

Safeguarding Policy & Procedure

Eikon's Safeguarding Policy

Eikon's Safeguarding Statement

Eikon provides professional youth and community services and is committed to safeguarding the children, young people and vulnerable adults with whom it works. Abuse is always unacceptable, and their welfare is paramount. We value, listen to and respect young people, provide a safe and nurturing environment, and recognise our responsibility to prevent and report physical, sexual and emotional abuse and neglect. Everyone has the right to equal protection from harm, regardless of any protected characteristic under the Equality Act 2010. We exercise due care in recruiting, supervising, supporting and training employees and volunteers, including safer recruitment and appropriate Enhanced DBS checks, and work in partnership with others 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:

- The purpose of this Policy is to protect young people who receive or engage with Eikon's services, prevent harm to their health or development, and affirm their right to freedom from abuse and to respectful, dignified treatment. Eikon's work will reflect equal opportunities, anti-oppressive practice and diverse needs. It also provides employees and volunteers with the principles governing Eikon's approach to safeguarding and child protection. All adults share responsibility for safeguarding and promoting young people's welfare. Concerns about employees or volunteers will be handled fairly, honestly and with appropriate 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 Lead (DSL):

Lorraine Dixon
Mob: 07378 306 314
Eikon offices: 01932 347 434
Email: safe@eikon.org.uk
Email: lorraine.dixon@eikon.org.uk

Deputy Safeguarding Leads (DDSL):

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

Joanne Fulterer
Mob: 07812 495927
Eikon offices: 01932 347 434
Email: safe@eikon.org.uk
Joanne.fulterer@eikon.org.uk

Designated Trustees:

Pauline McGee
Interim Chair
Eikon offices: 01932 347 434
Email: pauline.mcgee@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:

- The Children Act 1989 and Children Act 2004
- United Nations Convention on the Rights of the Child 1989, ratified by the United Kingdom in 1991

Data Protection Act 2018

The Data Act 2025

- 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 2024

Working together to Safeguard Children: HM Government Guidelines 2026

Keeping Children Safe in Education (DfE) 2026

- 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), Deputy Safeguarding Leads (DDSLs) 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, the 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 e.g. 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) and Deputy Safeguarding Leads:

The DSL/ DDSL 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, DLSs
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 detail
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
6.6	November 2023	Updated to include contact details of new Safeguarding team & KCSiE 2023
6.7	March 2024	Rebranded EC
6.8	Sept 2024	Removed H Shaw as no longer a Trustee JMP
6.9	March 2026	Updated to reflect new DSL/DDSL structure, and to include new versions of WTTSC and KCSiE
7.0	October 2026	Shortened wording; removed DSM role; updated Surrey and national guidance.

Eikon's Safeguarding Procedure

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1. Introduction

This Procedure supports Eikon's Safeguarding Policy by setting out the protective measures staff must follow when working with young people. It protects both young people and the adults working with them. The main body describes Eikon's principles and requirements; the appendices provide detailed guidance, contacts and forms. Relevant associated policies and guidance should be consulted as required, and terminology is defined in Appendix A.

2. Scope of Procedure

These procedures apply to all adults (18 plus) working for Eikon. Staff must be fully conversant with the procedures that relate specifically to their job role and responsibilities as defined by their Job Description on Breathe. If necessary, staff should seek clarification regarding their role and responsibility from their line manager.

Where Eikon is working in partnership with another organisation, the Service Manager with responsibility for that partnership must ensure agreement and understanding of which safeguarding policy and associated practices are to be adhered to.

3. Linked Policies & Procedures

This Procedure should be read in conjunction with the following Eikon Policies and Procedures accessible to all staff on Breathe:

- Code of Conduct for Staff Working with Young People Policy
 - Reporting and Monitoring Safeguarding Concerns Procedure
 - Risk Management Policy, Risk Assessment & Management Plan
 - Planning a Trip, Activity or Residential Policy
 - Incident Response and Critical Incident Policy
 - Recruitment Policy & Procedures
 - Support & Supervision Framework
 - Health & Safety Policy
 - Lone Working Procedure
 - External Complaints Policy
 - Whistleblowing Policy
 - Data Protection Policy
 - Data Retention & Destruction Policy
 - Online & Telephone Support for Young People Procedure
 - E-Safety Acceptable Use Procedure
 - Equality, Diversity and Inclusion Policy
 - What to do if you are worried a child is being abused (HM government) ([here](#))
- Working Together to Safeguard Children 2026 (HM government) ([here](#))
- Charity Commission strategy for dealing with safeguarding issues ([here](#))

4. Identifying Types of Abuse – What Indicators to Look For

a. What are the main types of abuse?

The NSPCC outlines child abuse as: when a child is intentionally harmed by an adult or another child. It can occur over a period of time but can also be a one-off incident.

Abuse can happen in person or online and includes failing to act to prevent harm occurring to a child. It is about the misuse of power and control that one individual holds over another.

The four main categories of abuse are Physical, Sexual, Emotional and Neglect. A child may experience one or multiple abuses simultaneously. It is important to note, however, that the following signs do not always indicate that a young person is being abused, but if you are concerned about the welfare of a young person then it is imperative that you must act accordingly and without delay.

Staff should be aware that children and young people may not feel ready or know how to report abuse, exploitation or neglect, and may not recognise their experiences as harmful. Staff should remain professionally curious and always speak to their line manager or the DSL/DDSL if they have concerns about a child or young person.

Physical abuse: Physical abuse is the deliberate physical hurting of a child. It may take a variety of forms, including (but not restricted to) hitting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child. It can happen in any family by anyone, but children may be more at risk if their parents have problems with drugs, alcohol and mental health, or if they live in a home where domestic abuse happens. Babies and disabled children also have a higher risk of suffering physical abuse. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. Physical abuse can also occur outside of the family environment.

