



Safeguarding (Children & Vulnerable People) Policy Handbook

June 2026

Contents of Safeguarding Policy

<u>What is Safeguarding</u>	1
<u>The Eagles Foundation Safeguarding Ethos</u>	2
<u>Safeguarding at Eagles Foundation</u>	3
<u>Safeguarding Key Contacts</u>	4
<u>Responding to Signs or Suspicion of Abuse</u>	5
<u>External Safeguarding Contacts and Signposting</u>	6
<u>Safer Recruitment</u>	7
<u>Single Central Record Policy</u>	8
<u>Recording Safeguarding Concerns, Complaints and Allegations</u>	9
<u>Whistleblowing Policy</u>	10
<u>Bullying & Cyberbullying</u>	11
<u>Photography and Video Policy</u>	12

The Eagles Foundation is fully committed to safeguarding and promoting the welfare of all children, young people, vulnerable people and adults at risk who come into contact with our organisation. We recognise that safeguarding is everyone's responsibility and that all individuals have the right to live free from abuse, neglect, exploitation, and harm.

Safeguarding encompasses the actions, policies, and procedures we put in place to protect children, young people, and adults at risk from abuse, maltreatment, neglect, radicalisation, exploitation, discrimination, and any other form of harm. It also includes creating environments where individuals feel safe, valued, respected, and able to achieve their full potential.

In accordance with the principles set out in **Keeping Children Safe in Education (KCSIE)**, Working Together to Safeguard Children, and relevant safeguarding legislation and guidance, The Eagles Foundation adopts a proactive and preventative approach to safeguarding. We recognise that safeguarding is not limited to responding to concerns but includes taking all reasonable steps to prevent harm from occurring in the first place.

We are committed to:

- Providing a safe, inclusive, and supportive environment for all children, young people, vulnerable people and adults at risk.
- Promoting a culture of vigilance where concerns about welfare and safety are identified, reported, and acted upon promptly.
- Ensuring that all staff, volunteers, trustees, contractors, and associates understand their safeguarding responsibilities and receive appropriate training and support.
- Implementing robust recruitment and vetting procedures, including Disclosure and Barring Service (DBS) checks where appropriate, to help prevent unsuitable individuals from working with vulnerable groups.
- Listening to and taking seriously the views, wishes, and experiences of children, young people, and adults at risk.
- Working collaboratively with parents, carers, statutory agencies, and partner organisations to safeguard and promote welfare.

- Taking appropriate action where there are concerns that a child, young person, or adult at risk may be suffering or is likely to suffer significant harm.
- Ensuring that safeguarding concerns are managed confidentially, appropriately recorded, and shared only with those who need to know to protect individuals from harm.
- Recognising that safeguarding includes protection from physical abuse, emotional abuse, sexual abuse, neglect, domestic abuse, child criminal exploitation, child sexual exploitation, online abuse, peer-on-peer abuse, bullying, discrimination, radicalisation, trafficking, modern slavery, and all other forms of exploitation and harm.

The Eagles Foundation expects all staff, volunteers, trustees, and anyone acting on behalf of the organisation to uphold this commitment and to act in accordance with our safeguarding policies and procedures at all times. Any safeguarding concerns, allegations, disclosures, or suspicions of abuse will be taken seriously and responded to promptly and appropriately in line with local safeguarding partnership procedures and statutory guidance.

Through effective safeguarding arrangements, clear reporting procedures, ongoing training, and a culture that prioritises welfare and safety, The Eagles Foundation seeks to ensure that every child, young person, and adult at risk who engages with our organisation is protected, supported, and empowered.

The Eagles Foundation is committed to creating and maintaining a safe, supportive, and inclusive environment in which all children, young people, and adults at risk are protected from harm and are able to thrive. Safeguarding is at the heart of everything we do and underpins all aspects of our work, activities, services, and decision-making.

We recognise that every individual has the right to be protected from abuse, neglect, exploitation, discrimination, and harm, regardless of their age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, socio-economic background, or any other protected characteristic. We believe that safeguarding is everyone's responsibility and that effective safeguarding arrangements require a culture of openness, vigilance, accountability, and respect.

The Eagles Foundation will always seek to provide appropriate protection and support to any person who receives our services or engages with our organisation. We are committed to taking all reasonable steps to safeguard and promote the welfare of children, young people, vulnerable people and adults at risk, ensuring that their best interests remain central to all decisions and actions.

To support this commitment, The Eagles Foundation will:

- Foster a culture where safeguarding is understood, valued, and embedded throughout the organisation.
- Ensure that all concerns regarding the welfare or safety of a child, young person, or adult at risk are taken seriously and acted upon promptly.
- Provide clear safeguarding policies, procedures, and guidance that enable staff and volunteers to recognise, respond to, record, and report concerns appropriately.
- Ensure that all staff, volunteers, trustees, and those acting on behalf of the organisation receive appropriate safeguarding training and understand their responsibilities.
- Promote the voice, rights, and welfare of children, young people, and adults at risk, ensuring they are listened to and treated with dignity and respect.

- Work collaboratively with families, carers, statutory agencies, local safeguarding partners, and other relevant organisations to protect individuals from harm.
- Maintain robust recruitment, selection, and vetting procedures to help prevent unsuitable individuals from working with vulnerable groups.
- Ensure that safeguarding concerns, disclosures, allegations, and incidents are managed confidentially, professionally, and in accordance with relevant legislation and statutory guidance.

The Eagles Foundation believes that no child, young person, or adult at risk should ever experience abuse, neglect, exploitation, or harm of any kind. We recognise our duty to identify concerns at the earliest opportunity, provide appropriate support, and take decisive action where necessary to protect individuals and promote their welfare.

This Safeguarding Policy applies to everyone associated with The Eagles Foundation, including but not limited to:

- Members of the Board of Directors and Executive Team.
- Senior Managers.
- Employees and agency staff.
- Volunteers.
- Contractors, consultants, and suppliers.
- Apprentices, students, and individuals undertaking work experience placements.
- Sessional workers and freelancers.
- Any individual acting on behalf of, representing, or delivering services for The Eagles Foundation.

This policy also extends to all individuals who engage with the organisation's services or activities, including children, young people, vulnerable people, adults at risk, parents, carers, family members, visitors, partner organisations, and members of the public who come into contact with The Eagles Foundation.

Through strong leadership, clear procedures, effective training, and a commitment to continuous improvement, The Eagles Foundation seeks to maintain the highest standards of safeguarding practice and to ensure that the welfare and safety of all individuals remains our paramount concern.

This policy operates in full compliance with the Department for Education's [Keeping Children Safe in Education \(KCSIE\) 2025](#) guidance, particularly Part

One for all staff. Furthermore, it is designed to be read alongside the broader, multi-agency statutory guidance, Working Together to Safeguard Children, ensuring a coordinated, child-centred approach

The Eagles Foundation places the safeguarding and welfare of children, young people, vulnerable people and adults at risk at the centre of all its activities, services, and operations. Safeguarding is regarded as a fundamental responsibility of the organisation and is embedded within its governance, leadership, culture, and day-to-day practice.

The organisation has developed comprehensive safeguarding policies, procedures, and guidance that reflect current legislation, statutory guidance, and recognised best practice, including the principles outlined in **Keeping Children Safe in Education (KCSIE)**, **Working Together to Safeguard Children**, and relevant safeguarding frameworks for adults at risk.

To ensure safeguarding remains effective and meaningful, The Eagles Foundation is committed to creating a culture where safeguarding is understood, prioritised, and actively promoted by everyone associated with the organisation. This commitment is supported through regular training, supervision, policy review, and continuous professional development to ensure that safeguarding responsibilities are clearly understood and consistently applied.

