



Every journey starts with one step

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Safeguarding Policy 2024/25

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1. Introduction

One Step Further Ltd (referred to as One Step Further in this document) is committed to safeguarding the welfare of all children, young people, and vulnerable adults participating in The Duke of Edinburgh's International Award program, Kids Adventure Camp and all programs offered to children and young adults by our team. This policy outlines our commitment to protect participants from harm and details the procedures we have in place to ensure their safety.

2. Policy Statement

One Step Further has a duty of care to safeguard all children and young people involved in our activities from any kind of harm. All children and young people have a right to protection, and their welfare is paramount in all the work we carry out.

3. Aims/ Purpose of the Policy

The purpose of this policy is to:

- Protect children, young people, and vulnerable adults who participate in our activities.
- Provide a safe environment for children and young people to learn and enjoy the experience of the activities that we offer
- Provide staff and volunteers with the overarching principles that guide our approach to safeguarding.
- Provide a clear and easily accessible way for children and young adults to report any type of abuse.
- To take any appropriate action to ensure the wellbeing of children who may require support or protection

4. Safeguarding Framework

Safeguarding and promoting the welfare of children refers to the process of protecting children from abuse or neglect, preventing the impairment of health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care and undertaking that role in order to enable those children to have optimum life chances and to enter adulthood successfully.

- **Code of Conduct:** All staff, volunteers, and participants must adhere to our Safeguarding Code of Conduct. This code is available in Appendix 1 of this document and online on our website and will be shared to new participants during orientation.
- **Reporting Concerns:** Clear procedures for reporting safeguarding concerns or incidents are outlined in this policy. Our Safeguarding Policy is provided on our website and sent via email to new and participants and their guardians.
- **Staff and Volunteer Training:** All our staff and volunteers receive safeguarding training to ensure they can effectively implement our safeguarding policies (as outlined in Section 10).
- **Vetting Procedures:** All staff and volunteers working with participants undergo appropriate vetting procedures in line with national standards and The Duke of Edinburgh's International Award requirements. (as outlined in Section 9).
- **Consent:** By signing the medical and consent form, participants and their guardians also consent to our safeguarding procedures, including the sharing of information with relevant authorities if there are safeguarding concerns.
- **Policy Availability:** Our full Safeguarding Policy is available online on www.onestepfurther.com.cy. The policy is shared with guardians' at the beginning of each school year. We encourage all participants and their guardians to familiarize themselves with this policy.

- **Updates:** We reserve the right to update our safeguarding policies and procedures in line with best practices and requirements from The Duke of Edinburgh's International Award. Our policy will be reviewed yearly in September and any updated versions will be published for the new school year. Participants will be notified of any significant changes.
- **Scope:** This policy applies to all staff, volunteers, and participants involved in One Step Further's delivery of The Duke of Edinburgh's International Award, Kids Adventure Camp and any activities organised for children or young people by our team.
- **Safeguarding Commitment:** Our Safeguarding Policy outlined in this document aligns with The Duke of Edinburgh's International Award Foundation's requirements and specifically with [The Duke of Edinburgh's International Award Safeguarding Policy](#).

5. Legal & guidelines framework

This policy seeks to protect children and young people and has been drawn up based on **Cyprus law** http://www.dmsw.gov.cy/dmsw/sws.nsf/page05_gr/page05_gr?opendocument

as well as guidelines by:

- the Cyprus Ministry of Education
https://www.moec.gov.cy/dme/programmata/scholiki_paravatikotita/nomothesia.html
 - the National Society for the Prevention of Cruelty to Children (NSPCC), UK
<https://www.nspcc.org.uk/keeping-children-safe/>
 - «Keeping children safe in education» UK government guideline
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
 - United Nations Convention on the Rights of the Child (UNCRC), as outlined on <https://www.childcom.org.cy/> and protected by the Commissioner for Children's Rights, Cyprus
- Keeping Children Safe International Child Safeguarding Standards
- <https://www.keepingchildrensafe.global/international-child-safeguarding-standards/>
 - the requirements set forth by The Duke of Edinburgh's International Award Foundation
<https://intaward.org/wp-content/uploads/2022/11/Safeguarding-policy-November-2022.pdf>

6. Keeping children and young people safe from harm

We Recognize That:

The welfare of children, young people, and vulnerable adults is paramount.