Key signs to look out for include:

- Unexplained injuries
- Injuries on certain parts of the body, primarily on soft tissue
- Injuries on babies under 10 months - Injuries that reflect an article used
- Flinching when approached
- Afraid of their home
- Behavioural extremes
- Wanting their arms and legs covered, even in hot weather
- Similar injuries on both sides of the body, such as both feet or both wrists.

Sexual abuse: Sexual abuse encompasses any sexual activity with a child. This may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching under or outside clothing. It can also include non-contact activities such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse can be perpetrated by adult males, adult females and other children. Children may not understand what is happening and may not even understand that it is wrong.

Key signs to look out for include:

- Age inappropriate sexual behaviour/knowledge/promiscuity
- Wary of adults/running away from home
- Unexplained gifts/money
- Stomach pains when walking or sitting
- Bedwetting
- Sexually transmitted diseases

Emotional abuse: Emotional abuse is also sometimes known as psychological abuse and can have severe and persistent adverse effects on a child's emotional development. It may involve serious bullying, including online bullying e.g. through social networking sites, online games or through mobile phones. It may include not giving a child the opportunity to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may also involve deliberately telling a child that they are worthless, unloved or inadequate.

Key signs to look out for include:

- Attention seeking
- Over ready to relate to others
- Low self esteem
- Drink/drug/solvent abuse
- Regularly humiliating a child
- Constantly shouting at, threatening, or demeaning a child

Neglect: Neglect occurs when a person's basic physical and psychological needs are persistently left unmet. This includes the provision of adequate food, clothing, shelter, hygiene, supervision, appropriate medical care or treatment or protecting an individual from physical harm or danger. The result of this is often a detrimental impact on an individual's health and/or development.

Neglect may occur if a parent becomes physically or mentally unable to care for a child. A parent may have an addiction to alcohol or drugs, impairing their ability to keep their child safe by failing to prioritize the child's immediate needs. Neglect can occur during pregnancy as a result of maternal drug or alcohol abuse. Neglect is not straightforward to identify, and it is important that practitioners remain alert and do not miss opportunities to take timely action. Children who are neglected often suffer from other types of abuse also.

Key signs to look out for include:

- Constantly hungry or stealing food
- Overeats when food is available
- Being regularly left alone or unsupervised
- Dressed inappropriately for the weather condition
- Ill equipped for school
- Untreated medical conditions
- Poor/late attendance
- Unkempt appearance

Other specified types of abuse:

- Domestic Abuse (can be psychological, physical, sexual, financial or emotional and can impact children and young people through seeing, hearing or experiencing the effects)

- Child on Child abuse
- Bullying
- Online or technology based abuse (eg cyberbullying, harmful online challenges, misogyny and misandry)
- Female Genital Mutilation
- Radicalisation
- Modern Slavery
- Child Sexual Exploitation (including child trafficking and grooming)
- Child Criminal Exploitation “County Lines”

Contextual Safeguarding

As young people grow and develop they are influenced by a whole range of environments and people outside of their family. Eikon staff must be aware of the need to assess risk to a young person's safety outside their home environment. In particular, it is essential that all staff are aware of and understand the importance of challenging inappropriate behaviours between peers (Child on Child) that are abusive, such as:

- Bullying (including cyber-bullying)
- Physical abuse such as hitting, kicking etc that causes physical harm (and may include online abuse that threatens or encourages physical abuse)
- Harmful sexual behaviour, including abuse within intimate peer relationships, sexual violence or assault, sexual harassment (including sexual comments, remarks or online sexual harassment), consensual and non-consensual sharing of nudes (sexting) and upskirting
- Initiation type violence or rituals
- Domestic abuse in young people's own intimate relationships (teenage relationship abuse)

5. Operating in various places, contexts and partnerships

a) Code of Conduct for Working with Young People

Guidance for staff's behaviour for working with young people is provided in the Code of Conduct for Staff Working With Young People. The policy sets out guidance on the standards of behaviour expected from all staff at Eikon and must be read as a part of all staff's induction to Eikon.

b) Visitors to Eikon HQ, Fullbrook School

Visitors may be expected at Eikon HQ any time during normal working hours, Monday to Friday from, 8am to 6pm. During school hours (9am to 3pm) the school gates are locked to ensure site security. All visitors to Eikon HQ will therefore follow the procedure below:

- On arrival, all visitors will be required to call the school reception using the intercom system to request access to the school site. Reception will give instructions to visitors to walk directly to Eikon HQ.
- All visitors will be greeted at Eikon's reception before meeting with the Eikon staff member whom they are visiting. When Eikon reception is not open, all visitors will be greeted by the Eikon staff member with whom they have their appointment.
- All visitors must sign in on arrival at the Eikon office. • Should visitors not arrive at the anticipated time, the responsible Eikon staff member will make every effort to contact them to ensure they are not lost within the school site.
- If a visitor is parked on the school site (for disabled access only), their vehicle details will be taken by Eikon reception and shared with the school as appropriate.

- When leaving Eikon HQ, all visitors will sign out before being accompanied by a member of Eikon staff with a valid DBS check back to the locked school gate, to ensure they leave the school premises safely and without delay.
- Should visitors need to remain on the school site after their visit to the Eikon office, (e.g. to meet with a teacher at the school or attend a school meeting), they will be accompanied by an Eikon staff member with a valid DBS check back to main school reception for school staff to supervise during their visit.

Outside of school hours and during school holiday periods, when the school gates are open to visitors, the following procedure will be apply:

- All visitors to Eikon HQ will make their way to the Eikon office where they will be greeted at reception before meeting with the Eikon staff member whom they are visiting. When Eikon reception is not open, all visitors will be greeted by the Eikon staff member with whom they have their appointment.
- All visitors must sign in on arrival at the Eikon office.
- Visitors may be able to park on site. In this instance, their vehicle details will be taken by Eikon reception.
- When leaving Eikon HQ, visitors will sign out before making their own way off the school premises. All visitors' will be encouraged to leave the school site without delay after they have attended their appointment at Eikon HQ.

