

u3a Bicester

How to use this digital format

This is your digital Group Leader Handbook.

The Handbook originates in Bicester u3a One Drive account and will be updated on an ongoing basis there.

When your device is connected to the internet you can access this Handbook and any updates or amendments to it **through the link** you have been sent, **or via the Bicester u3a Website under "Links"**

Please keep the link, and or the password to Bicester website version of the handbook safe.

Each topic area in the Handbook can be accessed individually and directly from the table of contents on page 2 by hovering your cursor over the topic in the table of contents and pressing ctrl + click. This will take you to the page you want to read.

Important documents that inform the Group Leader role are accessible via further digital links in the text of this Handbook. These are in blue font and underlined, hover your cursor over them to reveal the link then click to reveal the document.

An explanation of the relevance of the linked documents to the Group Leader's role is given in the text of the handbook.

Appendices on the last page (17) give easy access to all document links in the handbook for easy reference.

Linked documents that you need to print for your records, such as group attendance sheets, consent forms (07a to 07j), and safety assessment proformas (09a to 09g), may be printed via the links in this handbook.

There is no need to print out the whole Handbook.

Group Leader Handbook

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Group Leader Handbook

This is a general guide for leaders and organisers of Bicester u3a groups. It is an attempt to combine all the information needed by someone setting up a new group, while acting as a reminder for those who have been running groups for many years.

Different subjects need different approaches and the running of a group, and its administration will vary greatly. The role of Group Leaders will also vary. In some groups, leaders follow a structured plan, e.g., languages, whilst in others, the role is more of an organiser of events and people, e.g., outings, Sunday lunches and card games. The term '*Group Leader*' is used throughout this booklet for convenience, but equally applies to 'Organisers,' and 'Conveners.'

The Group 'Coordinator' on the other hand is the person responsible for the development and co-ordination of groups and the first person to contact for advice or help by emailing group.coordinator@bicesteru3a.online but if not available, speak to the Chairperson or Business Secretary.

Introduction

It is often said that interest groups are the lifeblood of the u3a, and each group will develop its own structure. However, it is important that your group follows the u3a ethos of shared, participative, and self-help learning, and the u3a principles. 'The teachers learn, and the learners teach.' The result then will be not only an increase in knowledge, but a supportive and friendly atmosphere which enables everyone to participate. Please see [07 Overview of Bicester u3a.pdf](#), which shows how Bicester u3a fits within the u3a Movement.

Organising and leading a new Group

Thank you for agreeing to organise an interest group for Bicester u3a. Most Group Leaders find having the opportunity to lead a group rewarding, however, it might seem a bit daunting initially, so this handbook is intended to provide you with advice and support.

The first steps

- Agree on the development of your group with the Group Coordinator and u3a Committee.
- Consider what the aims of the group are – what are you hoping to learn/achieve/share by offering the group?

- Is there an existing national subject adviser who can support with ideas for the development of the group? The list of all Subject Advisers on the Third Age Trust website. Go to [List of Subject Advisers](#) to see if your subject has an adviser.
- An alternative might be to contact neighbouring u3as to see if they have a similar subject group and then talk to that group leader to get some first-hand knowledge. It may be that you could sit in on a group meeting.
- Consider what interest there might be in the subject, by speaking to other Bicester u3a members informally, or giving a short presentation at the monthly meeting, or promote your idea talking to members in groups that you attend. Prepare a written proposal for members; this could be sent by the Group Coordinator in an email to all Bicester u3a members, produced as a flyer or poster for the monthly meeting notice board, or included in the u3a newsletter. Generate interest by promoting your group using as many different methods as possible, the more methods you use, the more successful you are likely to be.
- Make sure you give sufficient information for members to make an informed choice as to whether they wish to participate in an initial meeting and from that make their decision as to whether to participate in an ongoing group. This is particularly important if you are running a physical activity.
- If enough interest is generated begin to plan a first meeting and invite people to attend.

