

# Safeguarding Policy

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## 1. Introduction

- 1.1 The EA Foundation is committed to safeguarding the welfare of all individuals who come into contact with the charity, including communities supported through our funding, staff, volunteers, and funded partners. The charity recognizes that it has a responsibility to ensure that safeguarding practices are embedded within all of its activities, and that all individuals have the right to be protected from harm.
- 1.2 This policy applies to all individuals associated with EA Foundation, including but not limited to partner communities funded through our grants, staff, volunteers, trustees, consultants, and funded partners.

## 2. Definitions

- 2.1 **Safeguarding:** refers to the process of protecting individuals from harm, abuse, neglect, or exploitation.
- 2.2 **Adults at risk:** refers to any person aged 18 or over who is or may be in need of community care services by reason of mental or other disability, age, illness, or other factors.
- 2.3 **Child:** refers to any person under the age of 18.

## 3. Policy

- 3.1 We are committed to creating a safe environment for all individuals associated with us. We will:
  - (a) promote and prioritise the welfare of children and adults at risk;
  - (b) ensure that all staff, trustees, volunteers, consultants, and partners are aware of and understand their responsibilities in relation to safeguarding;
  - (c) take all reasonable steps to prevent harm, abuse, neglect, or exploitation of individuals associated with us;
  - (d) respond appropriately to any concerns or allegations of harm, abuse, neglect, or exploitation;
  - (e) ensure that all incidents and allegations are handled appropriately, sensitively, and in line with legal requirements and best practice; and

- (f) regularly review and update this policy and associated procedures to ensure they reflect current legislation and best practice.

#### **4. Roles and Responsibilities**

- 4.1 All individuals associated with us have a responsibility to promote the welfare of children and adults at risk and to report any concerns or allegations of harm, abuse, neglect, or exploitation.
- 4.2 The trustees have overall responsibility for safeguarding and will ensure that:
  - (a) safeguarding is a regular item on the agenda of trustee meetings;
  - (b) adequate resources are allocated to ensure that safeguarding practices are embedded within all of our activities;
  - (c) two designated safeguarding leads (Richard Bronze, [richard@ea-foundation.org.uk](mailto:richard@ea-foundation.org.uk) and Georgina Awoonor-Gordon, [georgina@ea-foundation.org.uk](mailto:georgina@ea-foundation.org.uk)) are appointed to oversee the implementation of this policy and associated procedures;
  - (d) staff, volunteers, and partners receive regular training on safeguarding and are aware of their roles and responsibilities; and
  - (e) all incidents and allegations of harm, abuse, neglect, or exploitation are reported to the designated safeguarding lead and handled appropriately.
- 4.3 The designated safeguarding lead will have responsibility for:
  - (a) overseeing the implementation of this policy and associated procedures;
  - (b) providing advice and support to staff, trustees, volunteers, and partners on safeguarding matters;
  - (c) ensuring that all incidents and allegations of harm, abuse, neglect, or exploitation are reported and handled appropriately;
  - (d) ensuring that appropriate training and awareness-raising activities are delivered to all staff, trustees, volunteers, and partners; and

#### **5. Recognising Abuse**

- 5.1 Abuse is defined as a form of maltreatment of a child or young person. A child or young person can be abused as a result of harm being inflicted or the failure to prevent harm. Abuse can happen in a family, or within institutions or communities by people known.
- 5.2 Abuse can take different and may happen once or over a period of time. Historic abuse may be disclosed at any time and these should be acted upon in accordance with this procedure.
- 5.3 Outlined below are simple guidelines on recognising the different types of abuse:

- (a) Physical abuse: intentional harm to a person, which may be using force, resulting in pain or injury. Examples include hitting, pushing, kicking, shaking or slapping.
- (b) Sexual abuse: this includes rape, sexual assault or sexual acts without consent, which the person has been coerced into performing.
- (c) Emotion or psychological abuse, that is any behaviour with harmful effects on a person's emotional health and development, for example could include coercion, humiliation, intimidation, threats or verbal abuse.
- (d) Financial abuse whereby individual's funds or resources are being inappropriately used by a third person. This could include fraud, exploitable or theft, in addition to withholding or unauthorised use of a person's money or property.
- (e) Neglect is the ongoing failure to meet a person's basic physical and/or psychological needs which may result in the impairment of their health or development. It can include the failure to provide clothing, food or shelter. It can also mean the failure to respond to basic emotional needs.
- (f) Institutional abuse is where an organisation fails to provide appropriate and professional service(s) to adults at risk. This may include but not limited to the failure to ensure appropriate safeguards are in place.
- (g) Discriminatory abuse refers to the misuse of power which denies mainstream opportunities to certain groups or individuals, and includes discrimination based on race, gender, culture, sexuality, religion or disability.
- (h) Domestic Abuse, Stalking and Honour-based violence (DASH) is defined as "any incident of threatening behaviour, violence or abuse between adults who are or who have been intimate partners or family members, regardless of gender or sexuality".
- (i) Exploitation and modern-day slavery includes forced labour, domestic slavery, human trafficking and service through coercion, deception and force.
- (j) Radicalisation: Section 26 of the Counter Terrorism and Security Act 2015 recognises that some people are at greater risk of harm from radicalisation, and promotes appropriate safeguarding measures to protect any persons at risk from all forms of abuse, including being drawn into terrorist related activity.