All participants, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have a right to equal protection from all types of harm or abuse.

Working in partnership with children, young people, their parents, guardians, carers, and other agencies is essential in promoting young people's welfare.

We Seek to Keep Children and Young People Safe By:

- Valuing them, listening to, and respecting them.
- Appointing a Designated Safeguarding Lead (DSL) for children and young people.

- Adopting child protection and safeguarding practices through procedures and a code of conduct for staff and volunteers.
- Providing effective management for staff and volunteers through supervision, support, training, and quality assurance measures.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Recording and storing information professionally and securely.
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families, and carers appropriately.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Ensuring that we provide a safe physical environment for our children, young people, staff, and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

7. Definitions and Principles of Safeguarding

7.1. Definitions of Abuse (Based on the NSPCC definitions - UK)

Abuse and neglect are forms of maltreatment of a child. A person may abuse or neglect a child either directly by inflicting harm, or indirectly, by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

This policy identifies four types of child abuse:

- A. Physical abuse
- B. Sexual abuse
- C. Emotional abuse
- D. Neglect

A. Physical abuse

Physical abuse is deliberately hurting a child causing injuries such as bruising, broken bones, burns or cuts. Children who are physically abused may suffer violence in the form of being kicked, poisoned, burned, slapped, or having objects thrown at them.

FGM (Female Genital Mutilation) is also a specific safeguarding concern.

Note: Self-harming: Self-harming can take lots of physical forms, including cutting, burning, bruising, scratching, hair-pulling, poisoning, and overdosing. And once it starts, it can become a compulsion. It is, therefore, vital to identify such behaviour as soon as possible and to take action. It is often a way for young people to release overwhelming emotions. It is a way of coping. Whatever the reason, it should be taken seriously.

B. Sexual Abuse

A child is sexually abused when they are forced or persuaded to take part in sexual activity. This can be through contact abuse, non-contact abuse (which can be online). Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse from both adults and other children.

Upskirting and other inappropriate use of electronic devices are safeguarding issues.

Child sexual exploitation is a form of sexual abuse and can be a one-off occurrence or might happen over time.

C. Emotional Abuse

Emotional abuse is the persistent emotional maltreatment or emotional neglect of a child.

Sometimes termed psychological abuse, it can seriously harm a child's emotional health and development. It can involve deliberately trying to scare or humiliate a child or isolate and ignore them.

D. Neglect

Neglect is the ongoing failure to meet a child's basic needs. A neglected child may be left hungry, dirty, without proper clothing, shelter, or supervision. They may be exposed to physical or emotional harm. They may not receive adequate care and attention from parents.

7.2 Safeguarding Issues

Peer-on- Peer Abuse

Children can be perpetrators of abuse. Peer on peer abuse happens when a young person is bullied or harmed by another young person of the same or similar age. Peer on peer abuse can include sexual exploitation, extortion, harmful sexual behaviour, serious youth crime, including physical assault, rape and murder between young people under the age of 18 and domestic abuse (emotional, physical, sexual, coercive). Peer on peer abuse can occur in the context of bullying (racist, cyber, sexist, sexual, sexual harassment, homophobic, transphobic, religious, those with special needs).

Sexual violence and sexual harassment can happen between children of any age and gender. Such cases may occur online and/or offline. It is important that staff are fully aware of certain groups that may be more at risk from peer-on-peer abuse such as those with SEND and LGBT children and young people along with other minority groups.

At no time may any such sexual harassment (verbal and physical) be dismissed as mere banter. Any such cases must be treated as a safeguarding issue.

Domestic Abuse

Children and young people can experience domestic abuse. Domestic abuse increases the risk to children and young people, removing opportunities for them to seek help. School is often the only place children experiencing domestic abuse can feel safe.

Domestic abuse:

- Can be psychological, physical, sexual, financial, or emotional
- Can impact on children through seeing, hearing, or experiencing the effects of domestic abuse and/or experiencing it through their own intimate relationships.

Serious Violence

Children may be at risk from or involved with serious violent crimes. This could be evidenced by significant absenteeism from school, changes in friendships and/or relationships with older individuals, deteriorating levels of academic achievement, self-harm, or other changes in wellbeing.

Upskirting

This will involve taking photos under an individual's clothing without their knowledge or consent. The aim may be to humiliate or distress the victim and/or to gain sexual gratification.