Planning first meeting of new group

- Identify what you want to achieve from your first meeting.
- If the number of members interested is small, use a member's house for this meeting, but if a large group, arrange to meet for coffee in a pub/hotel etc, or appropriate place if it is a physical activity. (Payments for refreshments to be the responsibility of individuals).
- If there are any start-up costs which you would like to be considered for funding by your committee, liaise with the Groups Coordinator and the Treasurer see [03 Group Finances how to manage.pdf](#)

Safety and risk Management

- For u3a Insurance purposes you must consider safety of your group members. And complete a safety check list for the group's activities, and the venue you choose for them. Examples of safety risks may be: -trip hazard in homes, risks associated with data

protection, digital media, food prep, travel, or physical activities, e.g., sport. *Proof that a risk assessment has been done prior to any incident is necessary to help make a claim successful.* Please see Third Age Trust document [04a Insurance FAQs May2023.pdf](#). Here you will see reasoning and suggested frequency for completion. * You will notice that these safety assessments are easy to fill in because they are common sense. But we are advised by the Third Age Trust that each group leader should complete one and have therefore adopted the suggested Health and Safety Policy. See [08f Health and Safety Policy Bicester January 2024.pdf](#).

- Simple check list safety assessment proformas are available for: -
 - [09a Home-based safety checklist 2023.docx](#) – *Please use if you hold the group in someone’s home;*
 - [09b Venue-based safety checklist 2023.docx](#) – *Please use if you meet in a hall or similar venue;*
 - [09d walk leader safety checklist 2023.docx](#)
 - [09c Indoor physical activity safety checklist 2023.docx](#)
 - [09e Day trip safety checklist 2023.docx](#)
 - [09f Outdoor sporting safety risk assessment 2023.docx](#)
 - [09g Holiday travel risk assessment checklist.docx](#)
 - [07i Personal member risk assessment Sept22.docx](#).

Please offer the latter, ‘Individual assessment checklist,’ to any member to fill in for themselves where there are specific health or safety needs the member may wish considered to allow full participation, see the ‘Accessibility’ section below.
- If you have any safety concerns do not continue if they cannot be resolved to your satisfaction.
- The Group Coordinator may be able to advise if needed or if you are unsure and want further advice about any safety needs or concerns, speak with; -
National Office 020 8466 6139 – phone lines are open Monday – Friday, 09.30–16.30.

At the first group meeting

Recommended steps to take at the first meeting:

- Introduce yourself and the purpose of the group as you see it.
- Ask about the skills within the group.
- Agree the tasks that need doing to run the group and who is willing to support these, who is willing to help with the programme or keep the register.

- Agree, if relevant, the level that the group will be aimed at, – beginners, improvers, advanced. Agree how the group will work, – discussion, instruction, presentation etc.
- Remind members of the existence and conditions of u3a insurance especially if you are doing a physically active subject.
- Agree when and where the group will run in future.
- Agree the costs for running the group and what members will pay, including tea coffee provision and venue hire see [03 Group Finances how to manage.pdf](#)
- For insurance purposes, it is important that the “Group Attendance Sheet”, see [07d Group Attendance Sheet - May 2023.pdf](#), is filled in at each meeting in case a claim is made in retrospect.
- Agree on some ground rules. Examples are: -
 - Be punctual.
 - Listen to each other.
 - Allow others to speak.
 - Let someone know if you are unable to come.
 - Agree to disagree amicably and be respectful to other group members.
 - Every contribution matters.
 - Have patience with and encourage those who are slower to learn.
 - Keep any personal information shared within the group confidential

Accessibility

- Identify any accessibility needs that group members may have. Anything that may help them participate, or anything you should know, see [08c Accessibility Policy \(v1, 2026\).pdf](#). Example of needs, hearing, mobility, allergies, other. Offer the personal check list for the member themselves to fill in, see: - [07i Personal member risk assessment Sept22.docx](#). Note this assessment is not obligatory, but offering it will show members that you want to be considerate of their needs, and written information will help you remember them. Be mindful of data protection rules when a member gives you any personal information.