To underpin this approach, The Eagles Foundation has adopted a three-part safeguarding strategy that focuses on prevention, protection, and effective response.

1. Ensuring the Right People Are Involved with The Eagles Foundation

The safety and welfare of children, young people, vulnerable people and adults at risk begins with ensuring that those who work, volunteer, or represent the organisation are suitable for their roles.

This objective is achieved through the implementation of robust **Safer Recruitment Policies and Procedures**, which include:

- Thorough recruitment and selection processes.
- Verification of identity, qualifications, and employment history.
- Appropriate references and background checks.
- Disclosure and Barring Service (DBS) checks where required.

- Assessment of an individual's suitability to work with children, young people, and adults at risk.
- Clear safeguarding expectations communicated throughout recruitment, induction, and employment.

The Eagles Foundation adopts a zero-tolerance approach towards individuals who may pose a risk to the welfare or safety of those who engage with the organisation.

2. Creating a Safe Environment for Children, Young People and Adults at Risk

The Eagles Foundation is committed to providing environments where individuals feel safe, respected, valued, and protected from harm.

This objective is achieved through:

- Delivering appropriate safeguarding training and ongoing learning opportunities for staff, volunteers, trustees, and others acting on behalf of the organisation.
- Providing access to safeguarding advice, guidance, supervision, and support.
- Promoting awareness of safeguarding responsibilities at all levels of the organisation.
- Implementing clear risk assessment processes for activities, programmes, events, and services.
- Establishing and maintaining professional boundaries through effective Codes of Conduct.
- Creating an organisational culture that encourages openness, transparency, and the reporting of concerns.
- Ensuring safe use of technology, social media, and online communication platforms.
- Promoting equality, diversity, inclusion, and respect in all aspects of the organisation's work.

By embedding safeguarding into everyday practice, The Eagles Foundation seeks to minimise risk and maximise the wellbeing of all those who engage with its services.

3. Promoting Clear Systems for Managing Safeguarding Concerns

The Eagles Foundation recognises the importance of responding promptly, effectively, and consistently to any safeguarding concern, allegation, disclosure, or incident.

This objective is achieved through the implementation of comprehensive safeguarding policies and procedures that ensure:

- Clear reporting pathways for safeguarding concerns.
- Access to designated safeguarding leads and responsible officers.
- Timely recording, management, and escalation of concerns.
- Appropriate referral to statutory agencies and safeguarding partners where necessary.
- Effective information sharing in line with legal and professional requirements.
- Support for individuals affected by safeguarding concerns.
- Appropriate management of allegations against staff, volunteers, or others associated with the organisation.
- Regular monitoring, review, and evaluation of safeguarding practice.

All staff, volunteers, and representatives of The Eagles Foundation are expected to understand their duty to report concerns and to act without delay where they believe a child, young person, or adult at risk may be suffering, or at risk of suffering, harm.

Commitment to Continuous Improvement

The Eagles Foundation recognises that safeguarding is an ongoing responsibility and is committed to continually reviewing and strengthening its safeguarding arrangements. Through effective governance, regular policy reviews, training, learning from experience, and engagement with safeguarding partners, the organisation strives to maintain the highest standards of safeguarding practice.

By ensuring the right people are involved, creating safe environments, and maintaining clear and effective safeguarding processes, The Eagles Foundation seeks to provide a culture where children, young people, vulnerable people and adults at risk are protected, supported, and empowered to participate safely in all aspects of the organisation's work.



4. Safeguarding Contacts.

[\[Return to top\]](#)

The Eagles Foundation has appointed Designated Safeguarding Leads (DSLs) who are responsible for providing safeguarding advice and guidance, receiving and managing safeguarding concerns, and liaising with statutory agencies where necessary. Any safeguarding concern should be reported immediately to one of the Designated Safeguarding Leads.

Designated Safeguarding Lead

David Butler

Mobile: 07715 109585

Email: david.butler@eaglesfoundation.co.uk

Deputy Designated Safeguarding Lead

Andrea Dobson

Mobile: 07960 135699

Email: andrea.dobson@eaglesfoundation.co.uk

Emergency 999 & Non-Emergency 101

0808 800 5000 or help@nspcc.org.uk

0800 1111 (or text phone 0800 400 222) or www.childline.org.uk

5. Responding to Signs or Suspicion of Abuse.

[\[Return to top\]](#)

Purpose and Scope

The Eagles Foundation is committed to safeguarding and promoting the welfare of all children and young people, vulnerable people and adults at risk who engage with our services, activities, programmes, and events. We recognise that safeguarding concerns can arise in a variety of ways and that early identification and timely intervention are essential in protecting children from harm.

This procedure provides clear guidance for all staff, volunteers, trustees, contractors, and anyone acting on behalf of The Eagles Foundation on how to identify, respond to, record, and report safeguarding concerns.

In accordance with **Keeping Children Safe in Education (KCSIE)** and **Working Together to Safeguard Children**, all safeguarding concerns must be taken seriously and acted upon immediately. Staff should never assume that somebody else has reported a concern.

Where concerns relate to radicalisation, extremism, or a child being drawn into terrorism, staff must also follow The Eagles Foundation's Prevent Duty procedures.

Recognising Abuse and Harm

Abuse can take many forms and may occur within a family, institution, community setting, online environment, or through peer relationships.

Staff should remain vigilant to signs that a child may be:

- Experiencing physical abuse.
- Experiencing emotional abuse.
- Experiencing sexual abuse.
- Experiencing neglect.
- Being subjected to domestic abuse.
- Being exploited through criminal or sexual exploitation.
- Being groomed online or offline.
- Being subjected to harmful sexual behaviour.

- Being affected by peer-on-peer abuse.
- Being at risk of radicalisation or extremism.
- Being trafficked or exploited through modern slavery.
- Being subjected to bullying, discrimination, or harassment.

Safeguarding concerns may arise from a single incident or from an accumulation of concerns over time.

How Concerns May Come to Light

A safeguarding concern may arise through a variety of circumstances, including:

- A child, young person, vulnerable person or adult at risk making a direct disclosure about abuse they are experiencing.
- A child, young person, vulnerable person or adult at risk making a disclosure about another child.
- A child, young person, vulnerable person or adult at risk d sharing information that causes concern, even if it is not a direct disclosure.
- Observations of a child, young person, vulnerable person or adult at risk appearance, behaviour, emotional wellbeing, or interactions with others.
- Concerns regarding the behaviour of a parent, carer, family member, volunteer, staff member, or another adult.
- Concerns relating to online activity, social media, or digital communication.
- Information received from another organisation or professional.
- Information disclosed by a parent, carer, family member, or member of the public.

All concerns, regardless of how minor they may initially appear, should be reported to a Designated Safeguarding Lead (DSL).

Responding to a Disclosure

If a child, young person, vulnerable person or adult at risk chooses to disclose abuse or neglect, staff must respond calmly, sensitively, and professionally.

When responding to a disclosure, staff should:

Do:

- Remain calm and listen carefully.
- Give the child your full attention.

- Take what the child says seriously.
- Reassure the child that they have done the right thing by speaking up.
- Explain that the information will need to be shared with people who can help keep them safe.
- Allow the child to speak freely and at their own pace.
- Use open questions only when clarification is necessary.
- Record the child's words as accurately as possible.
- Explain what will happen next.

Do Not:

- Promise confidentiality or secrecy.
- Ask leading questions.
- Investigate the matter yourself.
- Press the child for additional details.
- Express shock, disbelief, or anger.
- Make assumptions or judgements.
- Confront any alleged perpetrator.
- Share the information with anyone who does not need to know.

