



Support

Group

## Safeguarding Guidelines for HUBB meetings and activities

***HUBB meetings & activities should always be safe places for free conversation, without the risk of being judged or made to feel uncomfortable. To enjoy cheerful, safe & useful meetings, we agree to:***

Arrive on time if possible. Remember to bring our Subscription. Take only our share of refreshments

Don't smoke indoors or bring in any alcohol or illegal drugs. Anyone 'under the influence' will be asked to leave.

Turn mobile phones to 'vibrate' & take any urgent calls outside

Help to set up & clear up the meeting, & to ensure the meeting finishes on time

In discussions, be polite & patient & avoid interrupting each other or changing the subject.

What others say may be personal; keep confidentiality when asked to do so.

*(In an emergency, the Chair may have to breach confidentiality for someone's safety)*

***Each of us is responsible for ourselves. However, we know that occasionally some individuals may cause trouble or try to take advantage of us, whether or not they are known to HUBB or are unwell at the time. It is important to know what appropriate 'boundaries' of behaviour between HUBB members should be, & how to maintain them without causing offence. Here are some:***

Avoid disclosing too much personal information to someone who is not a close friend

Listen to & respect each other's views & their ways of expressing them, because we are all equal here. *We can disagree without being disagreeable!* No insults please. It's OK to make a mistake.

Don't borrow or lend money at any HUBB event. Donations may be in arrears for up to 2 meetings only.

If you come across a Member of HUBB outside a meeting, it is perfectly polite to acknowledge them and move on if you do not want to stop & talk.

Inform a Trustee if a Member causes trouble. If a 'gatecrasher' causes trouble or refuses to leave a meeting, call the Churchwarden

If you feel that a Member is being unkind or alternatively, overly attentive to you or another person, tell them firmly that you do not accept this sort of behaviour. If the behaviour causes distress or if it continues, this is *harassment* & is a disciplinary offence, so you or the person being harassed must move away & with help if necessary urgently inform one of the Trustees, who will intervene. *(If this happens outside a meeting, threaten to -& if serious-actually call the Police on 999. This is advice from the Metropolitan Police).*

***HUBB Trustees are responsible for the proper management of our charity, & cannot ignore bad behaviour, particularly if it causes distress to other Members, although they recognise that it may not be deliberate. Members accused of a disciplinary offence will be interviewed by the Trustees, who may take action ranging from offering help if the person is becoming unwell, to giving a warning or a temporary suspension from meetings, to termination of membership or even police action in the most serious cases. (See HUBB's Disciplinary Policy on our Website)***