If a prospective member is unable to participate independently, please contact the Bicester Group Coordinator/accessibility officer to discuss.

Data protection and Group communications

You will need a method to contact your group members that complies with data protection laws. You will need to contact new members, let people know of last-minute changes and ideally send meeting reminders. Compile a contact list for this, [07b Member contact list.docx](#).

- We advise you use Bicester u3a Beacon data base when set up for you. If you use Beacon, it is only necessary to ask for the name and membership number of members, with these member's contact details can be added to your group on Beacon and you can send group and individual emails that comply with data protection requirements. The membership number also confirms whether that membership status is active.
- If you do not use Beacon, the second-best method is to blind carbon copy emails you send to the whole group from your personal email account. Use BCC in each group email you send. BCC means that each member's email address does not automatically end up in other members email account address book contact list. This offers a layer of protection to your members if any individual member's email contact list is hacked.
- A third option is to ask members to give written permission to share their names, telephone numbers and e-mail addresses, with the whole group. This written permission ensures you remain in line with the data protection act if you send group emails that are not BCC or from Beacon. See the policy here [08a Data Protection policy \(Rev. 3\).pdf](#).
- If you use the third option, you will need to:
 - Ask people whether they are happy with their email address being in the email address contact lists of all members. Get the form [07c Data protection consent form.docx](#) signed to confirm agreement or decline.
 - Preferably inform them that this third method may remove any layer of protection afforded by Blind Carbon Copy against fast spread of scams.
 - If they are not happy with this you must not show their addresses on group emails, you must blind copy them. *Blind copy by Using 'BCC' on your personal email. Or preferably use Beacon to send group emails when set up for you.*

After The first meeting Checklist

- Contact your Group Coordinator who will help you take the steps below to finalise arrangements.

- Obtain your 'Group Leader' badge from the membership secretary.
- Get set up with a Beacon Password.
- All Group Leaders are encouraged to obtain password protected access to Beacon to manage their group and keep all their group details updated. This in turn, allows free-flowing communication about group updates between group leaders, u3a members, and committee members.
- Follow instructions in the Bicester u3a [05 Beacon user guide for Bicesteru3a group leaders.pdf](#).
- On your first access to Beacon Database, you will be asked to change your password; this is necessary not optional.
- Ask for person-to-person training on the use of Beacon, if necessary, from our Bicester Beacon administrator by emailing: beacon@bicesteru3a.online.
- Supply group details for the website: web.master@bicesteru3a.online.
- Learn about group reports for the quarterly newsletter by seeing group reports in past editions of the newsletter here ['News' Bicester u3a website](#)
- Confirm maximum number the group can accommodate
- Confirm minimum number needed to run.
- Ask any questions re policies and procedures see Appendices.
- For clarification of data protection procedures contact Bicester u3a data protection lead by emailing: - gdpr@bicesteru3a.online.
- Finalise how monies will be handled and reported, see [03 Group Finances how to manage.pdf](#). If you will be handling money confirm with Bicester u3a Treasurer by emailing: - the.treasurer@bicesteru3a.online.

Lastly

- Fill in [07a New Group leader CHECKLIST and overview.docx](#) give a copy to Group Coordinator.
- Give a copy of safety check list assessments to Group Coordinator. For more information see [04b Risk Assessment FAQs Sept22.pdf](#) Appendices, 9a to 9f Safety and risk assessment proformas ([docs](#) bookmark to the end of the handbook).
- The Group Coordinator will pass information on to the Chairperson, Beacon Administrator, Newsletter Editor and Website Editor, so that inaugural information about your group can be updated.