A child, young person, vulnerable person or adult at risk should be reassured that their safety and wellbeing are the priority and that support will be available to them.

Where appropriate, children may also be provided with details of external support services such as:

Childline

Telephone: 0800 1111

Website: www.childline.org.uk

Immediate Danger or Medical Emergency

If a child is at immediate risk of significant harm or requires urgent medical treatment:

Immediate Danger

- Call 999 immediately and request Police assistance.
- Remain with the child if safe to do so.
- Take reasonable steps to ensure the child's immediate safety.

- Inform the Designated Safeguarding Lead as soon as possible.

Medical Emergency

- Call 999 and request an ambulance.
- Provide emergency first aid where competent to do so.
- Seek assistance from a qualified first aider.
- Inform the Designated Safeguarding Lead immediately.

The welfare of the child must always take precedence over all other considerations.

Reporting Safeguarding Concerns

Any safeguarding concern must be reported to a Designated Safeguarding Lead (DSL) without delay.

Where a concern involves:

- A child, young person, vulnerable person or adult at risk suffering or likely to suffer significant harm;
- A criminal offence;
- Sexual abuse;
- Child sexual exploitation;
- Child criminal exploitation;
- Serious neglect;
- Radicalisation or extremism;

The DSL will consider referral to Children's Social Care, Police, Prevent, or other appropriate agencies.

In exceptional circumstances, where a DSL is unavailable and delay would place a child at risk, any member of staff may make a referral directly to Children's Social Care or the Police and must inform the DSL at the earliest opportunity.

Informing Parents and Carers

The decision regarding whether parents or carers should be informed about a safeguarding concern will be made by the Designated Safeguarding Lead in consultation with relevant agencies where appropriate.

When making this decision, consideration will be given to:

- The wishes and feelings of the child, young person, vulnerable person or adult at risk
- The child's, young person, vulnerable person or adult at risk safety and welfare.
- Any potential risk to the A child, young person, vulnerable person or adult at risk or others.
- The impact that informing parents may have on investigations.
- Advice received from Police, Children's Social Care, or other safeguarding agencies.

Parents will not be informed where doing so may place a child at further risk of harm or compromise a criminal investigation.

Recording Safeguarding Concerns

Accurate and timely recording of safeguarding concerns is essential.

All safeguarding concerns must be recorded using The Eagles Foundation Incident Report Form and should include:

- Date and time of the concern.
- Details of what was observed or disclosed.
- Exact words used by the child wherever possible.
- Details of any actions taken.
- Names of those involved.
- Date and time of referral to the DSL.
- Outcome of any actions taken.

Records must:

- Be factual and objective.
- Distinguish between fact, observation, and opinion.
- Be signed and dated.
- Be stored securely.
- Be treated as confidential.
- Comply with Data Protection legislation and The Eagles Foundation Data Protection Policy.

Safeguarding records will only be shared with individuals who have a legitimate need to know in order to protect a child.

Multi-Agency Working

The Eagles Foundation recognises that effective safeguarding depends upon effective information sharing and partnership working.

Where concerns meet safeguarding thresholds, the organisation will work cooperatively with:

- Children's Social Care.
- Police.
- Education providers.
- Health professionals.
- Local Safeguarding Partnerships.
- The Local Authority Designated Officer (LADO).
- Other relevant statutory and voluntary agencies.

Information will be shared lawfully and proportionately where it is necessary to safeguard a child.

Allegations Against Staff, Volunteers, and Representatives

Any allegation, concern, or disclosure involving a member of staff, volunteer, trustee, contractor, or person acting on behalf of The Eagles Foundation must be reported immediately to the Designated Safeguarding Lead and managed in accordance with the organisation's Allegations Management Procedure.

Where appropriate, the Local Authority Designated Officer (LADO) will be consulted before any internal investigation takes place.

Supporting Staff and Volunteers

The Eagles Foundation recognises that dealing with safeguarding concerns can be emotionally challenging and stressful.

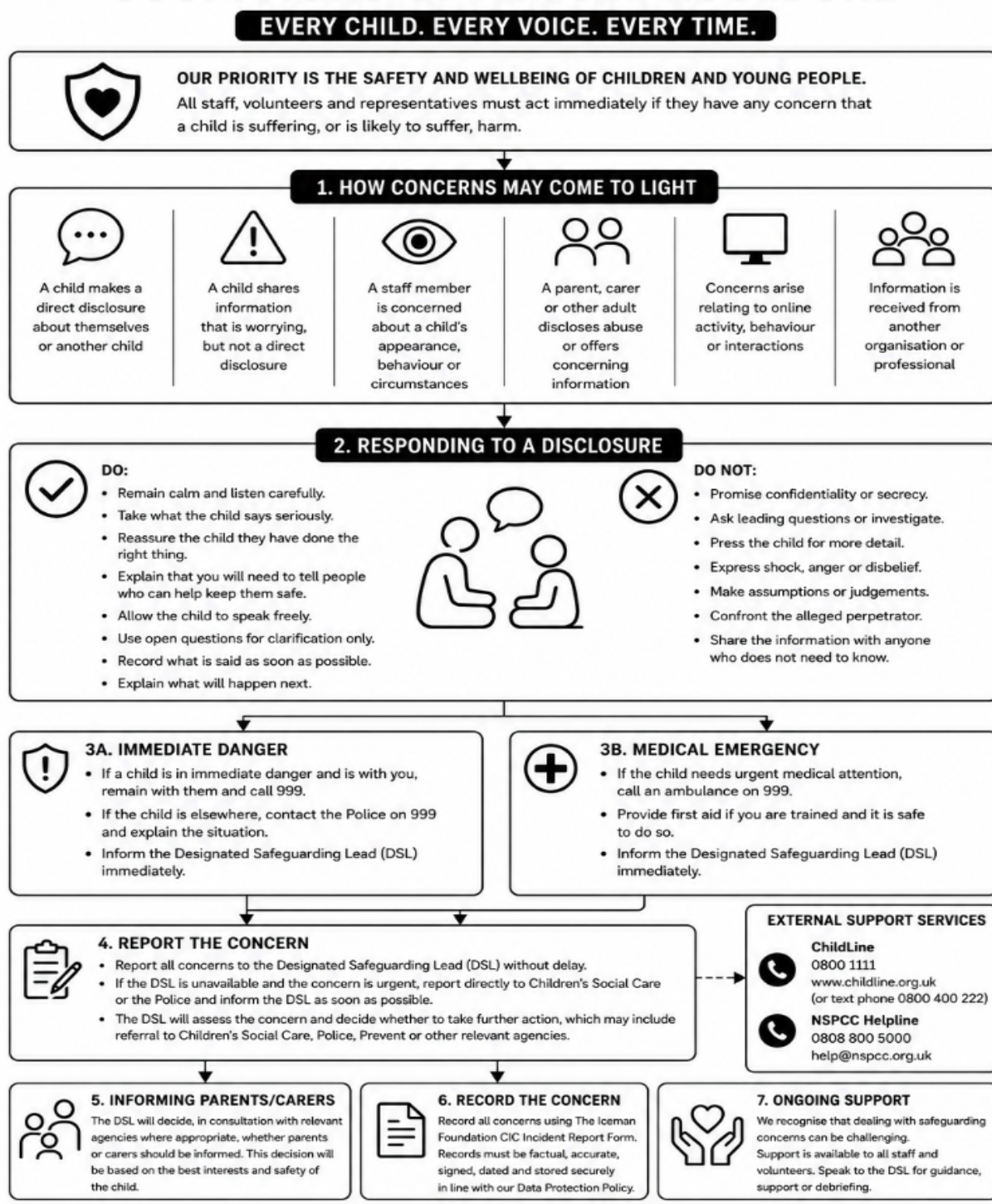
Staff and volunteers who are involved in safeguarding cases will be provided with appropriate support, guidance, supervision, and opportunities for debriefing where required.

