



# Kennett Community Land Trust

## Safeguarding Policy

Kennett Community Land Trust is a Community Benefit Society registered with the FCA under number 7443, registered office 66 Station Road, Kennett, Newmarket CB8 7QF

## **1 Introduction**

The purpose of this policy is to protect people, particularly children, at risk adults and beneficiaries of assistance, from any harm that may be caused arising from their contact with Kennett CLT (KCLT) staff (both employees and volunteers), residents and visitors.

This includes harm arising from:

- The conduct of staff or personnel associated with the KCLT
- The design and implementation of the KCLT's activities

The policy lays out the commitments made by the KCLT and informs staff and associated personnel of their responsibilities in relation to safeguarding.

This policy does not cover safeguarding concerns in the wider community not perpetrated by the KCLT or associated personnel

## **2 What is safeguarding?**

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

In our sector, we understand it to mean protecting people, including children and at-risk adults, from harm that arises from encountering our members, staff or our housing service.

Further definitions relating to safeguarding are provided in the glossary at the end in Section 10.

## **3 Scope**

- All staff contracted by the KCLT
- Associated personnel whilst engaged with work or visits related to the KCLT including but not limited to the following: consultants; volunteers; contractors; visitors including journalists, celebrities and politicians.

## **4 Policy Statement**

The KCLT believes that everyone we encounter, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. The KCLT will not tolerate abuse and exploitation by staff or associated personnel.

This policy will address the following areas of safeguarding [as appropriate]: child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse.

These key areas of safeguarding may have different policies and procedures associated with them. The KCLT commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

## 5 Prevention

### Kennett KCLT responsibilities

The KCLT will:

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy
- Design and undertake all its activities in a way that protects people from any risk of harm that may arise from their encountering the KCLT. This includes the way in which information about individuals is gathered and communicated
- Implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel
- Ensure staff receive training on safeguarding at a level commensurate with their role in the organization
- Follow up on reports of safeguarding concerns promptly and according to due process

### Staff responsibilities

#### Child safeguarding

KCLT staff and associated personnel must not:

- Engage in sexual activity with anyone under the age of 18
- Sexually abuse or exploit children
- Subject a child to physical, emotional or psychological abuse, or neglect
- Engage in any commercially exploitative activities with children including child labour or trafficking

#### Adult safeguarding

KCLT staff and associated personnel must not:

- Sexually abuse or exploit at risk adults
- Subject an at-risk adult to physical, emotional or psychological abuse, or neglect

#### Protection from sexual exploitation and abuse

KCLT staff and associated personnel must not:

- Exchange money, employment, goods or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance
- Engage in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics

Additionally, KCLT staff and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
- Report any concerns or suspicions regarding safeguarding violations by a KCLT staff member or associated personnel to the appropriate staff member

## **6      Enabling reports**

The KCLT will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with. The KCLT will also accept complaints from external sources such as members of the public, partners and official bodies.

### **How to report a safeguarding concern**

Persons who have a complaint or concern relating to safeguarding should report it immediately to the Trust via The Secretary, 66 Station Road, Kennett or by using [hello@kennettKCLT.org](mailto:hello@kennettKCLT.org). If the person does not feel comfortable reporting to the Secretary (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate Trust member. For example, this could be the Chair.

### **Response**

The KCLT will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations. The KCLT will apply appropriate disciplinary measures to staff/personnel found in breach of policy. The KCLT will offer support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.

### **Confidentiality**

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a 'need to know' basis only and should be always kept secure.

## 7      Glossary of Terms

**Beneficiary of Assistance:** Someone who directly receives goods or services from the KCLT. Note that misuse of power can also apply to the wider community that the KCLT serves and can include exploitation by giving the perception of being in a position of power.

**Child A:** person below the age of 18

**Harm:** Psychological, physical and any other infringement of an individual's rights

**Psychological harm** Emotional or psychological abuse, including (but not limited to) humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation.

**Protection from Sexual Exploitation and Abuse (PSEA):** The term used by the humanitarian and development community to refer to the prevention of sexual exploitation and abuse of affected populations by staff or associated personnel. The term derives from the United Nations Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13)

**Safeguarding:** In the UK safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect. Safeguarding applies consistently and without exception across partners and staff. It requires proactively identifying, preventing and guarding against all risks of harm, exploitation and abuse and having mature, accountable and transparent systems for response, reporting and learning when risks materialise. Those systems must be survivor-centred and also protect those accused until proven guilty.

Safeguarding puts beneficiaries and affected persons at the centre of all we do.

**Sexual abuse:** The term 'sexual abuse' means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

**Sexual exploitation:** The term 'sexual exploitation' means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. This definition includes human trafficking and modern slavery.

**Survivor:** The person who has been abused or exploited. The term 'survivor' is often used in preference to 'victim' as it implies strength, resilience and the capacity to survive, however it is the individual's choice how they wish to identify themselves.

**At-risk adult** Sometimes also referred to as vulnerable adult. A person who is or may be in need of care by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

## **8      Equality, Diversity and Inclusion**

KCLT is committed to promoting equality, diversity, and inclusion in all aspects of its work. We believe that embracing diversity strengthens our community, enhances our services, and reflects our core values of respect, fairness, and integrity.

We aim to create an environment where everyone feels valued, respected, and empowered—regardless of their background, identity, or circumstances.

We will apply this policy consistently and fairly and will not discriminate against anyone based on any protected characteristics, including those set out in the Equality Act 2010

## **9      Review and Monitoring**

- The Board of Trustees will be informed of all safeguarding reports or concerns who will monitor the response and outcomes, seeking support from external partners where required
- This policy will be reviewed every two years or following legislative changes

## **10     Related Policies and Documents**

- Tenancy Agreement
- Domestic Abuse Policy
- Anti Social Behaviour and Hate Incidents Policy
- Equality, Diversity and Inclusion Policy
- Privacy Policy
- Whistleblowing Policy
- Customer Feedback and Complaints Handling Policy

## **11     Policy Review Record**

Version Number	Status	Revision Date	Summary of Changes
Version 01	Approved	September 2025	New Policy