- If you decide you need to use a hall or other paid venue: -
 - you must agree this with the committee.
 - A committee member will help you to select a suitable venue if necessary.
 - It will be necessary to undertake, or have access to, a risk assessment of the venue. This includes but not limited to, fire exits, first aid box provision.
 - Look at accessibility for less able members.
 - *The Group Leader must not sign any rental agreement*; this must be dealt with by the committee. A copy of the agreement should be held by the treasurer and the Group Leader.

Ongoing running of the group

New Members

- Once the group is running, new members may ask to join. Group Leaders should ask to see membership cards of any new member of their group. Check with the Membership Secretary or Group Coordinator if there is any doubt. Each member of your group must be a fully paid-up member of Bicester u3a, for insurance purposes. For more information see [04a Insurance FAQs May2023.pdf](#) (Clause 3.9). In exceptional cases, where a visitor arrives unannounced or wants to sample a subject before committing themselves, the Group Leader can use their discretion to allow that person to stay for one session only.
- Be sure to introduce new members and encourage them to take an active part in the group. Make sure you give sufficient information for group members to make an informed choice as to whether they wish to participate and then make their decision. This is particularly important if you are running a physical activity.
- Introduce new members to the ground rules your group has set, and communication data protection needs.
- Inform new members of the conditions of u3a insurance. This is especially important if your group does physical activity or exercise.

Existing Members renewals

- Existing members are allowed a three-month grace period, from the January renew date, each year to renew their membership. Therefore,
 - At the end of March each year all Group Leaders must check Bicester u3a membership status of members of their group. This can be done:
 - By Beacon---any member **name in red** indicates they have not renewed.

By asking to see membership cards

- Anyone who has not renewed by the end of March is no longer a member of Bicester u3a and will therefore not be insured.
- They should not be allowed to attend the group meetings until they have paid their membership fee. If nonpaid members attend more than once any insurance claims may be invalid, and in the event of a claim from a lapsed (non-paid) member the Group Leader may become liable.
- It should be noted that all Group Leaders are also members and so must have renewed their membership.
- If they do not renew within the period of grace, they are no longer members and can therefore not lead the group.

What happens if you reach maximum numbers

- Groups vary in size, depending on subject and venue, but if a group has no option but to say it is full, the Group Leader should tell the Group Coordinator, who may help you try to set up a second group, or see if there is another solution. There may be some-one within the existing group who may be willing to start a second group with the initial support of the Group Leader. If all else fails please consider starting a waiting list, if numbers on it grow the Group Coordinator can advertise for a Group Leader for the readymade new group.

Records of group activities

- It is useful to keep a dated log of activities [07e Dated Log For your Group activites.docx](#). It can be a record of what the group has done and include relevant feedback from members on speakers, activities, visits made, or topics covered. This is useful to plan the future, considering the *learning styles of members (see Ways of Learning p15)*. It can *also be used* to draft your regular report for the Bicester u3a Newsletter and to pass on to any new members, or anyone who may lead a session for you. If you need anyone to take over from you as leader in the future, you have a readymade record of activities to give them.
- If you use photocopied images, download digital images, sing, or perform, or use recorded music as part of your group activities see: - [06 Copyright and Licences.pdf](#).
- If you are the holder or caretaker of any property for your group, please fill in the assets register annually see: - [07f Properties and Assets register.docx](#) and [03 Group Finances how to manage.pdf](#).

Disseminating ongoing Information about your group

- It is good to share news about your group and keep existing information updated in the following ways:
 - *On Bicester u3a's website.* It is important to keep the web-site current and updates should be sent to the webmaster by the Group Leaders or any agreed deputies as often as possible. If you are publishing photos of members, you must have permission from that individual.
 - *In Bicester u3a newsletter.* The newsletter editor will contact you to ask for an update regularly. Group Leaders or indeed, any member of the group with the leader's permission, are asked to submit articles and reports on their activities for each issue. Any member can submit articles of general interest, and all material needs to be with the Editor by the end of the month before the newsletter is produced. Again, if you are sending photos of members for publication, you must have permission from the individual(s) concerned
 - *As a display/presentation at the monthly meeting.* Please arrange this with group coordinator. It may be especially helpful if you want to boost group numbers.
 - *Keep Beacon updated with new members, overall number status and group venue and time changes.*

Issues within the group.