Any member of staff who experiences concerns about their own wellbeing as a result of safeguarding responsibilities is encouraged to speak with a Designated Safeguarding Lead, line manager, or another appropriate senior member of the

organisation.

The wellbeing of staff is recognised as an important part of maintaining an effective safeguarding culture.

Flowchart



6. Safeguarding Partners.

[\[Return to top\]](#)

The Eagles Foundation is committed to safeguarding and promoting the welfare of children, young people, vulnerable people or adults at risk and recognises the importance of early intervention in preventing concerns from escalating. We believe that children, young people, vulnerable people or adults at risk and their families should receive the right support at the right time and that effective safeguarding is achieved through collaborative working between organisations and agencies.

Where concerns are identified that cannot be adequately addressed within The Eagles Foundation, or where specialist intervention, assessment, or support is required, referrals may be made to appropriate external agencies. Referrals form an essential part of the safeguarding process and help ensure that children, young people, and families receive timely and appropriate support to promote their welfare and protect them from harm.

Referrals may be made for a variety of reasons, including concerns relating to abuse, neglect, exploitation, family difficulties, mental health concerns, domestic abuse, criminal or sexual exploitation, online safety, substance misuse, attendance concerns, behavioural issues, or where a child or family may benefit from additional support services.

Depending on the nature and level of concern, referrals may be made to:

- Children's Social Care.
- Early Help Services.
- Health professionals and mental health services.
- Educational settings and inclusion services.
- The Police.
- Local Authority safeguarding teams.
- Specialist safeguarding and support services.
- Voluntary and charitable organisations.
- Other relevant statutory or community support agencies.

Examples of organisations that may provide support include Barnardo's, the

NSPCC, The Children's Society, and specialist local authority services.

The Designated Safeguarding Lead (DSL) is responsible for coordinating referrals and determining the most appropriate course of action. All staff, volunteers, and representatives of The Eagles Foundation must report safeguarding concerns to the DSL without delay. The DSL will assess the information available, consider the level of risk, and determine whether referral to an external agency is required.

Where appropriate, and where it is safe to do so, children, young people, and their families will be informed of concerns and involved in decisions regarding referrals. Consent will normally be sought before information is shared with external agencies. However, consent is not required where:

- A child is at risk of significant harm.
- Seeking consent could place a child or another person at increased risk.
- A criminal offence may have been committed.
- Seeking consent could prejudice a safeguarding or criminal investigation.
- There is another lawful basis for sharing information in accordance with safeguarding legislation and guidance.

The welfare and safety of the A child, young person, vulnerable person or adult at risk will always be the primary consideration when making decisions about information sharing and referrals.

The Eagles Foundation is committed to effective multi-agency working and will cooperate fully with external organisations involved in safeguarding a child, young person, vulnerable person or adult at risk. Relevant information will be shared promptly, proportionately, and lawfully in accordance with statutory guidance and data protection legislation.

Accurate records of all safeguarding concerns, discussions, decisions, referrals, and actions taken will be maintained securely by the organisation in line with safeguarding and data protection requirements.

External Support and Referral Agencies

Organisation	Description	Contact Number	Website
Barnardo's	Supports children, young people and families through a wide range of services, including advocacy, emotional wellbeing support and safeguarding interventions.	01268 520224	https://www.barnardos.org.uk
Sheffield Council – Private Fostering	Advice, guidance and support regarding private fostering arrangements and safeguarding responsibilities.	0114 273 6489	https://www.sheffield.gov.uk/social-care/report-private-fostering
NSPCC	National child protection charity providing advice, support, safeguarding services and intervention.	0808 800 5000	https://www.nspcc.org.uk

NSPCC – Safeguarding Deaf and Disabled Children and Young People	Specialist guidance and resources for protecting deaf and disabled children and young people from abuse and neglect.	0808 800 5000	https://learning.nspcc.org.uk/safeguarding-child-protection/deaf-disabled-children
The Children's Society	Supports vulnerable children and young people experiencing abuse, exploitation, neglect, poverty and disadvantage.	0300 303 7000	https://www.childrensociety.org.uk

Additional Safeguarding Contacts

Service	Contact Number	Website
Sheffield Children Safeguarding Partnership	0114 2734450	https://www.safeguardingsheffieldchildren.org/p/contact-us
Police (Emergency)	999	https://www.police.uk
Police (Non-Emergency)	101	https://www.police.uk
Childline	0800 1111	https://www.childline.org.uk

Immediate Risk of Harm

If a child is in immediate danger or is at risk of significant harm, staff must not delay action whilst seeking advice. Emergency services should be contacted immediately by dialling **999**, and the Designated Safeguarding Lead informed as soon as possible.

The welfare of the child is paramount and must remain the overriding

consideration in all safeguarding decisions.



The Eagles Foundation is committed to safeguarding and promoting the welfare of children, young people, vulnerable people and adults at risk. We recognise that creating a safe environment begins with recruiting, selecting, and retaining suitable individuals who share our commitment to safeguarding and who are capable of carrying out their responsibilities safely and effectively.

The organisation acknowledges that safeguarding is everyone's responsibility and that robust safer recruitment practices form an essential part of preventing unsuitable individuals from gaining access to children, young people, and adults at risk through employment, volunteering, consultancy, or any other role undertaken on behalf of The Eagles Foundation.

This Safer Recruitment Policy applies to all recruitment and selection activities undertaken by The Eagles Foundation and must be followed by all individuals involved in recruiting, selecting, appointing, managing, or supervising staff and volunteers. This includes members of the Board of Directors, senior leaders, managers, interview panel members, and anyone participating in recruitment or appointment decisions.

Purpose of the Policy

The purpose of this policy is to ensure that The Eagles Foundation:

- Recruits and selects the most suitable people available to contribute to the organisation's aims and objectives.
- Maintains the highest standards of safeguarding throughout all recruitment and selection processes.
- Takes all reasonable steps to deter, identify, and prevent unsuitable individuals from working with children, young people, vulnerable people and adults at risk.
- Ensures that safeguarding considerations are embedded at every stage of the recruitment process.
- Complies with all relevant legislation, statutory guidance, and regulatory requirements relating to recruitment, safeguarding, equality, diversity, and employment.
- Promotes fair, transparent, and consistent recruitment practices.

- Selects candidates based on their skills, qualifications, experience, values, and suitability for the role.
- Supports equality of opportunity and actively works to eliminate unlawful discrimination.
- Seeks to attract and retain a workforce that reflects the diversity of the communities we serve.
- Ensures that all successful applicants receive a comprehensive induction and appropriate safeguarding training before undertaking their responsibilities.

Our Commitment to Safer Recruitment

The Eagles Foundation recognises that its workforce is one of its most valuable assets and that the quality, integrity, and suitability of its staff and volunteers directly influence the safety and wellbeing of those who engage with our services.

We also recognise that individuals who seek to harm children, young people, or adults at risk may attempt to gain access to them through employment, volunteering, or other positions of trust. For this reason, safeguarding considerations are embedded throughout every stage of recruitment, selection, induction, supervision, and ongoing employment.