NB: Eikon staff must not share the code for the school gate and will take every possible step to ensure students do not leave the school site or visitors (other than those they are expecting) enter the premises when they use the gates during the school day.

c) Visiting Places of Work

All staff will be issued with ID badges, which they should ensure they have with them at all times when they are working, including when onsite at Eikon HQ. All visitors to Eikon activities, wherever they are, should be 'signed in' with and briefed by the session leader about the activity, participants and the expectations of the visit. Visitors must be accompanied by an Eikon member of staff (with a valid DBS check and who has completed baseline Safeguarding training) at all times. If the visitor observes any Safeguarding concerns during their visit, these concerns must be reported to the Eikon member of staff whom they are accompanying immediately. The Eikon member of staff will then follow normal Safeguarding procedures to respond to the concerns.

Staff must adhere to security arrangements at the premises they are visiting, including ensuring they (and any visitors for whom they are responsible) sign in and wear a temporary ID badge if required.

d) Operating within a School Context or Environment

Staff members operating in a school on an intermittent basis should ensure that any safeguarding incident or disclosure that occurs whilst they are on school premises is reported to the school before leaving the site. A note should be taken of to whom the matter was reported and the usual Safeguarding Procedure should be followed and the line manager copied into any emails of this nature.

e) Working in Partnership with other Agencies

- Where Eikon is working in partnership with another agency, the Eikon Service Manager responsible for that partnership will ensure a documented decision is taken as to which agency is taking the lead on safeguarding to ensure clarity of lead responsibility. Actions must comply with the current Surrey Safeguarding Children Partnership procedures.
- The Service Manager will ensure that all staff working within the partnership are aware of which policy and procedure to follow.
- Each partner will ensure that Designated Safeguarding Leads from each partnership are notified of safeguarding concerns and incidents. The lead partner will take responsibility for involving the appropriate statutory bodies where necessary, keeping appropriate partners informed of progress.

f) Running Activities and Managing Incidents

- All activities run by Eikon should be planned and approved using the Planning a Trip, Activity or Residential Policy. All plans must address the potential risks and other implications for the safeguarding of young people and staff involved.
- Residential trips require advanced planning and sign off by the approved line manager.
- A risk assessment must be prepared and signed off by an appropriate member of SLT, ahead of the activity commencing. Risk Assessment forms and guidance are provided in the **Risk Management Policy / Risk Assessment & Management Plan**. Particular attention should be paid to staff ratio appropriate to the activity, and for the need for a first aider.
- The trip leader should talk to the schools the young people attend or to the lead youth worker they engage with, to see whether there are risk assessments in place for individual students.
- The leader of the activity is responsible for ensuring that the requirements of this Procedure are fully understood and adhered to by all concerned, and for taking the relevant contact, action lists and templates to the activity in the event of an incident occurring.

6. Procedure for Dealing with Incidents and Near-Misses

A Critical Incident may be defined as a single incident or sequence of incidents which are sudden and unexpected; contain real or imagined threats to a person; overwhelm usual coping mechanisms; cause severe disruption; are traumatic to anyone.

The **Incident Response and Critical Incident Policy (IRCIP)** gives immediate guidance for dealing with different types of problems including accidents, transport issues, disturbances caused by young people, team problems as well as general guidance.

If an incident or emergency occurs, the following procedures must be followed to ensure an adequate response is provided:

- All incidents should be reported according to the safeguarding reporting process
- If the incident is deemed critical, the procedures in **IRCIP** give further guidance for escalating the response and describe the follow up process required
- The risk assessment and controls should provide guidance in dealing with the incident that has occurred
- All safeguarding incidents or near-misses should be reported to Safe@eikon.org.uk within 24 working hours.

- All cases of Significant Harm must be dealt with immediately, referring to Eikon's guide to [Handling a Disclosure of Significant Harm](#).
 - An incident report form must be completed no later than within 2 days of the incident.
1. All safeguarding incidents and near-misses relating to individual young people must be recorded on their database records when reported to the Eikon DSL/DDSL via Safe@eikon.org.uk.
- Health and Safety near misses should be reported by email to the Head of Impact & People. An incident report form must be completed within 2 days of the incident.
 - Depending on the incident, it may be necessary to inform parents, involve emergency services or statutory services, report safeguarding incidents to local services, inform police etc. The **IRCIP** policy gives more guidance on when to involve additional help.

7. Reporting and Storage of Safeguarding Information and Reports

All staff must be aware of and follow Eikon's **Reporting and Monitoring Safeguarding Concerns Procedure** for raising and managing safeguarding concerns.

Confidentiality of data concerning young people is vital to ensure trust is preserved, however it is recognised that staff will need to share data to ensure the safeguarding of young people.

Data protection law does not prevent the sharing of information where this is necessary and proportionate to safeguard a child. Relevant information must be shared in accordance with Eikon's safeguarding and information-sharing procedures, with decisions and their rationale recorded.

- Safeguarding records must be retained in accordance with Eikon's Data Retention and Destruction Procedure, applicable statutory requirements and current sector guidance. The retention period must reflect the nature of the record, the age of the child and any potential future safeguarding or legal need.
- Records relating to Safeguarding concerns will only be kept within these timeframes and will not contain any unnecessary or excessive information that may be deemed irrelevant or inappropriate
- The reason why, how and for how long such records should be kept, in addition to how they will be safely destroyed need to be outlined and known by all relevant parties, including families, children and young people.
- The **Data Retention & Destruction Procedure** outlines how such documents will be destroyed
- Records containing confidential or sensitive data should be kept secure and away from anyone who does not need to be aware of the information.
- If confidential information is carried by a member of staff from one point of work to another, including home, the information must always be secure. Leaving information unattended or in a car overnight is a breach of this policy and will be subject to a Disciplinary Investigation if it occurs.
- Access to Eikon's databases where confidential safeguarding information is recorded will be only granted to specific workers as and when required.
- Electronic copies should only be stored on Eikon's designated and secure databases for storing young people's information. No personal or confidential information should be stored on any external device, including Eikon official equipment such as laptops PCs.
- Child Protection (Level 4) records will be flagged on Eikon's database to clearly identify the record.

