



The Eikon Charity: Safeguarding Policy & Procedure

Eikon's Safeguarding Policy

Eikon's Safeguarding Statement

Eikon, as a provider of professional youth & community work related services, values all people we work with, whether they are children, young people or vulnerable adults and is committed to their development, safeguarding, and wellbeing. Eikon believes that it is always unacceptable for a young person to experience abuse of any kind and that their welfare takes precedence over any other situation.

All young people, regardless of protected characteristics as defined by the Equality Act 2010 (age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity) have a right to equal protection from all types of harm and abuse. We recognise our responsibility to prevent the physical, sexual, emotional abuse and neglect of these groups and to report any concern discovered or suspected. We share this responsibility with others with whom we work and will always seek to ensure that correct practices are in force.

We will endeavour to help safeguard young people by valuing, listening and respecting them. Eikon commits to providing a safe and nurturing environment for all those who come into contact with our work, especially young people. At all times, the welfare of young people or vulnerable adults takes precedence over any other situation, which might occur in the fulfilling of the Charitable Objectives of Eikon.

Eikon is committed to exercising due care and diligence in recruiting, supervising, supporting, resourcing and training all employees and volunteers who work with vulnerable young people. Eikon follows Safer Recruitment practice, ensuring all employees and volunteers undertake an Enhanced DBS check to prevent unsuitable people working with young people. Eikon promotes and contributes to effective partnership working between all those involved in providing services to young people.

The Policy

This Policy applies to all employees, the Board of Trustees, volunteers, sessional workers, agency staff, students and anyone working on behalf of Eikon.

The purpose of this Policy is:

- To protect young people who receive any service from or engage with Eikon to prevent impairment of children's mental and physical health or development. The welfare of young people is paramount, all young people have a right to freedom from abuse and to be treated with respect and dignity. All work with young people will be informed by equal opportunities and anti-oppressive practice and will reflect diversity of need.



- To provide employees and volunteers with the overarching principles that guide Eikon's approach to safeguarding and child protection. It is the responsibility of all adults to safeguard and promote the welfare of young people and protect young people from harm wherever they are in a position to do so. All employees and volunteers have a right to be treated with respect and dignity. Where concerns are raised about employees or volunteers, the adult concerned should be treated fairly and honestly and provided with support.

The Policy is supported by the Eikon Safeguarding Procedure, which, all Eikon workers whether employees or volunteers, should read in conjunction with this Policy.

Contact Details

Eikon's designated Trustees(s) are responsible for overseeing the content and any updates to this Policy, whilst the Designated Safeguarding Lead is responsible for the Safeguarding Procedure. The Board of Trustees will review this Policy annually, prior to approval.

Contact details – Eikon employees and volunteers and Lead Agencies

Designated Safeguarding Leads (DSL):

Kevin Martin
Mob: 07971 760 168
Eikon offices: 01932 347 434
Email: safe@eikon.org.uk
kevin.martin@eikon.org.uk

Amanda Hardacre
Mob: 07816 087 637
Eikon offices: 01932 347 434
Email: safe@eikon.org.uk
amanda.hardacre@eikon.org.uk

Deputy Designated Safeguarding Lead (DDSL):

Lily Glover

Mob: 07378 317 794
Email: safe@eikon.org.uk
lily.glover@eikon.org.uk

Designated Trustees :

Nigel Goddard
Eikon offices: 01932 347 434
Email: nigel.goddard@eikon.org.uk

Helen Shaw
Eikon offices: 01932 347 434
Email : helen.shaw@eikon.org.uk

Legal Framework

This Policy has been drawn up on the basis of law and guidance that seeks to protect children and young people, namely:

- Children Act 1989 & 2004
- United Convention of the Rights of the Child 1991
- Data Protection Act 2018
- Equality Act 2010
- Human Rights Act 1998
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government Guidelines 2018
- Working together to Safeguard Children: HM Government Guidelines 2018
- Keeping Children Safe in Education (DfE) 2021
- Children and Social Work Act 2017

Eikon's Safeguarding Values and Commitment

Eikon will seek to keep young people safe by:

- Valuing, listening to, respecting and representing them. Eikon recognises that good lines of communication with a trusted adult can help with the prevention of abuse and other forms of harm
- Eikon staff will strive to establish and maintain an ethos whereby young people feel secure, are encouraged to talk and are listened to in a non-judgemental manner
- Appointing a Designated Safeguarding Lead (DSL), at least one Deputy DSL and one or more Trustees with specific oversight and assurance responsibilities for safeguarding
- Adopting and implementing child protection and safeguarding practices through Eikon's Safeguarding Procedure and Code of Conduct for Staff Working with Young People
- Using the Safeguarding Procedure to:
 - Ensure employees and volunteers understand and apply best practice in safeguarding
 - Manage any allegations against employees and volunteers, as appropriate
 - Share concerns and relevant information with agencies who need to know, and involving young people, parents, families, carers and school student support personnel, as appropriate
- Ensuring that Eikon provides a safe physical environment for young people, staff and volunteers, through a Health and Safety Policy, in accordance with the law and regulatory guidance
- Creating and maintaining an emotionally safe & supportive environment where young people can learn and develop. Addressing any behaviours that could harm eg bullying, peer on peer abuse, harassment, harmful sexual behaviours or discrimination and ensuring that incidents of this nature are dealt with effectively.



- Recruiting staff and volunteers using the latest safe recruitment guidance and ensuring that all necessary checks are made and updated appropriately
- Providing effective management of staff and volunteers through supervision, support, training and quality assurance measures
- Ensuring enhanced monitoring for those young people identified as more vulnerable using a Safewatch system to facilitate and record regular reviews with frontline practitioners and the safeguarding team
- Developing and implementing an effective E-safety policy and related procedures
- Recording and storing information in a professional and secure manner
- Sharing information, as appropriate, about safeguarding and good practice with young people, their families, school student support personnel, staff and volunteers via leaflets, posters and/or one-to-one discussions.
- Promoting and facilitating multi-agency working with partner organisations for the benefit of supporting young people
- Ensuring that Eikon has effective External Complaints and Whistleblowing policies and measures in place.

Role and Responsibilities of Designated Safeguarding Lead (DSL)

The DSL must ensure that:

- Eikon has an effective Safeguarding Policy and Procedure, which are applied consistently across the organisation.
- Any safeguarding concerns are raised directly with staff and Safeguarding is discussed at all staff meetings.
- Escalated safeguarding concerns are efficiently received, ensuring that they are progressed according to best practice.
- All safeguarding related incidents are reviewed, reports raised with action taken, as appropriate and progress monitored accordingly.
- Safeguarding record keeping is adhered to and priority cases monitored regularly.
- Support is provided to anyone working with a safeguarding issue.
- Safeguarding updates and reports for the Senior Leadership Team and Trustee Board Meetings are made available.
- Appropriate training programmes are provided for all Eikon staff as laid out in the training guidance (Appendix F).
- A Safeguarding training log (Breathe) is maintained and updated to track training status for all staff.
- Safeguarding training opportunities are conveyed to line managers for their staff.

Eikon's Safeguarding Policy and Procedure are reviewed annually or as guidance changes, ensuring they comply with Government regulations at all times.



Version Control:

Revision	Date	Changes
1.0	2012	Original Issue
2.0	April 2014	Rewritten to reflect current best practice and learnings
2.1	July 2014	Updated contact details
2.2	April 2015	Updated contact details, DSLs
2.3	March 2016	Updated in line with best practice guidance and contact details, DSLs
3.0	May 2017	Merged with Reflex and WVYP policies
4.0	January 2019	Updated to reflect new guidance and staff contact details
5.0	October 2019	Updated to reflect new staff details, contact information and organisation titles
6.0	January 2021	Updated to include new safeguarding procedures, training guidelines and best practice
6.1	July 2021	Update to Managing Allegations Against Staff procedure
6.2	August 2021	Updated to include Keeping Children Safe in Education, September 2021
6.3	October 2021	Amendment to Procedure S5 regarding visitors to Eikon HQ
6.4	May 2022	Reformatted JT
6.5	August 2022	Updated to include KCSiE 2022 & visitor guidance