The organisation is committed to:

- Maintaining robust safer recruitment procedures that prioritise safeguarding.
- Conducting appropriate pre-employment and pre-engagement checks.
- Verifying identity, qualifications, employment history, and references.
- Obtaining Disclosure and Barring Service (DBS) checks where required.
- Assessing candidates' attitudes, values, behaviours, and commitment to safeguarding.
- Addressing any gaps, inconsistencies, or concerns identified during recruitment.
- Ensuring recruitment decisions are evidence-based and documented.
- Providing ongoing safeguarding training and supervision throughout employment.

Equality, Diversity, and Inclusion

The Eagles Foundation is committed to promoting equality, diversity, and inclusion throughout its recruitment practices. We believe that a diverse workforce enhances organisational effectiveness and enables us to better understand and meet the needs of the communities we serve.

Recruitment decisions will be made solely based on merit, suitability, qualifications, experience, and ability to fulfil the requirements of the role.

The organisation will not unlawfully discriminate on the grounds of:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy or maternity
- Race
- Religion or belief
- Sex
- Sexual orientation
- Any other protected characteristic under the Equality Act 2010

We are committed to ensuring that recruitment processes are accessible, inclusive, and free from bias.

Recruitment Principles

All recruitment and selection activities undertaken by The Eagles Foundation will be guided by the following principles:

Safeguarding First

The welfare and safety of children, young people, and adults at risk will be the primary consideration throughout all recruitment processes.

Transparency

Recruitment procedures will be clear, open, and consistently applied to all candidates.

Fairness

All applicants will be treated fairly, respectfully, and without discrimination.

Consistency

Recruitment decisions will be based on agreed criteria and objective assessment methods.

Accountability

Individuals involved in recruitment will understand and fulfil their responsibilities in relation to safer recruitment and safeguarding.

Compliance

All recruitment activity will comply with current legislation, statutory guidance, and organisational policies.

Induction and Ongoing Support

The Eagles Foundation recognises that successful recruitment is only the first step in creating a safe and effective workforce.

All newly appointed staff and volunteers will receive an appropriate induction programme designed to ensure they:

- Understand their role and responsibilities.
- Are familiar with organisational policies and procedures.
- Understand safeguarding expectations and reporting requirements.
- Know how to identify and respond to safeguarding concerns.
- Understand professional boundaries and codes of conduct.
- Receive any role-specific training necessary to undertake their duties safely.

The organisation further recognises that staff effectiveness depends upon ongoing support, supervision, learning, and professional development. Appropriate safeguarding training, guidance, supervision, and performance review arrangements will therefore be maintained throughout an individual's engagement with the organisation.

Commitment to Continuous Improvement

The Eagles Foundation is committed to regularly reviewing and improving its

safer recruitment practices to ensure they remain effective, legally compliant, and aligned with current safeguarding guidance and best practice.

Through robust recruitment procedures, effective induction, and ongoing support, The Eagles Foundation aims to ensure that all individuals working on behalf of the organisation contribute to a culture where children, young people, and adults at risk are protected, respected, and supported to thrive.

Purpose

The Eagles Foundation is committed to safeguarding and promoting the welfare of children, young people, and adults at risk. As part of its safer recruitment framework, the organisation maintains a Single Central Record (SCR) to ensure that all required recruitment, vetting, safeguarding, and suitability checks are completed and recorded for individuals undertaking work on behalf of the organisation.

The SCR supports The Eagles Foundation's commitment to safer recruitment by providing a central, accurate, and auditable record of the checks undertaken on staff, volunteers, trustees, contractors, and other individuals engaged in regulated activity or who may have contact with children, young people, or adults at risk.

This policy aligns with the principles of **Keeping Children Safe in Education (KCSIE)**, the **Safeguarding Vulnerable Groups Act 2006**, the **Rehabilitation of Offenders Act 1974**, and relevant safeguarding legislation and guidance.

Policy Statement

The Eagles Foundation recognises that effective safeguarding begins with safer recruitment. The organisation will take all reasonable steps to ensure that individuals working on its behalf are suitable, appropriately qualified, and safe to work with children, young people, vulnerable people, and adults at risk.

To support this commitment, The Eagles Foundation has established and maintains a Single Central Record (SCR) across all areas of the organisation's activities. The SCR provides a comprehensive record of recruitment and safeguarding checks and enables the organisation to demonstrate compliance with legal, regulatory, and safeguarding requirements.

The organisation will ensure that all required checks are completed before an individual commences work in regulated activity and that records are maintained accurately, securely, and in accordance with data protection legislation.

Scope

This policy applies to:

- Employees.
- Volunteers.
- Trustees and Directors.
- Agency workers.
- Contractors and consultants.
- Apprentices and trainees.
- Work experience students where appropriate.
- Any individual undertaking regulated activity or working on behalf of The Eagles Foundation where safeguarding checks are required.

Objectives

The objectives of the Single Central Record are to:

- Support safer recruitment and safeguarding practices.
- Prevent unsuitable individuals from working with children, young people, vulnerable people and adults at risk.
- Ensure all legally required recruitment and vetting checks have been completed.
- Maintain an accurate and accessible record of safeguarding-related checks.
- Demonstrate compliance with safeguarding and employment legislation.
- Provide assurance to stakeholders, regulators, and safeguarding partners regarding recruitment practices.
- Support internal monitoring, auditing, and quality assurance processes.

Information Recorded on the SCR

The Single Central Record will contain relevant information relating to everyone engaged by The Eagles Foundation.

Identity Details

The SCR will record:

- Full name.
- Current address.

- Date of birth.
- Date employment or volunteering commenced.
- Details of identity documents verified.
- Date identity verification was completed.
- Name of the person completing the verification.

Role Details

The SCR will record:

- Job title or volunteer role.
- Department, programme, or service area.
- Contract type.
- Employment status.
- Start date.
- End date where applicable.

Safeguarding Training and Qualifications

The SCR will record:

- Dates safeguarding training was completed.
- Level of safeguarding training undertaken.
- Dates refresher training is due.
- Details of safeguarding qualifications and certificates.
- Any specialist safeguarding training completed.

Vetting and Disclosure Checks

Where applicable, the SCR will record:

- Type of Disclosure and Barring Service (DBS) check obtained.
- Date DBS certificate issued.
- Date DBS certificate verified.
- DBS certificate reference details where appropriate.
- Outcome of checks undertaken.
- Dates of any subsequent DBS renewals or re-checks.

Right to Work Checks

The SCR will record:

- Confirmation that a Right to Work check has been completed.
- Date the check was undertaken.
- Type of evidence reviewed.
- Name of the person who completed the check.

References

The SCR will record:

- Date references were requested.
- Date references were received.
- Confirmation that references were reviewed and verified.
- Details of any concerns identified and actions taken.
- Name of the individual who completed the reference checks.

Qualifications and Professional Registration

Where applicable, the SCR will include:

- Verification of qualifications required for the role.
- Professional registrations or memberships.
- Dates qualifications were verified.

Leaver Information

The SCR will record:

- Date employment or volunteering ended.
- Completion of exit procedures.
- Details of any exit interview conducted.
- Information regarding references issued to prospective employers where appropriate.
- Any safeguarding information that requires retention in line with legal requirements.

Responsibilities

Board of Directors

The Board of Directors is responsible for ensuring that appropriate safeguarding and safer recruitment arrangements are in place and that the organisation maintains effective oversight of recruitment practices.

Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead is responsible for:

- Supporting safer recruitment practices.
- Monitoring safeguarding compliance.
- Ensuring safeguarding training records are maintained.
- Advising on safeguarding aspects of recruitment and vetting.

Managers and Recruitment Leads

Managers responsible for recruitment must ensure:

- All required checks are completed before employment or volunteering commences.
- Information is recorded accurately on the SCR.
- Any concerns identified during recruitment are appropriately addressed.
- Recruitment practices comply with organisational policy and statutory guidance.