Female Genital Mutilation (FGM)

Any concerns regarding FGM (the partial or total removal of external female genitalia or other injuries to female genital organs) must be referred to the DSL who will refer such cases to the appropriate authorities, including the police. Staff will not examine young people or children suspected of being victims of FGM but where there is a suspicion for instance, through a disclosure from a student or adult, such concerns will immediately be referred to the DSL.

Missing Children

A child that is missing from school or an educational activity offsite may be a warning of a safeguarding issue. Such cases may include neglect, abuse, mental health problems, substance abuse and other threats to the wellbeing of a child.

8. Roles, Responsibilities and Procedures

8.1. All Staff and Team members

All staff and team members are responsible for familiarizing themselves with this policy and for following the procedures outlined. Any safeguarding concerns must be reported to the DSL immediately.

All staff should know how to initially proceed if a child tells them that they are being abused or neglected. Staff and team members should maintain an attitude that 'it could happen here' and create a safe environment where children can disclose abuse. The Designated Safeguarding Lead (DSL) should be always available to discuss concerns with any team member.

It is paramount that staff act immediately on any concerns. All staff should be able to reassure victims that they are being taken seriously and that they will be supported.

If a child is in immediate danger, contact the police on 112.

Concern about a child

Staff and volunteers should contact the DSL if they have concerns about a child being abused or neglected, even if the child doesn't disclose the abuse to them. The team member must contact the DSL in order to get advice and start a recording procedure. All concerns, discussions and decisions made, including the reasons for those decisions, should be recorded in writing as per the Recording Procedure outlined in this policy.

How to respond to a child's disclosure of abuse

The staff member's and/ or volunteer's role is not to investigate or verify the situation, but to make the report and initiate the process of getting help for the child or young person.

Handling Disclosures

- Stay calm and listen carefully.
- Reassure the individual that they have done the right thing in telling you.
- Do not promise to keep secrets - explain that you may need to pass on information to keep them or others safe.
- Explain to them what will happen next
- Record the information accurately and report it to the DSL as soon as possible.

Recording Procedure

- Use the relevant ***Safeguarding Report Form (Appendix 2)*** to report concerns or an incident about students or staff
- Include a clear and comprehensive summary of the concern or incident
- Be specific about the context in which the participant disclosed. Record notes using the child's own words – try not to add your own interpretation and judgments.
- Describe any injuries you see. Take photos of the injuries, bruises, cuts and or bleeding, and write a report.
- Sign the report with the date and time as well as name of the signatory.
- Make sure the relevant form and any notes are given to the DSL and NOT to any other staff member.

A decision is made by the DSL (in consultation with the Managing Director/ Award Coordinator) on appropriate action.

Contextual safeguarding

Safeguarding incidents and behaviours can be associated with factors outside the activities of One Step Further. All staff should be considering the context within which such incidents and / or behaviours occur. This is known as contextual safeguarding which simply means assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare.

The child's School may be contacted by the DSL or Managing Director regarding any safeguarding or wellbeing issues.

8.2 Designated Safeguarding Lead (DSL)

- The DSL is responsible for overseeing and managing all safeguarding concerns and reports.
- The DSL communicates and coordinates with One Step Further management and staff regarding safeguarding responsibilities and guidelines.
- The DSL for One Step Further is **Louisa Kyriakides**, senior management team member since 2009.
- DSL Contact details Tel. +357222546/ +35799441585, email: louisa@onestepfurther.com.cy
- The DSL should always be made available during office hours for the staff to discuss any safeguarding concerns.

The Designated Safeguarding Lead (DSL) is responsible for:

- Receiving initial reports of safeguarding concerns
- Conducting initial assessment of reports
- Overseeing investigations
- Making recommendations for disciplinary action or escalation
- Reviewing this policy on a yearly basis and suggesting any relevant updates based on changes on Cypriot or UK recommendations
- Overseeing the creation and maintenance of the Safeguarding and Incident Reporting Register
- Ensuring the Register is kept secure and confidential
- Reviewing the Register regularly to identify patterns or areas of concern
- Providing regular updates to the Managing Director and to the Duke of Edinburgh's International Award Foundation

Investigation statement

One Step Further is committed to thoroughly investigating all safeguarding concerns, taking appropriate disciplinary action when necessary, and escalating risks promptly to ensure the safety of all participants. We will conduct all investigations fairly, confidentially and in compliance with relevant laws and regulations.

