

SALTBURN DISTRICT U3A

BEREAVEMENT POLICY

DOCUMENT HISTORY	
Created & Adopted:	15 November 2020
Reviewed:	February 2021
Revised:	
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Revised:	

Aims of Policy

Saltburn District U3A will respect any deceased member, and show consideration of their remaining family, by:

- Sending condolences to the member's home address, if appropriate, via the Pastoral Officer on behalf of Saltburn District U3A, as soon as advised of the death
- Ensuring that relevant Group Leaders are informed of the death (ie groups attended by the deceased) for the purpose of cascading such information to attending members
- Ensuring that personal information pertaining to the deceased remains secure, in line with GDP Regulations
- The offer of condolence cards/messages being forwarded for members who are not in possession of contact details of the deceased, within a reasonable timeline
- Supporting members as necessary, whilst remaining mindful of the privacy rights of the deceased member and his/her relatives
- Notice will not be made to the wider membership via Beacon or Update Meeting unless specifically requested by the family.
- Should the deceased leave a widow/widower who is also a member of Saltburn District U3A, support via a telephone conversation or visit at a suitable time should be offered by an appropriate Trustee, and remain ongoing as required.
- Acknowledgement of bereavement Notification of a death will only be issued at the request of the family.

MEMBER CODE OF CONDUCT

- U3A members are expected to conduct themselves within the movements "guiding principles". They are also expected to treat each other with dignity and respect.
- The member Code of Conduct clarifies the standard of behaviour expected as a member of a U3A.
- Members are expected to know, follow and promote the Principles of the U3A Movement at every opportunity.
- Members must always act in the best interests of Saltburn District U3A and the U3A Movement, strive to uphold its reputation and never do anything which could bring Saltburn District U3A or the U3A Movement into disrepute or expose it to undue risk.
- Members are expected to use Saltburn District U3A's resources responsibly and only to further its stated charitable objects/purposes.
- Members are expected to reflect the current organisational policy of Saltburn District U3A, regardless of whether it conflicts with their personal views.
- Members are expected to abide by Saltburn District U3A's procedures and practices.
- Members are expected to treat each other with dignity and respect at all times.