Friends of Kett's Heights: Safeguarding policy

About Friends of Kett's Heights
Friends of Kett's Heights (FKH) manages the historic site of Kett's Heights in partnership with Norwich City Council, with the aims of creating a welcoming space, celebrating the site's long history and encouraging biodiversity. FKH was established in 2015 and is a registered charity (charity number 1191607).

Safeguarding policy statement
FKH is committed to creating a safe and welcoming space for members of the public and volunteers, ensuring the safety of all groups with whom it comes into contact. In particular, FKH prioritises keeping vulnerable adults and children safe while visiting Kett's Heights and/or when participating in events hosted by FKH (at Kett's Heights or at St Matthew's Church, Thorpe Hamlet).

Definitions
Safeguarding children
(Source: *Working together to safeguard children 2026,* Department for Education)
Children are defined as individuals who have not yet reached their 18th birthday. This definition applies to all children, living in any circumstances, including at home with their birth parents or other family members, in kinship arrangements including special guardianship, children who are adopted and looked after children who may live with foster carers or in residential settings.

The Children Act 2004 placed a duty on the local authority to promote co-operation with partners and other agencies *(including voluntary organisations such as FKH)* in order to improve the wellbeing of children in their area. It also placed duties on a range of organisations and individuals to ensure they too give sufficient regard to children in need of help and safeguarding.

Forms of risk to children include:

- Abuse: maltreatment of a child. Somebody may abuse (including sexual abuse) or neglect a child by inflicting harm, or by failing to act to prevent harm.
- Neglect: persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Safeguarding vulnerable adults
Vulnerable adults, as defined in the Care Act 2014:

- Have needs for care and support (whether or not the local authority is meeting any of those needs),
- Are experiencing, or are at risk of, abuse (including sexual abuse) or neglect, and
- As a result of those needs are unable to protect themselves against the abuse or neglect or the risk of it.

Scope of FKH's activities
Members of FKH come into contact with members of the public in two ways:

- Volunteering at Kett's Heights, carrying out practical gardening and maintenance work (no volunteers are under the age of 18)
- Taking part in regular events such as guided tours at Kett's Heights and talks at St Matthew's Church.

FKH's Publicity and Events committee plans all its events with safeguarding in mind.

FKH does not offer volunteering opportunities, events or tours to groups of vulnerable adults, nor to unaccompanied children, recognising that these groups require specialist safeguarding expertise.

Recruitment and selection
FKH is a voluntary organisation with no paid staff, so there is no process for recruiting employees.
Trustees (the chair, vice-chair, secretary and treasurer) are selected on the basis of having served as Executive Committee board members for a minimum of two years. They are screened for suitability to take up trustee roles, following Charity Commission procedure, before taking up their appointment. Board members (Executive Committee) are selected for their individual expertise and commitment to furthering the aims of FKH, known personally to the trustees and have been members of FKH for a minimum of one year. Publicity and Events committee members meet similar criteria. Volunteers are also known personally to trustees and are selected for their ability to carry out various practical tasks.

Training and induction
The Designated Safeguarding Lead (the chair of FKH): takes part in on-line training from NCVO on safeguarding and regular refresher courses.
Trustees: as part of their induction, they are required to become familiar with safeguarding principles and procedures. Ongoing training is via regular updates from the Charity Commission, NCVO and our insurers Zurich. Other board members are made aware of the importance of safeguarding as part of their induction, and are kept informed of updates in safeguarding issues.
The Publicity and Events committee chair: has good knowledge and awareness of safeguarding principles and practice, maintained with a network of external contacts in related organisations.
Volunteers: on joining, they are required to familiarise themselves with the safeguarding policy (this document) and procedure (a companion document *Friends of Kett's Heights: procedure for safeguarding*).

How to raise a concern
Data Protection: UK GDPR and Data Protection Act 2018 allow the lawful sharing of data to protect a child or adult at risk. Safeguarding overrides data privacy when someone faces serious harm or abuse.

If the matter is urgent: call 999

If the matter is not urgent: contact the Designated Safeguarding Lead (contact details below).

For more information, follow the steps described in *Friends of Kett's Heights: procedure for safeguarding*. These are summarised as follows: understanding safeguarding, identifying safeguarding issues, reporting concerns.

For concerns about children: See Norfolk Safeguarding Children Partnership: norfolklscp.org.uk/people-working-with-children/how-to-raise-a-concern

For concerns about adults: See Norfolk Safeguarding Adults Board: norfolksafeguardingadultsboard.info/protecting-adults/abuse-and-neglect/raising-a-concern

Contact details
The Designated Safeguarding Lead is Cavan Stewart, chair of Friends of Kett's Heights.
Email: cavancstewart@gmail.com
Telephone: 07919 250915

The Deputy Safeguarding Lead is David Howarth, vice-chair of Friends of Kett's Heights.
Email: david.thorpegate@gmail.com
Telephone: 07517544499

Other contact details:
Concerns about children or adults: Call Norfolk County Council Customer Services: 0344 800 8020

Review date
This policy was adopted by the Friends of Kett's Heights on 8 September 2026.
The policy is reviewed annually, or more frequently if a safeguarding issue arises.
Date for next review: 8 September 2027.

Access details
This policy is available on the Friends of Kett's Heights website at https://www.kettsheights.co.uk/