Knoll Gardens
Safeguarding Policy

Knoll Gardens aims to create a safe and welcoming environment for every person who comes into contact with our volunteers, staff and activities. We have a particular responsibility to safeguard certain groups while they are within our care, namely children, young people and vulnerable adults. This policy sets out how we will deliver our safeguarding responsibilities.

The purpose of this policy is:

- To protect children, young people up to the age of 18 and vulnerable adults who participate in activities organised by either Knoll Gardens Ltd (KG Ltd) or Knoll Gardens Foundation (KGF); or who otherwise come into contact with our volunteers or staff.
- To inform KGF trustees, volunteers, KG staff, and external contractors, together with families or organisations responsible for the care of children, young people or vulnerable adults visiting Knoll Gardens, about the principles that guide our approach to safeguarding.
- This policy applies to anyone working on behalf of Knoll Gardens, including trustees, volunteers, staff and contractors.

Prevention

Knoll Gardens will:

- Ensure all staff, trustees, volunteers and contractors have access to, are familiar with, and know their responsibilities within this policy.
- Operate safe recruitment procedures to include proof of identity checks for all staff, volunteers and contractors, together with the appropriate DBS (Disclosure and Barring Service) checks for all positions that involve supervision of and/or regular contact with children/young people.
- Plan and operate all activities in a way that protects people from risk of harm that may arise from their coming into contact with Knoll Gardens.
- Appoint a named trustee lead for safeguarding, and a named deputy.
- Ensure that volunteers receive safeguarding training at an appropriate level and know to whom they should report any concerns.
- Ensure that timely and appropriate action is taken should any safeguarding concerns/ incidents arise.
- Ensure that accurate records are kept of any safeguarding concerns/incidents, and that they are stored confidentially and securely.

Monitoring

- KGF trustees and Directors of KG Ltd will receive a safeguarding report once a year, prepared by the named trustee lead for safeguarding.
- The Safeguarding Lead will be responsible for monitoring legislation and government guidance, and advising fellow trustees if any changes to the policy are required.

Related Knoll Gardens policies and procedures

KGF Volunteer policy/handbook
Health and Safety policy
Data protection and Confidentiality policy
First aid procedures

The named Trustee for Safeguarding is:

Helen McIllmurray

The named Deputy is:

Neil Lucas

Agreement to follow this policy

The safeguarding policy is fully supported by the KGF Trustees and the KG Ltd Directors.

This policy was initially agreed by the KGF Trustees in June 2021.

Reviews/updates took place on 15th December 2023 and 9th October 2026.

The Review Cycle is 3-yearly, or sooner if required, e.g. should there be a legislation change.
Date of next review: Autumn 2029