- Sometimes issues can arise within a group that disrupt the smooth running and spoil the enjoyment for everyone. Wherever possible, the group should work out their own solution, but do not leave a problem too long before trying to resolve it. Talk to your Groups Coordinator or Committee if you are unsure how to resolve the problem or just want someone to explore options with. Use email [contacts via the website here](#), or all committee members' phone numbers are on your annual information card. You or a member of your committee can also ring National Office if you want to talk something through or check something out. 020 8466 6139 if you want to talk something through or check something out.
- If you have a member who is not able to cope independently, inform your Groups' Co-ordinator.

Issues between group members

- Where there is potential for friction it is advisable to begin by bringing it into the open. Either you or another person could try to facilitate a discussion either with the members concerned or with the whole group, but it is important that the facilitator remains

neutral and non-judgemental. If you cannot resolve informally, speak to your Groups Coordinator or a member of your committee. If a situation does not resolve and becomes acrimonious, your committee can consult the advice on disciplinary and complaints procedures provided by the Third Age Trust. There are also Third Age Trust volunteers trained to support with resolving disputes. See: - [07j Complaints Procedure.pdf](#).

What happens if someone from the group is terminally ill or dies?

- The Business Secretary is the person to tell in such cases, as it is most important that no inappropriate contact is made by mistake. The group can make their own decisions on any other actions they want to take.

What about accidents/incidents at Group meetings?

- If an incident/accident happens at a group meeting which results in an injury to a member or damage to property, [07h Incident Report Form - May 2023.pdf](#) must be completed as soon as possible. It should be returned to the Business Secretary as soon as possible. This is to make sure that an accurate record is kept in case of medical or legal consequences. If the incident occurs in premises **other** than the member's home, there will be other people to inform e.g., Landlord or Safety Officer. Ask the Business Secretary for advice.
- Any occurrence of personal injury or property damage of a member during a meeting may be covered by u3a insurance if a third party, who is also u3a member, is involved in the incident and liability can be established. This is particularly important to be aware of if you as a Group Leader are organising a physically activity.

**Note the insurance FAQ advises that Bicester u3a should not admit liability for any incidents before investigations by the insurer have been completed, as this may invalidate the claim. For more information see: - [04a Insurance FAQs May2023.pdf](#) (clause 3.8)*

Overview of Policies and Procedures

- Below are links to Bicester u3a legal and procedural documents, Insurance, safety, and policies, and procedures that you need to be aware of. Bicester u3a Group Coordinator, Data Protection lead, or the chairperson may be contacted if you need any clarification. Or the u3a national trust if help is not available elsewhere.
- Finances, see [03 Group Finances how to manage.pdf](#).
- Insurance, see [04a Insurance FAQs May2023.pdf](#).

- Safety checks, see [04b Risk Assessment FAQs Sept22.pdf](#) and risk assessment documents in the [Appendices](#).
- Data protection, see [08a Data Protection policy \(Rev. 3\).pdf](#).
- Privacy, see [08b Privacy Policy \(v5, 2026\).pdf](#).
- Accessibility, see [08c Accessibility Policy \(v1, 2026\).pdf](#).
- Equality diversity and inclusion, see [08d Equality, Diversity and Inclusion policy \(v1 2026\).pdf](#).
- Safeguarding, see [08eSafeguarding Policy v2.pdf](#).
- Health and Safety see, [08f Health and Safety Policy Bicester January 2024.pdf](#).
- Complaints, see [07j Complaints Procedure.pdf](#).
- Incident reporting. see [07h Incident Report Form - May 2023.pdf](#).
- Photocopying and performance laws and licences see: [06 Copyright and Licences.pdf](#)

A WEALTH OF INFORMATION, ADVICE, NETWORKING OPPORTUNITIES AND SUPPORT IS AVAILABLE FOR YOU and YOUR GROUP.

