



BRIDLINGTON u3a POLICY - GROUP LEADERS

Group Leaders are highly valued by Bridlington u3a, their contribution of time and effort to run and facilitate group activities is most appreciated.

Group Leader Information

1. Registers

- An attendance register should be kept at each meeting of the group; they can be obtained from the Membership Secretary.
- The Membership Secretary will check them once a year, usually in November.

2. Who can attend the group?

Only Bridlington U3A members can attend your group regularly.

- Membership can be verified by requesting to see membership cards or by consulting the Membership Secretary at any time at membership@bridu3a.com
- Any member not attending for three consecutive sessions without notifying the Group Leader may forfeit their place in the group.
- Non-members attending u3a groups and events, are covered by our insurance only under certain specific conditions. See Visitor Policy.

3. Safety

- You do not have to have written risk assessments unless you are participating in an activity that is considered dangerous.
- All you have to do is make members aware of risks - if any.
- If in doubt, consult the Group Coordinator.

4. Money

- Groups must be self-funding.
- Fees may be collected to cover the cost of the venue or any materials/equipment your group uses. If there are no costs, then there is no need to charge a fee.
- **A maximum of £250.00 may be held due to insurance restrictions.**
- All monies collected must be accounted for and may be paid to the Treasurer for banking and payment of invoices/expenses; Group Leaders cannot bank group monies.
- It is possible to pay the venue directly but again, records of all financial transactions must be kept.

See Group Funding Policy.

5. GDPR (General Data Protection Regulation)

- Group Leaders will have access to group members personal contact information and must keep it safe and confidential, using it only to communicate within the group.
- Group Leaders may also consent for all or some of their contact data to be used to facilitate communications within the organisation, with other groups and with potential group members. This consent can be withdrawn at any time.
- If someone withdraws their permission their information must be destroyed.

See Data Protection and Privacy Policy.

6. Safeguarding

- The Charity Commission now requires all charities to have a Duty of Care Policy and a Safeguarding Statement, which can be found on the website or copies can be requested from the Group Coordinator.
- You must be aware of the Safeguarding Statement.

7. Problems

- It is not often problems occur but if there is a problem in the group, please follow the following Guidance Notes.
- Do not deal with anything you are not comfortable with.

Guidance Notes

In any organisation, problems and grievances will occur from time to time and it is important that Group Leaders and members know where to turn for help, advice, and support. Whatever the issue, it can be dealt with quickly, objectively, and appropriately.

What to do if one of the following occurs in your interest Group:

- Disruptive and/or unsocial behaviour.
- Poor attendance/timekeeping.
- Unsuitability.
- Failure to pay fees.
- Disagreement between members.

If a problem arises the Group Leader must in all cases:

- 1) Assess the situation calmly and objectively.
- 2) Try to resolve the situation informally by talking quietly and calmly to the member/members involved. You may want to have another member of the group present to witness what was said but it is not essential at this stage.
 - Document the time, date, nature of the incident and what you have done to resolve it.
 - **You must sign and date it; ask the member/members to sign and date it** and give the member/members a copy.
 - Inform the Group Coordinator that you have dealt with a situation and send them a copy of your meeting document.
- 3) If this resolves the situation no further action is required.
- 4) If the problem persists or you are not sure what to do you must contact the Group Coordinator in the first instance or the Chair.
- 5) A Group Leader can ask a member to leave the Group if it is in the best interest of the rest of the group session (**you cannot remove a member permanently**). **You must immediately inform the Group Coordinator that you have done this, giving reasons, and following it up with a written account.** (Section 2 of the Grievance Policy)

Serious problems:

1. Write the situation down in as much detail as possible
2. Give names, times, and dates where you can.
3. Refer the matter immediately to the Group Coordinator who will decide the course of action to be taken.

The Group Coordinator can be contacted at: groups@bridu3a.com