



## **Safeguarding Policy**

### **1. Purpose of the policy**

Blaxhall Commons and Open Spaces Charitable Trust (“the Trust”) is committed to safeguarding and promoting the welfare of children, young people, and adults at risk who may meet with the Trust through its Trustees, volunteers, activities or events. This policy seeks to protect these groups by providing clear guidance on safeguarding responsibilities, ensuring that the Trust complies with current legislation and best practice.

### **2. Scope**

This policy applies to Trustees, volunteers, contractors or individuals acting on behalf of the Trust and anyone else involved in Trust activities or events. It covers safeguarding concerns involving:

- Children and young people under 18
- Adults who may be unable to protect themselves from harm or exploitation due to age, disability, illness, or circumstances.

### **3. Safeguarding principles**

The Trust believes that:

- Everyone has the right to live free from abuse, harm, and neglect
- The welfare of children and vulnerable adults is paramount
- Safeguarding is everyone’s responsibility
- Concerns should be taken seriously and acted upon promptly
- Confidentiality must be respected, but safeguarding concerns must be shared with appropriate authorities where necessary.

### **4. Types of abuse**

Safeguarding concerns may involve physical, emotional, sexual, emotional or psychological, financial, domestic or discriminatory abuse, modern slavery or exploitation.

## 5. Roles and responsibilities

**Trustees** are responsible for:

- Ensuring that the Trust has an appropriate safeguarding policy
- Promoting a culture of safeguarding within charity
- Ensuring safeguarding concerns are handled appropriately
- Reviewing safeguarding arrangements regularly.

The Trust will appoint a **Designated Safeguarding Lead (DSL)** from among the trustees. The current DSL is Michelle Flowers, email [michelleflowers3@hotmail.co.uk](mailto:michelleflowers3@hotmail.co.uk). The DSL is responsible for:

- Receiving safeguarding concerns
- Maintaining records of concerns
- Liaising with relevant authorities where necessary
- Maintaining Level 3 annual safeguarding training
- Supporting Trustees to access Level 1 safeguarding training for children and adults at risk and increase knowledge and awareness of safeguarding.

**Volunteers** should be made aware of and follow this safeguarding policy. They should report concerns to the DSL promptly and avoid situations that may place themselves or others at risk.

## 6. Safe working practices

Trustees and volunteers should:

- Treat everyone with respect and dignity
- Avoid being alone with a child or adult at risk where possible.
- Obtain parental or guardian consent for activities involving children where appropriate.
- Avoid physical contact unless necessary and appropriate.
- Not engage in behaviour that could be considered abusive or exploitative.

Children (under 18 years) should be always accompanied by a parent or responsible adult.

## 7. Reporting a safeguarding concern

If someone believes a child or adult at risk may be at risk of harm they should:

- Immediate ensure the safety of someone in danger

- If the child or vulnerable adult is in immediate danger, call 999
- Report the concern to the DSL as soon as possible.

They should provide details, including:

- What happened
- When and where it occurred
- Who was involved

The DSL will decide whether to refer the concern to:

- Local authority safeguarding services
- Police
- Relevant safeguarding agencies

If the DSL is not available to address the concern, the risk of harm should be reported directly to the police or relevant agencies (e.g. Customer First on 0808 800 4005, <https://www.suffolksp.org.uk/concerned>). If the concern involves the DSL, the matter should also be reported directly to the Hon Secretary of the Trust (Eve Rossor, 07816 986816, [everossor@gmail.com](mailto:everossor@gmail.com)).

## **8. Confidentiality**

Safeguarding information will be handled sensitively and shared only with those who need to know to protect individuals or meet legal obligations. Records of safeguarding concerns will be stored securely by the DSL.

## **9. Safeguarding in Trust activities**

Where the Trust hosts community activities on commons or open spaces:

- Activities involving children should ideally involve parents or guardians
- Risk assessments should consider safeguarding risks
- Events should be supervised appropriately.

## **10. DBS checks**

The DSL will hold a current Enhanced Certificate from the Disclosure and Barring Service (DBS), in line with UK regulations. For most occasional outdoor community activities, DBS checks for Trustees will not be required but safeguarding awareness is still essential.

## **11. Training and awareness**

The Trust will ensure that:

- Trustees are aware of safeguarding responsibilities
- Volunteers are informed of this policy where relevant
- New Trustees are made aware of this policy.

## **12. Policy review**

This policy will be reviewed following any safeguarding incident or following changes in legislation or guidance, as advised by the DSL.

Approved by Trustees of Blaxhall Commons and Open Spaces Charitable Trust on 3 May 2026.