- Where it is necessary to share information with external organisation to promote Safeguarding through a multiagency approach, protocols for information sharing with consent will be followed with the understanding that Safeguarding overrides this requirement where there is a risk of harm to a child or young person.
- 2. Where a Safeguarding concern has been shared with an external organisation and the practitioner/youth worker believes that no appropriate action has been taken, this will be escalated by their line manager or DSL/DDSL with management staff within the appropriate agency.

8. Monitoring and Management of Safeguarding Concerns

Eikon's procedure for monitoring and managing safeguarding concerns is laid out in the **Reporting and Monitoring Safeguarding Concerns Procedure** and should be followed by all staff where there are concerns or disclosures regarding a young person's safety.

Eikon's primary method for monitoring the safeguarding and welfare of the most vulnerable young people supported is Safewatch. The purpose of Safewatch is to facilitate enhanced monitoring of vulnerable young people by:

- Ensuring all reported safeguarding concerns are recorded on the Eikon database, marked as Safeguarding Reporting – Cause for Concern
- Where a young person is to be monitored on Safewatch, their record on Eikon's database should be flagged to indicate this monitoring is required, including a start and end date for the monitoring period
- The safeguarding team will arrange monthly review meetings to discuss the young person's circumstances with the frontline practitioner and their line manager to discuss ongoing concerns and agree if/when it is appropriate to remove the Safewatch flag
- A record of this review meeting will be uploaded to Eikon's database, marked as Safeguarding Reporting – Safewatch Review
- Where a young person no longer requires Safewatch monitoring, the flag on their database record will be deactivated but not deleted, with the date the monitoring ended recorded. This will allow oversight of recurring instances of a requirement for enhanced monitoring
- Where a young person no longer requires Safewatch monitoring, a record will be made on Eikon's database marked Safeguarding Reporting – Safewatch Closure, detailing the reasons why enhanced monitoring has been stepped down

9. Recruitment, Training and Supervision of Staff

This section outlines the way in which Eikon recruits, trains and supports staff that are suitable to work with young people.

a. Recruitment

- All staff must follow recruitment guidance as described in the **Recruitment Policy and Procedures**.
- As laid out within the Recruitment Policy and Procedure, all staff will complete an Enhanced DBS disclosure (plus additional appropriate checks where the individual has lived or worked outside the UK)

- Frontline staff will not be able to start work until the DBS is received. A recruit may be able work with young people under close supervision if they have an enhanced child and adult workforce DBS which is dated within 3 years. The line manager for any such employee should complete a Risk Assessment in advance of commencement of any such activity that will be recorded on the staff member's personnel file
- On appointment, all staff are required to sign that they have read and understood this **Safeguarding Policy and Procedure** document and related policies, demonstrating their duty of care to young people and will undertake and record the training required.
- DBS checks and any subsequent status checks or renewals will be managed in accordance with Eikon's Recruitment Policy, the requirements of the role and current DBS guidance.
- A full declaration of any new convictions, County Court judgements and cautions since the DBS check was completed must be made to the People & Facilities Manager by any member of staff at the earliest opportunity. If a full disclosure is not made, or is subsequently found to be inaccurate, disciplinary action may be taken which could lead to dismissal.
- Staff aged 16 -18 years will be required to comply with all recruitment requirements as for adults over 18 years, including applying for a DBS Disclosure. Close supervision is always required.
- Should an applicant have a criminal record, the line manager and DSL will together assess the risk this places on the young people in our care and make a joint decision as to the suitability of the applicant for the role.
- Managers need to allow a reasonable period of induction for new staff to ensure all policies are read and relevant training completed before they engage directly with young people.

b. Training

3. Upon commencing work with The Eikon Charity, all staff, trustees and volunteers are required to complete safeguarding training in the form of a remote learning programme based on national standards outlined in the **Working Together to Safeguard Children 2026** paper. This training must be completed within 1 week of commencement of role and for frontline practitioners, before any face to face work is undertaken. Successful completion of this training will be confirmed by the issue of a certificate of completion by the DSL team and will be recorded on a central safeguarding training document in addition to individual staff records on Breathe. All staff are required to repeat this training every three years to update and refresh knowledge. Any member of staff taking an extended period of leave (for example a break in volunteering, maternity leave etc) will be required to refresh their safeguarding training before recommencing face to face work.
 - Additional safeguarding training will be provided to all staff and volunteers who will be working directly with young people, as described in Appendix F.
 - Managers responsible for direct work with young people will attend a specific in-house safeguarding for managers programmes, Supervising for Safety.
 - Managers are responsible for identifying any additional safeguarding training needs of their staff and ensuring update training is completed as required.
 - Members of the Safeguarding Team must be trained to DSL requirements, including completing the local authority's DSL New to Role training where this has not already been undertaken.
4. The Eikon DSL and DDSLs must keep their knowledge and skills up to date and complete DSL refresher training at least every two years.
 - Trustees must complete Eikon's Trustee Safeguarding training within 3 months of joining the organisation. In addition, Trustees must undertake the Safeguarding for Practitioners training if they will be working directly with young people.

c. Supervision

- In accordance with the **Support and Supervision Framework**, all frontline staff should have regular supervision meetings with their line manager, during which safeguarding concerns are discussed for all young people supported by that practitioner.
- Managers must ensure that appropriate time is dedicated to discussing safeguarding issues with agreed outcomes and actions recorded on Eikon's database for each individual young person.
- Where concerns or incidents about a child or young person are identified from these meetings, they should be captured on the Eikon safeguarding system, alongside an email to Safe@Eikon.org.uk to be assessed by the Safeguarding team and escalated accordingly.

