

Halesowen u3a

Learn, Laugh, Live



Halesowen u3a Group Leaders

Policies

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Halesowen u3a legal status: reminder (the official wording)

*Halesowen u3a is a registered charity (no. 1099085)
and is an unincorporated association member
of the Third Age Trust (no. 288007)
and is operationally independent*

The aim of this presentation

- ▶ Halesowen u3a policies
- ▶ (as they apply to Group Leadership)
 - ▶ Clarify
 - ▶ Simplify
 - ▶ De-mystify
 - ▶ Assure
 - ▶ Inform
 - ▶ **Invoke discussion!**
 - ▶ **and agreement?**



What will be covered

- ▶ Suggested aspiration
- ▶ Key policies
 - ▶ Health and Safety
 - ▶ Safeguarding
 - ▶ Data Protection and Privacy
 - ▶ Equality, Diversity and Inclusion (EDI)
- ▶ Some thoughts on practical implementation
- ▶ Guidance
- ▶ Feedback



Halesowen u3a Suggested aspiration

Anyone engaging with Halesowen u3a should enjoy it and should have no legitimate concerns about their health, safety, welfare, vulnerabilities, data, age, ethnicity disabilities, sex (or any other characteristic) as a consequence of that engagement.

Health and Safety

- ▶ Assess the risks, including ...
 - ▶ Fire and/or evacuation
 - ▶ Working alone
 - ▶ Manual handling
 - ▶ Slips, trips and falls
 - ▶ Burns, scalds, cuts
- ▶ Arrangements to keep risks as low as reasonably practicable
- ▶ Adopt venues' arrangements (where applicable)
- ▶ Report incidents to the committee as soon as possible
- ▶ Note: u3as are insured (public liability)



Safeguarding

- ▶ Consider possible vulnerabilities
 - ▶ Physical
 - ▶ Mental
- ▶ Be alert for signs of abuse or neglect
- ▶ If concerned, discuss with the affected person
- ▶ If concerns seem legitimate, report to committee
- ▶ Support enquiries by the relevant authorities
- ▶ **Be sensitive!**



Data Protection and Privacy

- ▶ Have a good reason for holding data
- ▶ Hold it securely
- ▶ Preferably in digital form
- ▶ Respect the privacy of individuals
- ▶ Be transparent about the data held
- ▶ Delete/destroy the data when no-longer needed
- ▶ Inform the committee of any breaches in security



Equality, Diversity and Inclusion

- ▶ Protected characteristics, include ...
 - ▶ Age
 - ▶ Disability
 - ▶ Sex
- ▶ Do not discriminate
- ▶ Recognise differences and encourage diversity
- ▶ Consider possible vulnerabilities
- ▶ Arrange activities to be as inclusive as reasonably practicable



Thoughts on implementation

- ▶ The policies enable the aspiration
- ▶ Think things through
- ▶ Apply common sense
- ▶ Exercise empathy (be woke!)
- ▶ If in doubt, consult the committee
- ▶ Lots of guidance available ...
 - ▶ Group Leaders handbook
 - ▶ TAT website
 - ▶ Internet (e.g. English/Welsh law explainers)



Feedback please

- ▶ Was it helpful?
- ▶ Would you like more like this?
- ▶ Other policies we could discuss include ...
 - ▶ Risk
 - ▶ Complaints
 - ▶ Social media
 - ▶ Conflicts of interest
- ▶ And finally, any