SCR Administrator

The individual responsible for maintaining the SCR will:

- Ensure records remain accurate and up to date.
- Record checks promptly.
- Conduct periodic reviews of the SCR.
- Report discrepancies or concerns to senior management.

Monitoring and Audit

The Single Central Record will be reviewed regularly to ensure accuracy, completeness, and compliance.

The Eagles Foundation will:

- Undertake periodic audits of the SCR.
- Verify records against recruitment files.
- Address any discrepancies promptly.
- Use audit findings to improve safer recruitment practices.
- Retain records in accordance with safeguarding and data retention requirements.

Data Protection and Confidentiality

All information contained within the SCR will be:

- Stored securely.
- Accessed only by authorised personnel.
- Processed in accordance with UK GDPR and the Data Protection Act 2018.
- Retained only for as long as necessary and in line with organisational retention schedules.

The SCR is a confidential safeguarding document and must not be disclosed to unauthorised individuals.

Review

This policy will be reviewed annually or sooner if there are significant changes to legislation, statutory guidance, safeguarding requirements, or organisational practice.

Commitment

The Eagles Foundation recognises that maintaining an accurate and comprehensive Single Central Record is an essential component of its safeguarding framework. Through robust record-keeping, safer recruitment procedures, and ongoing monitoring, the organisation seeks to ensure that all individuals working on its behalf are suitable, appropriately vetted, and committed to safeguarding and promoting the welfare of children, young people, and adults at risk.

9. Recording Safeguarding Concerns, Complaints & Allegations

[\[Return to top\]](#)

In circumstances where staff or volunteers leave the organisation - because of a safeguarding concern, complaint or allegation – then the SCR will record this event.

Safer Recruitment Procedure

In order to be able to implement safer recruitment procedures, The Eagles Foundation will commit to undertake each elements of the following steps whenever it undertakes any recruit activity to fill a vacancy:

1. For every vacancy - prior to commencing advertising - a clear job description will be produced, outlining the tasks that the successful applicant will be required to undertake.
2. For every vacancy - prior to commencing advertising - a clear role profile will be produced which will detail the skills that the successful applicant will be expected to have.
3. The Eagles Foundation does not believe that CV's are the best way to accurately assess applicants, as a consequence of the varying nature of the information provided on them. Therefore, every applicant will be required to complete the organisation's standard application form to enable them to be considered for the role. The completed application form will be used to initially assess the applicant's suitability for the role advertised. The use of a standard application form will enable The Eagles Foundation to compare the experience and skills of job applicants more easily, while ensuring that all the important and relevant information is collected consistently.
4. Every advertisement will make it clear that The Eagles Foundation has a commitment to safeguarding and protecting of all children and adults. To this end, every job applicant will receive The Eagles Foundation Safeguarding Policy Statement as part of the organisation's job application pack.
5. All shortlisting for interviews will be carried out by at least two people and shortlisting will always be against the job description, the role profile and The Eagles Foundation standard application form. The Eagles

Foundation will also consider online searches, as part of its due diligence checks on shortlisted candidates.

6. Every applicant that is interviewed will be asked specifically whether they have any criminal convictions, cautions, other legal restrictions and/or pending cases that might affect their suitability to work within regulated activity. Where information is provided relating that would result in a positive DBS disclosure, The Eagles Foundation will follow its Managing Positive Disclosure Policy and Flowchart. Furthermore, questioning of an applicant will seek to assess the following:
 - a. Their motivation and reasons for working with children and adults at risk
 - b. Their perceptions about boundaries and acceptable behaviour
 - c. Their understanding of-and commitment to-safeguarding.
7. Every applicant that is invited to an interview will be required to bring original photographic identification - as well as one other form of identification - which will be from the prescribed list of acceptable documents required for a DBS check.
8. Where qualifications and/or certificates are a condition of employment, applicants will be required to demonstrate (prior to being made a conditional offer of employment) that they actually hold any relevant qualifications/certificates that they say they have. This will be achieved by requiring applicants to produce the original documents, or through providing the required information to enable verification checks to be undertaken with the awarding body, or the training provider.
9. Every applicant - who is made a conditional offer of employment/volunteering (and where the post requires them to possess one i.e. Directors) - will be required to undergo an enhanced DBS check which proves satisfactory to The Eagles Foundation. If the job role involves regulated activity, the DBS check will also include a check against the barred list. All new staff and volunteers in posts requiring any level of DBS check will be required to subscribe to the DBS update service. Where there is a positive disclosure, The Eagles Foundation will follow its Managing Positive Disclosure Policy and Flowchart.
10. Every applicant who is made a conditional offer of employment/volunteering will have a minimum of two references (covering the last five years of employment) taken up. The reference will specifically enquire from each referee whether the applicant is considered suitable to work with children and adults at risk.

11. Every new recruit will receive a copy of The Eagles Foundation Safeguarding Handbook and will be required to sign their statement of terms and conditions of employment/volunteer's agreement agreeing to abide by all policies and procedures contained within this document.
12. All new recruits will be given an induction plan - appropriate to the role they have been recruited for - to enable them to effectively undertake their responsibilities. Part of this induction training will include training and awareness on how to keep all children and adults at risk - that use the organisation's services - safe from harm.
13. All job offers will be conditional on the successful completion of a probationary period being completed. No new recruit will be confirmed in to post until they have completed their probationary period (and any extension of that period) and have been formally reviewed through the completion of a post-induction review form.

Recruitment, Selection & Induction Process Flow Overview

When undertaking any recruitment process on behalf of The Eagles Foundation, line managers must ensure that the steps - set out in this process flow overview - are followed at all times. No part of this process is optional and all steps must be adhered to:

1. Identify the vacancy.
Review these Safer Recruitment Policies & Procedures.
2. Analyse the job role and produce the role profile using the Role Profile Template available from The Eagles Foundation DSO.
3. Using the completed role profile, produce or update the job description using the Job Description Template available from The Eagles Foundation DSO.
4. Plan the recruitment & selection process taking into account where the role will be advertised, and who will be responsible for each stage of the recruitment, selection and induction process - with reference to the minimum standards outlined in these Safer Recruitment Policies & Procedures.
5. Advertise the vacancy ensuring that the advert refers to The Eagles Foundation commitment to safeguarding and protecting of all children and adults at risk.
6. Ensure every interested applicant receives a copy of The Eagles Foundation Standard Application Form as well as a copy of The Eagles Foundation Safeguarding Policy Statement.

7. Review all applications forms that are returned against the criteria in the job description and the role profile. A CV - on its own - is not acceptable to support Safer Recruitment Procedures.
8. Create a shortlist of suitable applicants ensuring that at least two people are involved in ratifying the short-list.
9. With reference to the role profile and the assessments methods identified on it, prepare and agree on the interview questions with the other members of the interview panel.
10. Conduct the interviews against the prepared questions and assessments - and verify each candidate's identity and qualifications.
11. Consider any confidential information that the candidate has submitted along with their application, and discuss this with the candidate.
12. Make a decision on suitable appointment of candidate/s.
13. Plan the induction and prepare the Induction Checklist available from The Eagles Foundation DSO.
14. Complete the take up of references and all other verification checks required.
15. If any issues arise from references, DBS checks and/or other verification checks, take advice from The Eagles Foundation DSO and follow the Managing Positive Disclosure Policy and Flowchart before then speaking to the applicant.
16. Invite the short-listed applicant to a face to face interview (ensuring that all applicants are informed to bring original photographic ID and originals of certificates with them) and where at least two people will conduct the interviews. Ensure that all short-listed applicants are informed that online searches may be undertaken as part of The Eagles Foundation pre-recruitment checks.
17. Make a conditional offer of employment/volunteering subject to return of a signed copy of the statement and terms and conditions of employment/volunteers' agreement; satisfactory completion of a probationary period; receipt of a DBS that proves satisfactory; receipt of references that prove satisfactory; as well as satisfactory validation and verification of all information provided on the application form, CV and discussed at interview.
18. Once you have arrived at Step 18, you must take the appropriate course of action identified below - and which is dependent on how you answer the first question "Are the issues now resolved?"