10. Keeping Staff Safe

All Eikon staff should take care not to place themselves in a vulnerable position with a child, by following the **Code of Conduct for Staff Working with Young People, Health & Safety Policy** and **Lone Working Procedure**.

a. Lone working

Lone working must be managed whenever it is necessary to work in an environment when other Eikon staff are not readily available for support. This must be done in accordance with Eikon's **Lone Working Procedure**.

Meeting young people and families alone should be avoided if possible. If lone working with young people or families is necessary, the **Lone Working Procedure** must be followed. Line managers must always be made aware in advance by staff intending to work in a lone environment. Peer welfare checks are required when working alone. The member of staff working alone must arrange for a colleague to make contact at an agreed time to ensure safety. The designated colleague needs sufficient information to raise an alarm if a staff member has failed to report their safety at a pre-agreed time.

b. Social Media and Phones

- In all instances, Eikon staff should not disclose anything on social networking sites that is related to or could be related back to their work or which could bring Eikon into disrepute and affect the professionalism of the charity. All staff hold the responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children and young people
- Staff should not give their personal contact details to young people met through Eikon work, including email, home or personal mobile telephone numbers, or contact via any social media. All communication between staff and young people should be transparent and open
- If social media accounts are necessary for Eikon work, staff should create a work specific account and profile. Staff must personally ensure that their personal media accounts do not link to Eikon's open social media accounts.
- After Eikon has stopped working with a young person and/or when they are over the age of 18 years (possibly 25 years for those with Special Educational Needs), the boundary on sharing personal information or contact via social media should remain in place.
- Further guidance is given in Eikon's **E-Safety Acceptable Use Procedure**
- **E-Safety Guidance for Young People** should be referred to for advice on how to manage the use of mobile phones and other electronic devices whilst working with young people

c. Social Contact

- Staff should at all times consider the appropriateness of social contact with young people according to their role. Any planned social contact with young people should have a purpose and be approved in advance with line manager. In addition, line management should be advised of any regular social contact which staff have with young people.
5. Where incidents occur or in cases where it becomes necessary to physically restrain a person for their own or other's safety, this must be properly reported and recorded to their designated supervisor and the DSL/DDSL. Restraint is to be avoided and is not an approved method of making property, staff or young people safe. Staff must always defer to all other methods of making people safe and only restrain a young person when all else has failed.
- Staff should report and record any situation, which they feel might compromise the charity or their own professional standing.

d. Transporting Young People

Full guidance on transport is provided within the **Health and Safety Policy** (paragraph 4.3.4).

When staff are required to transport young people and public transport or a taxi are not suitable options for the journey, the following must be adhered to:

- Discuss proposal with line manager and gain approval. A specific risk assessment should be carried out and signed off by line manager.
- Parents/carers must give permission through written consent for young people to be transported, and any medical condition of the young person considered in the risk assessment.
- Wherever possible, another adult should be in the vehicle. If there is only one child to be transported, the driver must, where practically possible, be accompanied by another employee and/or volunteer.
- If it is not possible to have another adult, and the relevant risk assessment deems it acceptable to take a young person alone, the young person must be sat diagonally behind the driver
- Any driver transporting young people should have at least 2 year's previous driving experience and their driver records checked and recorded by their line manager.
- Drivers must be in good health and be physically capable of driving safely. If drivers are taking medication, they must ensure it does not affect their ability to drive.
- Drivers must remove any objects from a vehicle that a young person should not see or touch.

11. Safeguarding Concerns and Allegations made about Staff, including Volunteers and Contractors

6. Should an allegation be made against a member of staff, this must be reported **only** to the relevant line manager and Eikon DSL/DDSL. Should any parents/carers or young people share any concerns about anyone who is working with young people, the member of staff must report the information to their line manager and Eikon DSL/DDSL. If the concerns are in relation to their line manager then they should approach the DSL/DDSL directly.
- An allegation against a member of staff can include neglect or failure of their duty to protect young people.
7. In all instances where there is an allegation against a member of staff, the Eikon DSL/DDSL and line manager must be informed immediately.

Managing Low Level Concerns

- Where a 'low level' allegation or concern is made (e.g. humiliating a child or young person) that does not meet the 'harm threshold' as laid out in the Children's Act 1989, (see Appendix G) the line manager will meet with the individual concerned to discuss the reported unprofessional behaviour and offer support to correct this following the Low Level Concern Procedure (see Appendix G). This meeting will be recorded and details held on the staff members' personnel record.
8. If there is any doubt as to whether the information shared about a low-level concern does meet the harm threshold, the DSL/DDSL will consult with the LADO.