Recommendations to Group Leaders

It is recommended that you open a free account via the u3a Third Age Trust website link below. Third Age Trust is a national u3a organisation that offers free advice and guidance to u3a members. It may be helpful to sign up to the newsletter that is sent out by the Trust monthly as it will keep you up to date with wider u3a news. Accessing Networks, regions, neighbouring u3as via links below will allow you to draw on experience from within the movement.

- [u3a Third Age Trust website](#) – *create a free account from here*. Visit “the support for u3as section”. An account gives access to workshops on all organisational requirements. Group Leader workshops. Valuing volunteer workshops. Leading a discussion Workshops etc. etc

**Explore the following digital links without opening a national account if that is your choice.*

Use the links below to: –

Access u3a National and regional information, help and support.

Digital Links are underlined, hover your cursor over them to reveal the link then click.

- [u3a Subject Advisors](#) These are **u3a** volunteers with specialist knowledge in a wide range of topics. Their contact details are available through this link and in the Third Age Matters magazine. Subject Advisors can provide advice on both the setting up of a group of their

subject area and the sustainability of ones already in existence, which may benefit from latest ideas or a different approach.

- [u3a Subject networks](#) provide a platform for u3a members to connect and come together around their interests. An opportunity to share resources and ideas, join or launch a network to meet like-minded national members and to learn from each other.
- [U3a Research Data base](#) contains up to date information regarding u3a research projects. The database is also available under the resources tab of the national website. research network opportunities to work on short term projects with other u3as or outside organisations. They usually involve research and have a definite outcome.
- [Research and shared learning projects](#) These are u3a research network opportunities to work on short term projects with other u3as or outside organisations. They usually involve research and have a definite outcome.
- [Member Link](#) access to various routes of engagement with u3a members. This addressed some of the challenges of 2020. (It was still active in 2023).
- [National u3a learning programmes](#) highlight a wide range of learning activities online for members to get involved in.
- [Free u3a online learning events](#) – A monthly calendar of free events you can attend online as an individual or share with your group.
- <http://u3atvnetwork.org.uk> – Bicester is part of Thames Valley Network. Liaise with other u3a Group Leaders involved in your subject in our Thames Valley Network. On the site click on “Interest groups within the network.” There you can download an excel doc listing all u3a’s and their respective interest groups in Thames valley a Network of 49 u3as.
Alternatively ask Group Coordinator for a list of groups in the network.

Share and view regional, national, and international interest group ideas and information.

- Discover Regional areas [Regional u3a websites](#).
- See or submit articles in the u3a Third Age Trust monthly e-newsletter, National [u3a newsletter](#).
- National u3a Facebook [u3a: Facebook Keeping in touch](#).
- Investigate u3a’s in other countries [International u3a](#).

Investigate other opportunities outside your immediate geographical area

- *Liaise with other organisations:* Museums, Universities, Libraries. Especially useful for Shared Learning Projects. More information on u3a specific 'research and shared learning' in the digital link above.
- *Study days and workshops:* Plan one for your own members e.g., Family History Day, Language Day, Storytelling workshop, debate, quiz, music.
- Online learning: MOOCS (Massive Open Online Courses www.mooc.org).
- National Office: the staff team are available by phone to offer support if it is not available elsewhere [020 8466 6139](tel:02084666139) – phone lines are open Monday – Friday, 09.30 – 16.30.