## **6. An Integrated Approach to Safeguarding**

- 6.1 It is the primary responsibility of all organisations applying for or in receipt of grant funding to ensure that adequate safeguarding measures are in place to protect groups benefitting from the grant, staff and volunteers.
- 6.2 As a funder, we expect the minimum elements in a safeguarding policy as follows:
- (a) a Safeguarding policy in the applicant organisation's own name;
  - (b) a named representative within the organisation as a designated lead;
  - (c) clearly outlined steps to take in the event of an incident or disclosure, with details of the designated leads and how to contact them;
  - (d) a section outlining plans for adequate training for all staff/volunteers/trustees who have face-to-face contact with children and young people or adults at risk; and
  - (e) safeguarding policy including a clear statement about background checks for all staff and volunteers.
- 6.3 As a funder, we will ensure that:
- (a) we will conduct adequate due diligence checks to review safeguarding policies of all applicants;
  - (b) we will provide support to organisations with limited capacity as needed, to ensure that their safeguarding policy is adequate to their operation;
  - (c) we request a timely declaration of all safeguarding incidents from applicants and funded partners;
  - (d) policies of all funded partners clearly outlines procedure for reporting serious incidents, including but not limited to safeguarding;
  - (e) consent has been sought and given before using images of any people or groups benefitting from our funding in promotional materials; and
  - (f) embedding safeguarding into grant making and management practices (funder and funded partners' responsibilities).

## **7. Reporting Concerns**

- 7.1 Any concerns or allegations of harm, abuse, neglect, or exploitation should be reported to the designated safeguarding lead as soon as possible. If the designated safeguarding lead is not available, concerns should be reported to another trustee.

## **8. Review of Policy**

- 8.1 This policy and related guidance will be monitored by the Director and a nominated Trustee regularly for compliance and will be reviewed at least annually.

Date of review	Any amendments made	Reviewed by	Signature

## **Schedule 2 Whistleblowing Policy**

### **1. About this policy**

- 1.1 We are committed to conducting our business with honesty and integrity and we expect all staff to maintain high standards. Any suspected wrongdoing should be reported as soon as possible.
- 1.2 This policy covers all employees, officers, consultants, contractors, volunteers, interns, casual workers and agency workers.
- 1.3 This policy does not form part of any employee's contract of employment and we may amend it at any time.

### **2. What is whistleblowing?**

- 2.1 Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to our activities. This includes bribery, facilitation of tax evasion, fraud or other criminal activity, miscarriages of justice, health and safety risks, damage to the environment and any breach of legal or professional obligations.

### **3. How to raise a concern**

- 3.1 We hope that in many cases you will be able to raise any concerns with your line manager. However, where you prefer not to raise it with your manager for any reason, you should contact Richard Bronze or Georgina Awoonor-Gordon (their details are provided below).
- 3.2 We will arrange a meeting with you as soon as possible to discuss your concern. You may bring a companion, who may be a trade union representative or a colleague to any meetings under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.

### **4. Confidentiality**

- 4.1 We hope that staff will feel able to voice whistleblowing concerns openly under this policy. Completely anonymous disclosures are difficult to investigate. If you want to raise your concern confidentially, we will make every effort to keep your identity secret and only reveal it where necessary to those involved in investigating your concern.

### **5. External disclosures**

- 5.1 The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases you should not find it necessary to alert anyone externally.
- 5.2 The law recognises that in some circumstances it may be appropriate for you to report your concerns to an external body such as a regulator. We strongly encourage

you to seek advice before reporting a concern to anyone external. Protect operates a confidential helpline. Their contact details are at the end of this policy.

## **6. Protection and support for whistleblowers**

- 6.1 We aim to encourage openness and will support whistleblowers who raise genuine concerns under this policy, even if they turn out to be mistaken.
- 6.2 Whistleblowers must not suffer any detrimental treatment as a result of raising a genuine concern. If you believe that you have suffered any such treatment, you should inform Richard Bronze or Georgina Awoonor-Gordon immediately. If the matter is not remedied, you should raise it formally using the process described in the Grievance Policy in this Staff Handbook.
- 6.3 You must not threaten or retaliate against whistleblowers in any way. If you are involved in such conduct, you may be subject to disciplinary action.
- 6.4 However, if we conclude that a whistleblower has made false allegations maliciously, the whistleblower may be subject to disciplinary action.
- 6.5 Protect operates a confidential helpline. Their contact details are at the end of this policy.

## **7. Contacts**

<b>Whistleblowing Officer</b>	Richard Bronze <a href="mailto:richard@ea-foundation.org.uk">richard@ea-foundation.org.uk</a>
<b>[Managing Director OR [OTHER TRUSTED INDIVIDUAL]]</b>	<b>Georgina Awoonor-Gordon</b> <a href="mailto:georgina@ea-foundation.org.uk">georgina@ea-foundation.org.uk</a>
<b>Protect</b> (Independent whistleblowing charity)	Helpline: 020 3117 2520 Website: <a href="https://protect-advice.org.uk">https://protect-advice.org.uk</a>

## **1. Review of Policy**

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