



Norton Radstock u3a Safeguarding Policy Appendix 1 Confidential

SAFEGUARDING ADULT DISCLOSURE/SUSPICION RECORDING PROFORMA & RISK ASSESSMENT

Adult at Risk			
Surname:		Forename:	
Gender:	Ethnicity:	Date of Birth:	Marital Status:
Home address:			
Post Code:		Telephone:	
Disclosure/Suspicion Date and Time:		Location of Disclosure/Suspicion:	
Who Received Disclosure/Had Suspicion:			
Description and location of alleged abuse			
Risk Assessment, circle assessed level			
Risk to member :	High	Medium	Low
Risk to other members.	High	Medium	Low
Reputational risk to u3a	High	Medium	Low
Discussion with committee and immediate action taken to minimise risk:			
Signature:		Date:	





Committee Member/s informed:		
Name:	Post:	Date & Time:
Committee decision:		
	No further action:	Referral on:
	Yes/No	Yes/No
Date		
Action Date:		
Reason for Decision:		
Date Record to be Destroyed:		
Chair Signature:	Date:	Time:

Is an adult in immediate danger? Yes/No If yes dial 999 and ask for police assistance

If you suspect that an adult is being abused or neglected call BANES Adult Safeguarding Team 01225 394200 (Mon – Thurs 08.30 – 17.00, Fri 08.30 – 16.30) or call Emergency Duty Social Work Team 01454 615165 (evenings, weekends and Bank Holidays)

Remember we are alerters not investigators

Information contained in this document should only be used for the purposes of implementing and monitoring Norton & Radstock u3a’s Safeguarding Adults Policy and Procedures and service monitoring. The information must not be copied, transmitted or in any way divulged without the permission of Norton Radstock u3a.

Approved: 5th June 2025

Review: June 2026

Signed: *Rosemary Lovell*, Chair Norton Radstock u3a

