

Eyes On The Future Safeguarding Policy

Date: September 2025

1. Purpose

Eyes On The Future is committed to safeguarding all individuals, especially children and adults at risk, who come into contact with the charity. The purpose of this policy is to:

- Protect everyone from harm, neglect, abuse or exploitation.
- Provide guiding principles for trustees, staff, volunteers, partners, and the public.
- Ensure compliance with Charity Commission safeguarding duties and the Charity Governance Code.

2. Applicability

This policy applies to all trustees, staff, volunteers, contractors, consultants, and anyone working on behalf of Eyes On The Future. Partner organizations must have their own safeguarding procedures that meet or exceed the standards outlined here.

3. Principles

We believe that:

- Nobody involved in our work should ever experience abuse, harm, neglect or exploitation.
- We all share responsibility for promoting welfare and keeping people safe.
- We must create a culture of openness where concerns can be raised safely.
- Safeguarding must be embedded in governance, planning, and risk management.
- We must act promptly and fairly on all concerns raised.

4. Types of Abuse

Abuse can include, but is not limited to: physical, emotional, psychological, sexual, financial, neglect, institutional abuse, discrimination, harassment, bullying, and exploitation.

5. Reporting Concerns

- If a crime is in progress or someone is in immediate danger: call the police.
- Beneficiaries or the public should raise concerns with a member of staff or volunteer.
- Staff and volunteers should report concerns to their supervisor, safeguarding lead, or a trustee.
- Trustees are mindful of their obligation to report Serious Incidents to the Charity Commission and, where applicable, other regulators.
- All concerns will be treated seriously, fairly, and sensitively.

6. Roles and Responsibilities

Board of Trustees:

- Hold ultimate responsibility for safeguarding.
- Approve and review the policy annually.
- Ensure compliance with Charity Commission safeguarding duties.
- Monitor safeguarding performance and risk.

Staff and Volunteers:

- Be familiar with this policy and procedures.
- Undertake safeguarding training as required.
- Report concerns immediately.
- Promote safe and respectful behaviour.

7. Safe Recruitment & Selection

All roles will be risk assessed to determine safeguarding requirements. Recruitment will include interviews, references, identity checks, and DBS checks where appropriate. Safeguarding duties will be reflected in job descriptions and personal development.

8. Code of Conduct

Staff, volunteers, and trustees must:

- Treat everyone with dignity and respect.

- Maintain professional boundaries.
- Avoid behaviour that could be misinterpreted.
- Use appropriate communication methods, including online.
- Never discriminate, bully, harass, or exploit others.

9. Fundraising

Eyes On The Future complies with the Code of Fundraising Practice. We ensure:

- Ethical fundraising, avoiding undue pressure.
- Accessibility and clarity in fundraising materials.
- Safeguarding vulnerable people in fundraising activity.
- No acceptance of donations where capacity to decide is in doubt.

10. Online Safety

We identify and manage online risks by:

- Using secure platforms and high privacy settings.
- Protecting personal data and complying with data protection law.
- Using age restrictions and moderation where appropriate.
- Having clear reporting procedures for online concerns.
- Gaining valid consent before using any images or media.

11. Working with Other Organizations

When working with other organizations, we will carry out due diligence and, when required, we will have a written agreement covering:

- The relationship and roles of each party.
- Safeguarding responsibilities.
- Monitoring and reporting arrangements.

12. Record Keeping, Monitoring & Review

All safeguarding concerns will be documented securely and confidentially. The safeguarding lead reports regularly to trustees. This policy will be reviewed due to legislation and learning from incidents, or changes in practice.

13. Related Policies

This safeguarding policy should be read alongside:

- Anti-Bullying Policy
- Serious Incident Reporting Policy
- Complaints Policy
- Equality & Diversity Policy

14. Approval & Communication

This policy has been approved by the Board of Trustees. It will be made available to our volunteers and the public through our website.