided.

If any member has concerns about the safety and wellbeing of themselves or others the matter needs to be raised with the Tutor who will proceed in accordance with the Complaints Procedure. It is important that a written record is made.

If the matter brought to the attention of the Tutor relates to the possible Abuse of an Adult or a potential criminal act, then the Tutor can have a discussion with the Safeguarding Officer by contacting the Chair of the Committee on 07842284778, who will ask the Safeguarding Officer to ring back. If the person concerned wishes to speak directly with the Safeguarding Officer, their contact details (including the time convenient to the member) should be taken, and passed to the Safeguarding Officer, who will in turn make contact when it's convenient to the member.

After discussing with the member, the Safeguarding Officer, in line with our Duty of Care, will consider discussing the concern with the responsible Statutory Agency, in this case, the Local Authority Safeguarding Team.

The process throughout will be dealt with through the Complaints Policy and Guidelines.

If the matter is relating to Health & Safety issues then the Health & Safety Policy should apply.

### **Responsibilities:**

As well as our Statutory responsibilities as set out below, all members must comply with this Policy and with this in mind, regular training in the form of briefings will be provided.

We also have a responsibility to report serious incidents to the Charity Commission as per their document 'How to report a serious incident to the Charity Commission'. The Safeguarding Officer will report the incident to the Committee/Chair, where the decision will be made whether to formally report to the Charity Commission.

Examples of Adult Abuse that could be disclosed could include (but not limited to):

- Physical violence
- Emotional violence
- Verbal abuse
- Inappropriate behaviour or sexual violence
- Financial exploitation
- Any situation that may be considered Exploitation

If the advice is that the situation is not considered Adult Abuse that needs an investigation by the outside Agency, the process will revert to the Complaints Procedure.

### **General:**

In line with all Dewsbury & District Third Age policies, this policy will be reviewed annually or when the situation dictates

This policy should be read in conjunction with the Health & Safety, Complaints and Equality & Diversity Policies.

Signed

Date: