

Bristol Community Land Trust
Safeguarding Policy
Date first adopted: October 2026

Date of review	Amendments/Updates made	Reviewed & accepted	Proposed next review
October 2027			

1. Policy Statement

Bristol Community Land Trust (BCLT) is committed to ensuring that people who participate in or come into contact with its activities are treated with dignity and respect and are protected from abuse, neglect and harm.

Safeguarding is not a core part of BCLT's activities, but safeguarding considerations may arise through community events, meetings, volunteering, engagement activities or other work involving residents, members or members of the public.

This policy sets out BCLT's approach to preventing, recognising and responding to safeguarding concerns and allegations of abuse.

2. Scope

This policy applies to BCLT's directors, employees, volunteers and anyone acting on behalf of BCLT.

BCLT does not generally provide childcare or activities specifically for children or vulnerable adults. Where children attend BCLT events, responsibility for their supervision normally remains with their parent, guardian or accompanying responsible adult.

3. Preventing abuse and safeguarding concerns

BCLT will take reasonable and proportionate steps to reduce safeguarding risks, including:

- treating people with dignity and respect;
- ensuring staff, directors and volunteers understand appropriate professional boundaries;
- taking safeguarding considerations into account when organising events and activities;
- avoiding situations where an individual adult is alone with an unaccompanied child wherever reasonably possible;
- ensuring activities involving children take place in open or appropriately observable settings where practicable; and
- ensuring concerns or allegations are taken seriously and dealt with promptly.

Where an event or activity involves children or adults who may be particularly vulnerable, BCLT will consider whether additional safeguarding arrangements are necessary.

4. Recognising and responding to concerns

A safeguarding concern may arise from something that is witnessed, disclosed by an individual, reported by another person, or otherwise comes to the attention of BCLT.

Concerns may relate to physical, emotional or sexual abuse, neglect, exploitation, financial abuse or other forms of harm.

Anyone acting on behalf of BCLT who has a safeguarding concern should report it promptly to the Safeguarding Lead.

The Safeguarding Lead will:

1. listen to and record the concern factually and confidentially;
2. consider whether immediate action is required to protect someone from harm;
3. seek appropriate advice where necessary; and
4. make a referral to the appropriate statutory or specialist organisation where this is necessary.

If someone is in immediate danger, the emergency services should be contacted by calling 999.

A person raising a concern should not attempt to investigate an allegation themselves or promise complete confidentiality.

5. Allegations concerning BCLT representatives

Any allegation of abuse or inappropriate behaviour involving a BCLT director, employee or volunteer will be taken seriously and dealt with appropriately.

The person receiving the allegation should report it to the Safeguarding Lead. Where the allegation concerns the Safeguarding Lead, it should instead be reported to the Chair of the Board.

BCLT will consider whether the matter should be referred to the appropriate statutory or safeguarding authority and will cooperate with any investigation.

6. Events and one-to-one situations

BCLT will take reasonable steps to prevent one-to-one situations involving an adult and an unaccompanied child at BCLT events.

BCLT does not normally provide supervision or childcare for children attending its events. Where children attend, parents, guardians or accompanying responsible adults remain responsible for their supervision unless BCLT has explicitly agreed otherwise.

Where an unexpected one-to-one situation arises, the adult should, where reasonably possible, move to an open or observable area and seek the assistance of another adult.

7. Confidentiality and records

Safeguarding information will be treated sensitively and shared only with those who need the information to respond appropriately to the concern or where disclosure is required by law.

Any safeguarding records will be stored securely in accordance with BCLT's data protection and information retention policies.

8. Equality and diversity

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. GDPR

Bristol CLT will gather and use certain information about individuals in accordance with UK GDPR. Staff members have a responsibility to collect, handle and store personal information in accordance with relevant legislation.

10. Review

The policy will be reviewed periodically to ensure it is consistent with changes in legislation and regulation. As standard, the policy will be reviewed initially in 12 months and then at three yearly intervals.