19. New staff member or volunteer starts. Follow through the induction programme
20. Conduct the scheduled reviews using the relevant induction review forms
21. At the end of the probationary period carry out a review using the Post Induction Review Form available from the DSO
22. If - at the end of the probationary period extension - the employee/volunteer has still not reached the required standards, then terminate employment/volunteering following HR guidance and the correct HR procedures. If the employee/volunteer has now reached the required standards, then confirm their appointment and continue with regular supervision and reviews.

The Eagles Foundation understands that sometimes things go wrong. If things do go wrong, then we ask you to tell us. Whistleblowing occurs when a The Eagles Foundation staff member raises a concern about misconduct, illegal or underhand practices by individuals and/or an organisation; and in as far as safeguarding goes - about the way care and support is being provided, such as practices that cause harm, or the risk of harm to others, or are abusive, discriminatory or exploitative. Officially this is called making a disclosure in the public interest.

Purpose of having a Whistleblowing Policy

The purpose of this Whistleblowing Policy is to make it clear that The Eagles Foundation staff can whistle blow without fear of victimisation, subsequent discrimination, or disadvantage. This Whistleblowing Policy is therefore intended to encourage and enable everyone to raise serious concerns directly to The Eagles Foundation, rather than overlooking a problem, or seeking a resolution of the problem outside of the organisation without first bringing the matter to the attention of The Eagles Foundation.

Responsibilities

The Eagles Foundation believes that all staff are professional and skilful in the work and tasks they undertake. However, occasionally it may be that a staff member has concerns about another person's conduct or standards of practice e.g., they may be worried that a child is not being cared for properly; an adult at risk is being abused; or even that someone may be at serious risk. It could be that they have concerns about fraud; financial irregularity; or other issues they have become aware of while working for The Eagles Foundation. All The Eagles Foundation staff have a responsibility to raise any such concerns so that they can be resolved.

Never keep quiet about wrongdoing

The Eagles Foundation staff members - who do not report bad practice or abuse, neglect or ill treatment of a child, young person or adult - or for that matter anything else illegal that they are suspicious about - may be seen as colluding with that unacceptable practice.

Such collusion constitutes a disciplinary offence and will be dealt with in accordance with The Eagles Foundation **Disciplinary Procedure** (for staff) and **Resolving Problems with Volunteers Procedure** (for volunteers) and which could result in the termination of the working relationship - as well as the information being forwarded to the appropriate authorities.

This policy would also include situations where a staff member's concerns are not acted upon in accordance with the **Dealing with Allegations of Abuse made against Staff Procedure**, **Dealing with Allegations of Child on Child Abuse Policy** and/or the **Procedure for Responding to, Recording & Reporting Actual or Suspected Adult Abuse** as outlined in this **Safeguarding Handbook**.

All The Eagles Foundation staff have a responsibility to maintain the highest standards of care towards everyone they come into contact with through their work with and for the organisation. This Whistleblowing Policy aims to ensure that serious concerns can be properly raised and addressed within the organisation and are recognised as a way of enabling the delivery of good practice - and which will help to ensure the protection of every child and adult at risk.

The Eagles Foundation acknowledges that raising concerns can be an extremely difficult and courageous thing to do. Any The Eagles Foundation staff member who has good grounds on which to base their concerns - even if they do not have proof - will be listened to and taken seriously. Please remember though, that it is not your responsibility to investigate the matter - this is The Eagles Foundation responsibility.

Procedure for Raising Concerns

1. Speak to Someone

In most circumstances, staff wishing to raise their concerns should ideally discuss the matter with their line manager. If this is not possible, perhaps because this person is thought to be involved or colluding in the suspected wrongdoing, another The Eagles Foundation manager or The Eagles Foundation DSO or DDSO should be contacted instead.

The person that the staff member raises their concerns to, will be responsible for ensuring the concerns are investigated or passed to the most appropriate person within The Eagles Foundation - in line with the organisations **Disclosures in the Public Interest Policy** contained within the **Employee Handbook**.

2. Follow-up

Depending on the nature of the concern raised, a response regarding the action taken will be supplied to the staff member raising it as soon as possible. However, it is important to be aware that it might not always be appropriate to reveal the full extent of the investigation, where this relates to personal issues involving a third party.

3. Conclusion

Once The Eagles Foundation conclusions have been finalised, any necessary action will be taken. This could include either reporting the matter to an appropriate external government department or regulatory agency and/or taking internal disciplinary action against relevant members of staff. If no action is to be taken, the reasons for this will be explained.

What to do if you're still concerned

If, on conclusion of the above stages, the individual making the disclosure reasonably believe that appropriate action has not been taken, then they may then report the matter externally to the proper authority in accordance with the provisions of the Act.

False and/or malicious allegations

The Eagles Foundation no staff member will ever be penalised for whistleblowing - even if it is not upheld - unless they made a false accusation which they knew was both untrue and made with malice. If it is found that a false accusation was knowingly made, this would be treated as gross misconduct in accordance with the Eagles Foundation disciplinary procedure (for staff) and resolving problems with volunteer's procedure (for volunteers) and could result in the termination of the working relationship.

Bullying can happen anywhere - at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying. A child can feel like there's no escape because it can happen wherever they are, at any time of day or night.

Defining bullying

Bullying is behaviour that hurts someone else - such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone.

Bullying includes the following:

1. Verbal abuse- such as name calling and gossiping
2. Non-verbal abuse- such as hand signs or text messages
3. Emotional abuse- such as threatening, intimidating or humiliating someone
4. Exclusion-such as ignoring or isolating someone
5. Controlling or manipulating someone
6. Physical assaults-such as hitting and pushing
7. Making silent, hoax or abusive calls
8. Online or cyber bullying-further details are provided below.

There is clear evidence that bullying is abusive and will include at least one or more of the four core categories of abuse - sexual abuse, emotional abuse physical abuse and/or neglect. For this reason, bullying in all its forms has been included in The Eagles Foundation Safeguarding Handbook.

Defining online or cyberbullying

Cyberbullying is an increasingly common form of bullying behaviour which happens on social networks, games and mobile phones. Cyberbullying can include spreading rumours about someone, or posting nasty or embarrassing messages, images or videos. Children may know who's bullying them online - as it may just be an extension of offline peer bullying they are already experiencing - or they may be targeted by someone using a fake or anonymous account.

It's easy to be anonymous online and this may increase the likelihood of an individual engaging in bullying behaviour. Because cyberbullying can happen at any time or anywhere - a child can be bullied when they are alone in their bedroom - it can feel like there is no escape.

Cyberbullying includes the following:

- Sending threatening or abusive text messages
- Creating and sharing embarrassing images or videos
- Trolling - which is the sending of menacing or upsetting messages on social networks, chat rooms or online games
- Excluding children from online games, activities or friendship groups
- Setting up hate sites or groups about a particular child
- Encouraging children to self-harm
- Voting for or against someone in an abusive poll
- Creating fake accounts, hijacking or stealing online identities with the aim to embarrass a child or cause trouble using their name
- Sending explicit text messages-also known as sexting
- Pressuring children in to sending sexual images or engaging in sexual conversations.

