



Safeguarding policy

In line with their duties under company and charity law, and in accordance with the guidance issued by the Charity Commission, the Trustees have adopted the following policy on safeguarding. The policy applies to all The Kennet and Avon Canal Trust ('the Trust') activities.

Introduction

1. 'Safeguarding' means doing all we can to promote the welfare of children and adults at risk as well as taking measures to protect them from harm. Safeguarding is everyone's responsibility.
2. Whilst the primary focus of safeguarding is the protection of children and adults at risk, wellbeing is at the heart of our values and we will take seriously any report of suspected harm, abuse or neglect, no matter to whom it relates.
3. All volunteers, staff and trustees, and contractors employed by the Trust have a duty to assist in reducing the risk of abuse by complying with the terms of this policy.

Policy statement

4. The Trust has adopted the following policy principles in respect of safeguarding:
 - Everyone has the right to live their life free from violence, fear and abuse, and vulnerable people have the right to be protected from harm and exploitation.
 - It is the responsibility of everyone, including all staff and volunteers, to play a part in preventing, detecting and reporting risk of harm to children and adults at risk.
 - The Trust pledges to act on any suspicion or allegation of abuse immediately.
5. In support of these principles, a Trustee shall be appointed as Designated Safeguarding Officer, and each branch coming into contact with children or adults at risk shall have a Safeguarding Lead.

Coverage and legal framework

6. For the purposes of this policy, a child is anyone under the age of 18.
7. An adult at risk (over 18, or someone 16 to 18 who is married) is someone who:
 - who lives in residential accommodation such as a care home, residential special school or sheltered housing and is receiving domiciliary care in their own home (i.e. help with feeding, transport, finances, washing); or
 - who, for any reason, may be unable to take care of themselves or protect themselves against significant harm or exploitation. This could be a short or long term condition.



8. This policy is underpinned by the legal principles listed below:

- Children Act 1989, Children Act 2004 and Children and Social Work Act 2017
- Safeguarding Vulnerable Groups Act 2006 and Protection of Freedoms Act 2012
- Children and Families Act 2014 and Education Act 2002
- Digital Economy Act 2017
- Adoption and Children Act 2002, Children and Adoption Act 2006 and Children and Young Persons Act 2008
- Female Genital Mutilation Act 2003 and Borders, Citizenship and Immigration Act 2009
- Apprenticeships, Skills, Children and Learning Act 2009
- Education Act 2011.

Responsibilities

9. It is the responsibility of Trustees to:

- appoint and support the Designated Safeguarding Officer (DSO) to enable incidents and disclosures to be dealt with promptly and properly;
- ensure that the DSO receives training to an appropriate standard and that the DSO is chosen for their suitability;
- ensure appropriate action is taken when a disclosure or safeguarding incident occurs;
- ensure that a review of the effectiveness of the Safeguarding Policy is undertaken every two years and ensure that all aspects of the policy are closely followed; and
- review the policy when an activity changes, for example at the start of a project involving young people, or when the organisation changes significantly; and

10. The Designated Safeguarding Officer will, working with the Safeguarding Lead in the relevant branch as appropriate, ensure that:

- this Safeguarding policy is up to date and that policy updates are undertaken at least every two years;
- all staff and volunteers are aware of the procedures, how to follow them and receive appropriate training;
- specific concerns are discussed and appropriate action is taken;
- accurate records relating to individual incidents and disclosures are kept in a secure place;
- young volunteering and work experience placements are well planned and safe
- schools are safe on site
- volunteer and staff roles involving children and adults at risk are monitored, ensuring that checks are done in accordance with government advice and regulations; and
- children and adults at risk only undertake age/ability appropriate tasks.



11. All other staff and volunteers will have access to this Safeguarding Policy and the supporting Guidance, and where appropriate will receive training in safeguarding issues. It is not the role of staff or volunteers to solve problems by themselves but they must be able to report problems to another. The aim is to empower everyone to take action with confidence.
12. Young volunteers and work experience students need to understand that they have a part to play in safeguarding themselves. They will receive some information on what to expect and who to talk to (in the event of safeguarding concerns) during their induction.
13. All those attending groups or activities organised by the Trust should be expected to adhere to the following principles:
 - Where physical contact is unavoidable (for example, when assisting someone to fit a life-jacket), consent should be gained first.
 - Language should be age-appropriate, and jokes related to protected characteristics (sex, race, disability, etc) should not be made.

Application

14. No activities involving children or adults at risk where a parent or responsible adult is not present at all times may be undertaken if a Designated Safeguarding Officer or branch Safeguarding Lead is not in post. The Branch Chair will act as branch Safeguarding Lead if a separate appointment is not made.
15. Any activities involving children and adults at risk must be carefully planned. This includes activities which involve processing sensitive information about children and adults at risk.
16. Appropriate risk assessments must be carried out in respect of all activities and events. These must incorporate consideration of any risks linked with age and/or individual needs. Completed risk assessments should be securely stored.
17. The following must be incorporated into activity planning and risk assessments:
 - planning must comply with the provisions of this policy;
 - particular attention must be given to health and safety requirements;
 - any risks associated with the age of participants should be considered and assessed, including whether parental / guardian consent is required;
 - where a new project or activity involving children, young people or adults at risk / vulnerable adults is planned, the project manager must take advice from the Designated Safeguarding Officer; and
 - one to one situations should be avoided as far as is possible.
18. All staff and volunteers should be aware of the safeguarding risks that come with the use of social media and other digital communications, and comply with the Trust's policy on the use of social media.



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Further advice

19. If you require further advice on the use of the Trust's Safeguarding policy and its application, you should contact the Designated Safeguarding Officer (safeguarding@katrust.org.uk) or the Trust chairman (chair@katrust.org.uk).

Review

20. The Trustees will review this policy on an annual basis, or as required by changes in activities undertaken.

THIS DOCUMENT IS NOT CONTROLLED ONCE PRINTED

Date approved by the Trust Council: August 2025
Review Date: 28th Feb 2027