Managing Concerns that meet the Harm Threshold

9. In all instances where there is an allegation against a member of staff that meets the 'harm threshold' (see Appendix G), the Eikon DSL/DDSL or line manager must contact the Local Authority Designated Officer within 24 hours of the allegation, to report and seek advice regarding how an investigation should proceed. The line manager and Eikon DSL should only gather evidence and confirm facts prior to consulting with the LADO, not commence investigation.
- Investigation into the allegation will then be undertaken, following advice from the LADO, and referring to the procedures and timescales detailed within the Eikon **Whistleblowing Policy** and the Eikon **External Complaints Policy**.
 - All discussions will be treated with confidentiality and the person reporting their concerns will be advised of any further steps that will be taken. Further guidance can be sought from the **Whistleblowing Policy**.
 - Following an initial discussion with the LADO, if concerns remain about the behaviour or actions of an individual/s, the allegation will be investigated. This investigation is likely to be undertaken by the line manager in consultation with the DSL.
 - The outcome of the investigation will result in one of 5 categories being determined:
 - Substantiated – there is sufficient evidence to prove the allegation that a young person has been harmed or there is a risk of harm
 - Malicious – there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive
 - False – there is sufficient evidence to disprove the allegation, however, there is no evidence to suggest there was a deliberate intent to deceive
 - Unsubstantiated – there is insufficient evidence to either prove or disprove the allegation
 - Unfounded – where there is no evidence or proper basis which supports the allegation being made
 - A report will be submitted to the LADO confirming the relevant outcome of the investigation and including any lessons learnt or improvements to be made.
 - Following investigation, the person who reported the incident will be advised of the outcome and any further steps to be taken within 20 working days of receipt of the allegation. Steps which could be taken include:
 - An informal discussion with the individual/s against whom the allegation has been made.
 - A formal discussion which is recorded in writing, where the individual/s against whom the allegation has been made is advised that their behaviour/actions were inappropriate or unsafe.
 - The individual/s against whom the allegation has been made may be required to undertake appropriate interventions as advised by their line manager and/or Eikon DSL to ensure they fully understand and commit to the requirements and expectations of them in their role.

- Where a serious incident is found to be substantiated, this may result in dismissal from The Eikon Charity.
- Where an individual has engaged in conduct that harmed, or is likely to harm, a child or young person, a referral may be made to the Disclosure and Barring Service, following advice from the LADO and in accordance with any legal duty to refer.

12. Support for Staff

- Regular supervision sessions, particularly with frontline staff, are an essential part of the support environment that Eikon provides. Staff should feel free to discuss openly with their line manager any concerns they have over their own capability and vulnerability in dealing with abuse cases or incidents.
10. If staff are involved in a safeguarding disclosure or incident, they will be offered supervision to support their wellbeing as well as professional development through the incident. This may be a follow up discussion/s with the line manager, DSL/DDSL, other appropriate person, or counselling. After a critical incident or serious safeguarding concern, a debriefing process should happen, initiated by the line manager
- Following an individual/s making an allegation or following the **Whistleblowing Policy** the individual/s will be offered support through Eikon. Eikon can arrange for counselling and support for the individual/s involved as requested. The identity of the individual/s who made the initial allegation or who whistle-blew will be kept strictly confidential unless there is a legal obligation to make then known.

13. Guidance for working with Young People On-Line or via Telephone Engagement

When supporting young people through On-Line or Telephone support, staff should adhere to the Safeguarding Policy and Procedure, in addition to following the guidance below:

11. Safeguarding concerns must be reported to the DSL/DDSL and recorded on Evide without delay. Where a meeting is required, it should be held through Microsoft Teams and may include other relevant professionals.
- Eikon staff should refer to the policies around telephone and online support (**Eikon Online & Telephone Support for Young People Procedure**) and ensure that they are aware of the correct procedures when using such online apps, which should also be discussed with their Line Manager
 - The need to be vigilant – children are at greater risk whilst confined to their households as there are less opportunities for other adults and/or children to pick up on possible signs of abuse or other child protection issues. It is therefore even more imperative that workers report any suspected signs of abuse and neglect to help keep young people safe.
 - Try to ensure that young people are in a safe space when conversing with Eikon staff. The young people should be able to converse as freely as possible, without fear that others in their household may be within earshot and potentially compromise their safety
 - Remember that any concerns raised during an engagement will help to build a bigger picture of life for that young person. Making a few notes during a call can help workers reflect on any concerns raised.
 - Don't assume an abruptly ended call means something is wrong but if workers have concerns these should always be followed up. Contact parents, carers if necessary

- If a young person does not attend a video appointment and workers have no or little evidence of their welfare, always follow up. Contact parents, carers if necessary.
- Frontline staff need to be particularly aware of the issues surrounding online abuse and grooming, in order to identify and act accordingly when such incidences are suspected. If workers require further training in this area, please contact a member of the Safeguarding team.
- Report concerns in the normal way.

14. Audit and Monitoring

The effectiveness of this Safeguarding Policy and Procedure and the compliance of staff will be assured through one of the following audit processes:

- Multi-agency safeguarding audits and assurance activity undertaken through the Surrey Safeguarding Children Partnership.
 - Audit against current safeguarding standards and guidance for voluntary, charity and community organisations, including relevant Charity Commission and NSPCC guidance.
12. WTTSC 2026 directs charities to the Charity Commissions 'Strategy for dealing with safeguarding issues in charities' and requires Charities to follow charity commission guidance on charity compliance.

A comprehensive audit of this procedure should take place at a maximum of every 3 years by the Safeguarding Team supported by the oversight Trustees. More specific and detailed audits of individual aspects of safeguarding e.g. supervision and management, use of procedures, DBS checking, etc. should be chosen for review on an annual basis.

An **Annual Report on Safeguarding** will be prepared and reported to Trustees detailing:

- Any changes in national policy and guidance
- Any new areas of concern
- The number of safeguarding disclosures
- The number and type of safeguarding incidents- non-compliance with policy procedures and guidance, complaints, concerns and grievances raised by staff in relation to safety, whistle blowing activity
- Any allegations against staff.

Safeguarding updates should be recommended by the DSL/DDSL and approved by the Senior Leadership Team and Board through the appointed oversight Trustees. Staff are encouraged to propose improvements to this Policy and Procedure and may use the **Whistleblowing Policy** where serious concerns are not addressed promptly.

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, DLSs
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 detail
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
6.6	November 2023	Updated to include contact details of new Safeguarding team & KCSiE 2023
6.7	March 2024	Rebranded EC
6.8	March 2026	Updated to reflect new Safeguarding team structure.
6.9	October 2026	Shortened wording; removed DSM role; updated Surrey and national guidance.

Appendix A – Terminology

A child is: anyone under the age of 18 regardless of marital status, living situation (independent or otherwise) or membership to the armed forces. An organization working with those under 18 may work with an individual up to the age of 25 if they have SEN or a learning disability.