Bullying can also be motivated by a discrimination towards the person being bullied. Further details of these types of bullying are provided below:

- **Racial bullying:** Identified by the motivation of the bully, the language used, and/or by the fact that victims are singled out because of the colour of their skin, the way they talk, their ethnic grouping or by their religious or cultural practices
- **SEN & Disability bullying:** This is where children are singled out because of a disability; and which deaf children can be bullied more than other children with **SEN's** or disabilities
- **Sexual bullying:** Behaviour, which whether physical or non-physical, is based on a person's sexuality or gender; and is when sexuality or gender is used as a weapon by boys or girls towards other boys or girls. Sexual bullying is more prevalent towards girls than boys

- **Homophobic/Bi phobic bullying:** Irrational dislike, hatred or fear of individuals that are, or are perceived to be lesbian, gay or bisexual
- **Transphobic bullying:** Trans is an umbrella term to describe people whose gender is not the same as-or does not sit comfortably with - the sex they were assigned at birth. Trans people may describe themselves using one or more of a wide variety of terms, including (but not limited to) transgender, cross dresser, non-binary, gender queer.

N.B. The acronym **LGBTQ+** is considered to be an inclusive and respectful term for all those who do not identify as straight. **LGBTQ+** refers to people that identify as **Lesbian, Gay, Bisexual, Transgender, Queer (or Questioning)** - and the + means that all non-heterosexual or non-gender-conforming people **e.g.** those that identify as Intersex, Asexual (or Androgenous), Pansexual **etc.** are able to join the community.

Changes in behaviour which can indicate a child is being bullied or cyberbullied.

It can be hard for adults, including parents, to know whether a child is being bullied. A child might not tell anyone because they're scared the bullying will get worse. They might think that they deserve to be bullied, or that it's their fault.

Although The Eagles Foundation understands that a child - who may be LGBTQ+ - is not inherently at risk of harm, it is a fact that they can still be targeted by other children. Even a child who is perceived as being LGBTQ+ (whether in fact they are or not) can be just as vulnerable as children who are. The Eagles Foundation understands the importance of providing LGBTQ+ children with a safe space, for them to be able to speak out, or share their concerns with The Eagles Foundation staff and will therefore ensure that staff are trained to be able to do so.

However, the following should be looked out for by The Eagles Foundation staff members:

- Belongings getting "lost" or damaged
- Physical injuries-such as unexplained bruises
- Being afraid to go to school, being mysteriously 'ill' each morning, or skipping school
- Not doing as well at school
- Asking for, or stealing, money-to give to a bully

- Being nervous, losing confidence, or becoming distressed and withdrawn
- Problems with eating or sleeping
- Bullying others

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children - to the extent that it affects their health and development or, at the extreme, cause them significant harm (including self-harm). For this reason, The Eagles Foundation has put in place rigorously enforced anti-bullying strategies.

12. Photography and Video Policy.

[\[Return to top\]](#)

The Eagles Foundation is committed to ensure that all children are kept safe and that everyone responsible for children within the organisation takes all necessary steps to prevent inappropriate images from being taken; and that innocent images are not used inappropriately. The Eagles Foundation staff are best placed to implement this policy and are trained to understand the risks and take the appropriate steps to keep children safe.

Parents and carers will not be prevented from taking appropriate pictures or filming their children. The Eagles Foundation believes that this is normal family practice and is incredibly important in marking milestones in a child's life and therefore encourage the taking of appropriate images of their children. However, appropriate photographic and video controls is an essential element of good safeguarding practice.

Understanding the law when in a public space

It is not an offence to take appropriate photographs in a public space, even if asked not to do so. No one is permitted to decide who can and cannot take images on public land. Therefore, should there ever be concerns about safeguarding in relation to images and footage being taken in a public space - and a staff member genuinely and in good faith believe that someone is acting unlawfully or putting a child at risk - then they should call the **Police**.

Understanding the law when on private land

When activities are being undertaken on private land, then it is at the discretion of the land or facility owner whether images and footage can be taken. However, whether permission for images or footage to be taken is granted must be made clear to individuals prior to them being allowed access to the private property.

Understanding the risks

Images in which children are named can create opportunities for people to groom a child.

Images and footage of children can be used inappropriately and be circulated and copied via websites and email.

Concerns relating to images and footage being taken on The Eagles

Foundation premises and land should be raised immediately with The Eagles Foundation DSO.

If someone then fails to comply with the no images or footage instruction they can then be instructed to leave.

Understanding the risks

1. Images in which children are named can create opportunities for people to groom a child
2. Some individuals use activities undertaken in public places as an opportunity to take inappropriate images and footage of children.
3. Images and footage of children can be used inappropriately and be circulated and copied via websites and email
4. Children can be identified and located in circumstances where this would be inappropriate and unsafe for the child and/or parent and carer.

Photography & video use principles

1. Parents and carers will be permitted to take appropriate photo graphs and footage of their children.
2. If The Eagles Foundation wishes to take photographs or footage of a child, a **Parental & Child Consent Form** will always be used - in line with The Eagles Foundation **Parental & Child Consent Policy**.
3. Where possible and appropriate The Eagles Foundation will also obtain a child's permission to use their image.
4. No images will be used by The Eagles Foundation – for any purposes- without consent having been provided for that use.
5. The Eagles Foundation will avoid using children's names (first name or surname) in photograph captions.
6. If the child is named, then The Eagles Foundation will avoid using the photograph.
7. If the photograph is used, then The Eagles Foundation will avoid naming the child.
8. Where permission has been granted The Eagles Foundation will only use images of children in a suitable dress to reduce the risk of inappropriate use.
9. The Eagles Foundation is very aware that certain activities **e.g.** swimming, gymnastics and athletics presents much greater risk of potential misuse and will therefore risk-assess appropriately in relation to permission to photograph such activities.

10. The Eagles Foundation will take all steps necessary to ensure that a child who is under care proceedings is protected and ensure that their image is not placed in the public domain. This will be achieved through requesting appropriate information on the Parental & Child Consent Form.
11. All images and footage taken will focus on the activity and not the child.
12. Unsupervised access to children-or a child-on a one to one photo shoot will not be permitted.
13. The Eagles Foundation will not use authorised images and/or footage where children are wearing jewellery.
14. Images and footage will represent the diversity of children at The Eagles Foundation.
15. The Eagles Foundation will not permit - and will take all steps necessary to prevent - images or footage being taken in changing rooms, showers or toilets.

Coaching

If The Eagles Foundation should want to utilise images or footage as a coaching aid this will be explained to the child and parents/carers and explicit appropriate consent will be gained prior to the taking of any images or footage. Where consent to utilise images or footage as a coaching aid has been given, The Eagles Foundation will ensure the security of such files in line with its **Recording, Storing and Sharing Information Policies & Procedures**.

Reporting concerns

The Eagles Foundation requires its staff to report any kind of behaviour which breaches this **Photography & Video Policy** or causes them concern. The Eagles Foundation strongly encourages all children, parents and carers to raise any questions or concerns in relation to this **Photography & Video Policy**. Questions and concerns should be directed to The Eagles Foundation **DSO**.

All elements of The Eagles Foundation Photography & Video Policy apply to any equipment that is capable of taking photographic images or video footage - and expressly includes the use of mobile phones and tablets.

This Safeguarding Policy was reviewed, approved, and adopted as follows:

[\[Return to top\]](#)

Date Review Undertaken	June 2026
Review Taken By	David Butler
Date of Adoption	June 2026
Date of Next Review	June 2027
Signed off By	Board of Directors