Ways of learning

Participative Learning Styles and methods

The value of the U3A style of learning is that everyone can contribute and by doing so will gain a feeling of self-worth and integration. We all learn in diverse ways. Variation in content, method and style can make the learning experience more vibrant and appealing. Many of us will have skills but most of us will use a combination of the following learning styles: -

- *Visual:* using pictures, diagrams, images, and spatial understanding.
- *Verbal:* using words – both spoken and written.
- *Auditory:* using sounds, rhythm, music, spoken presentations
- *Physical/kinaesthetic:* using hands, body, senses, and acting things out.
- *Logical/Mathematical:* using logic, systems, sequences, data, statistics
- *Social:* learning as part of a group, sharing experiences and explaining your understanding to others
- *Solitary:* studying on your own

"Tell me and I forget. Teach me and I remember. Involve me and I learn." Benjamin Franklin

"Every accomplishment starts with the decision to try." Anon

Appeal to various learning styles and add interest and variety.

By considering the following options.

- A visiting speaker: A one-off visiting paid speaker, non-paid tutor, or someone from another interest group or u3a.
- Group member presentations: A short presentation by a member of the group or a member leading the meeting on a specific topic.

- A visit to a place of interest relevant to the group: (e.g., an Art Gallery). NB *If the venue offers a free place, the amount involved should be shared between the attendees. No individual should benefit from the free place.*
- Discussion groups: Some activities will lead to discussion e.g. 'What the papers say,' 'Which way does water go down the plug hole – and why?'
- Project based: A project chosen by the members. Each person (or pair) allocated an area of research which they bring to the group. This can be an effective way to learn modern technology.
- Practical work: This might lean towards specific subjects such as science, craft, photography, creative writing, storytelling.
- Drama: Create a short sketch. Provide some entertainment for your monthly meeting.
- Themes: Have an event or presentation linked to a specific topic.
- Ask group members for ideas
- Liaise with a local school or community group: e.g., local history presentation, art exhibition, debate.
- Plan a study day or workshop for/with your group members.
- YouTube 'How to' videos,
- U3a National and Regional Summer Schools.

See the appendices on the following page for easy access to all documents linked to the handbook.

Appendices. Easy access to all documents linked to the handbook

01. Appendix Contains active digital links and bookmarks (bm) to documents	
Documents 02 to 09f inform the Group Leader role. <i>Handbook 02 contains links to docs 03 to 09g with an explanation of their use</i>	Document Type
02 Handbook for Group Leaders (bookmark) back to the beginning of this doc	PDF
03 Group finances how to manage.pdf	PDF
04a Insurance FAQs May2023.pdf	PDF
04b Risk Assessment FAQs Sept22.pdf	PDF
05 Beacon user guide for Bicesteru3a group leaders.pdf	PDF
06 Copyright and Licences.pdf	PDF
07 Overview of Bicester u3a.pdf	PDF
Documents 07a to 07j Proformas for paperwork when required or advised	
07a New Group leader CHECKLIST and overview.docx	Word
07b Member contact list.docx	Word
07c Data protection consent form.docx	Word
07d Group attendance sheet.docx	Word
07e Dated Log For your Group activites.docx	Word
07f Properties and Assets register.docx	Word
07g sample group accounts record form.docx	Word
07h Incident Report Form - May 2023.pdf	PDF
07i Personal member risk assessment Sept22.docx	Word
07j Complaints Procedure.pdf	PDF
Documents 08a to 08f Contain Policies that Bicester u3a has adopted	
08a Data Protection policy (V3, 2026)	PDF
08b Data Privacy Policy (V5, 2026)	PDF
08c Accessibility Policy (v1, 2026)	PDF
08d Equality, Diversity, and Inclusion Policy (v1, 2026).pdf	PDF
08e Safeguarding Policy (v2).pdf	PDF
08f Health and Safety Policy (V3, 2026).pdf	PDF
Documents 09a to 09g proforma safety and risk assessment checklists	
09a Home-based safety checklist 2023.docx	Word
09b Venue-based safety checklist 2023.docx	Word
09c Indoor physical activity safety checklist 2023.docx	Word
09d walk leader safety checklist 2023.docx	Word
09e Day trip safety checklist 2023.docx	Word
09f Outdoor sporting safety risk assessment 2023.docx	Word
09g Holiday travel risk assessment checklist.docx	Word