Staff: refers to anyone working for the organisation, in a paid or voluntary capacity and in part or full-time roles including consultants, contractors, agency staff and students.

Surrey Continuum of Support: Surrey's Continuum of Support describes a needs-led pathway comprising Universal or Community Support, Emerging Needs, Targeted Support, Intensive Support and Statutory Services. Practitioners should use the current Continuum of Support guidance rather than treating these as fixed numbered levels.

Child in Need (CiN): Under Section 17 of The Children Act 1989, a CiN comes into force when a child is unlikely to achieve or maintain a reasonable level of health or development. This would generally fall into Level 3 of Surrey County Council's Levels of Need and would come under Targeted Support.

Child Protection (CP): A Section 47 of The Children's Act 1989 enquiry occurs when there is a worry that a child has suffered or is likely to suffer significant harm. A strategy discussion/strategy meeting is held to determine what action needs to be taken to protect the child with other agencies such as the police, health workers, social workers, schools and family centres. Section 47 enquiries are carried out by a qualified social worker, sometimes in partnership with the police. If the enquiry concludes that a Child Protection Plan is required, this would be considered a Level 4 need.

Working Together to Safeguard Children 2026: statutory guidance on multi-agency working to help, protect and promote the welfare of children in England. It applies to organisations and practitioners with safeguarding responsibilities and should be read alongside the accompanying statutory framework.

Children's Single Point of Access (C-SPA) – Surrey County Council takes the lead, in partnership with the police and health services to provide an information, advice and referral point for anyone who has a safety concern for a young person. Residents, families and those working with children in Surrey can contact C-SPA to discuss concerns during normal working hours. Out of hours is covered by an Emergency Duty Team.

Appendix B – Accountability, Governance and Responsibilities

Board of Trustees

- The Eikon Charity's Board of Trustees are responsible for ensuring that those benefitting from or working with Eikon are not harmed in any way.
- The Board will ensure safe working practices are adhered to by all Eikon staff and create a culture of safety, equality and protection within the services Eikon provides.
- The Board will monitor and approve the Annual Safeguarding Plan and receive safeguarding reports, for review and challenge where necessary.
- The Board appoints at least two Trustees with oversight responsibility for Safeguarding.
- The appointed Trustees must have the required knowledge, skills and experience or be sufficiently qualified and experienced to undertake the role.
- The appointed Trustees will ensure that there are clear escalation policies for allegations for staff to follow when child safeguarding concerns are not addressed within the organization or by other agencies.
- Safeguarding will be an agenda item at every Board of Trustees meeting.

Chief Executive Officer (CEO)

- The CEO for Eikon is responsible for ensuring that the Safeguarding Policy and Procedure reflect and prescribe current practice throughout the operations of Eikon.
- The CEO will address and take action in any area where this Procedure is not being complied with.
- The CEO will appoint a Designated Safeguarding Lead (DSL), ensuring that their training is appropriately updated at a minimum of an annual basis according to the developing needs of the role.
- The CEO will bring to the attention of the Board of Trustees any concerns relating to the application of the Safeguarding Policy and/or Procedure, as well as any Critical Incidents.

Designated Safeguarding Lead (DSL)

The DSL has overall responsibility for this Procedure and for updating the content as or when required. This procedure will be reviewed at least annually by the SLT, prior to approval by the Board of Trustees.

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.

Line Managers

It is the Line Managers duty to ensure that their staff have read and understood the Safeguarding Policy and Procedure in addition to the Eikon Code of Conduct during their induction. Line managers are at the forefront of safeguarding practice and are responsible for:

- Receiving disclosures or concerns about safeguarding raised by any of their team members.
13. Providing advice and supporting any appropriate and/or necessary action to ensure the safeguarding of young people, consulting internally with Eikon's DSL/DDSL and seeking external professional advice when necessary.
- Making, or assisting others, to make a referral to Children's Services, etc.
 - Supporting staff attending any safeguarding strategy or review meetings with partners and lead authorities.
 - Through appropriate supervision, ensure staff maintain safeguarding records and follow all relevant guidelines as outlined in this and associated policies and procedures.
 - Promoting best practice in safeguarding generally.
 - Ensure that safeguarding is a set agenda item for both team and one-to-one meetings.
 - Ensuring new staff understand their responsibilities regarding safeguarding and that team members have completed the appropriate training levels.
 - Identifying the professional developmental needs and training requirements of their staff and liaise with the Safeguarding team to meet their requirements.
 - Ensuring that there is a copy of the Safeguarding Policy and Procedure at all Eikon sites where their staff operate.

Frontline staff, including volunteers and student placements

Frontline staff who work directly with young people, are responsible for:

14. Reporting any identified safeguarding concerns or any disclosures or allegations of abuse received from young people to their line manager and DSL/DDSL.
- Taking actions to safeguard young people, in consultation with their line manager.
 - Keeping records of relevant activities and meetings in line with current safeguarding processes.
 - Risk assessing activities prior to them being undertaken.
 - Complying with this Procedure and Eikon's Code of Conduct.
 - Contributing to safeguarding discussions at team meetings.
15. Attending safeguarding training as directed by the DSL/DDSL and their line manager.
- Understanding Eikon's Safeguarding Policy and Procedure, applying them diligently in their role.
 - Recognising that their behaviour and actions must not place a young person at risk of harm and that they must not place themselves at risk of an allegation of causing harm to a young person.

People & Facilities Manager and HR Administrator

The People & Facilities Manager and HR Team Administrator are responsible for:

- Applying safer recruitment practices, progressing references and DBS checks for all staff.

- Developing and updating the Safeguarding training records of all staff.
- Ensuring all activities are adequately insured.
- Ensuring all staff are trained in Eikon's Health & Safety Policy, complementing Eikon's Safeguarding Policy and this Procedure.
- Issue ID badges.
- Ensuring that there is a copy of the Safeguarding Policy and Procedure to hand should someone request it at any time.

Appendix C – Safeguarding Contact Details

Contact Details – Eikon Staff and Lead Agencies

Designated Safeguarding Lead (DSL):

Lorraine Dixon

Mob: 07378 306 314

Eikon offices: 01932 347 434

Email: safe@eikon.org.uk

Email: lorraine.dixon@eikon.org.uk

Deputy Safeguarding Leads (DDSL):

Kevin Martin

Mob: 07971 760 168

Eikon offices: 01932 347 434

Email: safe@eikon.org.uk

kevin.martin@eikon.org.uk

Joanne Fulterer

Mob: 07812 495927

Eikon offices: 01932 347 434

Email: safe@eikon.org.uk

Joanne.fulterer@eikon.org.uk

If there is imminent risk of harm to a child or young person, you must call 999 without delay.

Anyone responsible for safeguarding children has a duty to report abuse that is discovered, disclosed or suspected. Initially speak with your line manager and the DSL/DDSL using the contact information above to agree the appropriate next steps.

Secondary schools will all have DSL's who will be able to offer schools-based staff advice and support.

If you need to make a referral to the Children's Single Point of Access (C-SPA, formally MASH) to report a safeguarding concern or for Early Help, this should be done via the C-SPA service:

Working hours: 0300 470 9100 (Monday – Friday 9am – 5pm)

Out of hours: 01483 517 898

Email: cspa@surreycc.gov.uk

LADO – Local Authority Designated Officer. Telephone: 0300 123 1650, option 3. Email:

LADO@surreycc.gov.uk.

Surrey Safeguarding Children Partnership: <https://www.surreyscp.org.uk/>

For advice, the following help lines may be useful:

- NSPCC 0808 800 5000
- Childline 0800 1111 (for children)
- Parentline Plus 0808 800 2222

Appendix D – Referral Process for Surrey’s Safeguarding Children’s Partnership (SSCP)

Requests for support or safeguarding referrals to Surrey Children’s Services should be made through the Children’s Single Point of Access (C-SPA). C-SPA provides information, advice and access to services; the Surrey Safeguarding Children Partnership does not itself receive referrals.

Working hours: 0300 470 9100 (Monday – Friday 9am – 5pm)

Out of hours: 01483 517 898 (Monday – Friday 5pm – 9am, weekends & bank holidays 24 hours)

Email: cspa@surreycc.gov.uk – use Egress to send.

Request for Support form can be found at: [Surrey Childrens Services Request for Support Form - Surrey Safeguarding Children Partnership \(surreyscp.org.uk\)](https://surreyscp.org.uk)

Appendix E – Circumstances of young people to consider when assessing risk and vulnerability

- Experience of mental health issues including self-harm and suicidal ideation
- Experience of domestic abuse including exposure to controlling or coercive behaviours within the home or relationships
- Having a parent/carer in custody
- Being in Local Authority care or living away from home
- Involvement with the Youth Justice system
- Experience of school exclusion or being at risk of exclusion
- Identified Special Educational Need or disability
- Living a transient and unsettled lifestyle
- Living in temporary accommodation
- Living in chaotic and unsupportive home situations
- Having a parent/carer with mental health needs
- Vulnerable to being bullied or engaged in bullying
- Being a Young Carer
- Vulnerable to discrimination on the grounds of race, ethnicity, religion, disability, sexuality or gender reassignment
- At risk of sexual or criminal exploitation
- At risk of female genital mutilation, honour based violence or forced marriage
- At risk of being drawn into extremism
- Not having English as a first language
- Asylum seeker

Appendix F – Training Guidance for Eikon Staff

	Frontline Staff	Admin/Non Frontline Staff	Manager / Supervisory Staff	HR	DSL / DDSL	Senior Management i	Trustees
In-House Baseline E-Learning (within 1 week of commencement of role) & refreshed at least every 3 years Supervising for Safety E-Learning Responding to Critical Incidents	Eikon Safeguarding for Practitioners	Eikon Safeguarding for Support Staff	Eikon Safeguarding for Practitioners Within 3 months commencement of role	Eikon Safeguarding for Support Staff	Eikon Safeguarding for Practitioners Within 3 months commencement of role Within 3 months commencement of role	Eikon Safeguarding for Practitioners Within 3 months commencement of role Within 3 months commencement of role	Eikon Safeguarding for Trustees Chair & Designated Safeguarding Trustee Within 6 months commencement of role
SSCP Me Learning: Child Exploitation Introduction Domestic Abuse Neglect Hidden Harm Safeguarding Children with Disabilities Sexual Abuse & Recognising Grooming Self-Harm HBV & FM Abuse Related to Beliefs in Witchcraft Conscious & unconscious bias Suicide Awareness Prevent	As required / agreed with the line manager		As required		As required		
SSCP Training Safeguarding Foundation Module 1 & 2 Professional Challenge	As required As required		As required As required		As required As required		
SSCP Training			As required		As required		

Effective Family Contextual Safeguarding							
SSCP Training DSL New to role			New for managers to complete		Within 3 months		
DSL Refresher					Every 2 years		
SSCP Training Safer Recruitment			HR to deliver inhouse training Repeat every two years	Within 6 months Repeat every 2 years	HR to deliver inhouse training Repeat every two years	HR to deliver inhouse training Repeat every two years	
SSCP Training Managing Allegations Against Staff & Volunteers					Within 6 months Every two years		

Appendix G – Managing Allegations or Concerns Towards staff

The 'harm threshold' (as defined by the Children Act 1989) will be met where it is alleged that any staff member working with children under 18 years of has:

- Behaved in a way that has harmed a child, or may have harmed a child and/or;
- Possibly committed a criminal offence against or related to a child and/or;
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children and/or;
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children (this includes behaviour that may have happened outside the workplace).