The procedure to be followed for child abuse cases

- a) Ensure the physical and emotional safety of the child or young adult – if the student faces danger by returning to the family, (family abuse) an alternative living arrangement must be made. Social Welfare Services may be contacted.
- b) Assess and provide appropriate medical care. When/if it is safe and appropriate to do so, arrange a meeting with parents, including the Managing Director/ Award Coordinator, if appropriate, in a timely fashion of the abuse being disclosed.

- c) At the time of the meeting, One Step Further may refer the child for counselling and support, via a Ministry of Education- approved mental health professional.
- d) Only the DSL or Managing Director can arrange a Parents Meeting (if deemed appropriate)
 - The DSL may collaborate with the outside professional/health services or the child's School Management or School DSL in providing support for the child in general and in their school environment.
 - All reports or other actions must be kept confidential.
 - Each incident of possible abuse should constitute a separate referral.

Actions regarding Child-On-Child Abuse cases

- If a participant is alleged to have carried out abuse, they may be suspended from One Step Further activities, Duke of Edinburgh International Award lessons or Adventurous Journeys and Kid Adventure Camp during the period of the investigation. The DSL and Managing Director will take appropriate action to thoroughly investigate any cases of such abuse and will take steps to ensure the safety and wellbeing of all participants involved, including the ones who are the alleged offenders.
- If it is necessary for a participant to be interviewed by the police, the Managing Director will ensure that the parents are informed as soon as possible.
- The risks of peer-on-peer abuse will be minimized through the promotion of healthy relationships, respect of identity (related to gender, race, LGBT, nationality or any other participant characteristics).
- Staff must be vigilant in reporting any concerns regarding peer-on-peer abuse in line with this Policy.

Investigation Process

1) Initial Report

- a) All safeguarding concerns must be reported to the DSL immediately.
- b) The DSL will record the concern in the Safeguarding Register and notify the Managing Director within 24 hours.

2) Initial Assessment

- a) The DSL will conduct an initial assessment within 48 hours to determine the severity of the concern and required actions.
- b) If there is immediate danger to a child, the DSL will contact the police and social services immediately.

3) Investigation

- a) For concerns requiring further investigation, the DSL will inform the Managing Director of the immediate clear steps of the investigation
- b) The investigation should be completed within 7 working days, unless complexity requires more time.
- c) The investigation will involve interviewing relevant parties, gathering evidence, and documenting findings.
- d) All investigations will be conducted confidentially and impartially.

4) Investigation Report

- a) The DSL will submit a written report to the Managing Director, including findings and recommendations for action to the Managing Director.
- b) The Managing Director will review the report and recommendations for action within 3 working days of receiving the report.

Disciplinary Process

1) Decision Making

- a) The Managing Director will review the recommendations and decide on appropriate action within 3 working days.
- b) Possible actions include: no further action, additional training, formal warning, suspension, or termination of employment/volunteer role.

2) Implementing Disciplinary Action

- a) Any disciplinary action will be communicated in writing to the individual concerned.
- b) The individual will have the right to appeal the decision within 3 working days.
- c) Appeals will be heard by an independent panel within 10 working days of receipt.

Escalation Process for Safeguarding Risks

Immediate Risks:

- a) If a child is in immediate danger, contact the police immediately.
- b) Inform the DSL as soon as it is safe to do so.

Serious Concerns:

- a) The DSL must inform the Managing Director of all serious safeguarding concerns within 24 hours.
- b) The Managing Director will decide if the concern needs to be reported to external authorities (e.g., police, social services) within 48 hours.

Escalation to the Award Foundation:

- a) The Managing Director must report any serious incidents that could affect the reputation of the Award to the Duke of Edinburgh's International Award Foundation within 72 hours.

Ongoing Risks:

- a) If a staff member feels a safeguarding concern has not been adequately addressed, they should raise this with the Managing Director.
- b) If a concern that involves Duke of Edinburgh's International Award activities, remains unresolved, they may contact the Duke of Edinburgh's International Award Foundation directly.

Procedures for handling disclosures of Leaders/ Staff / Employee offenders

When a participant discloses anything regarding inappropriate behaviour of One Step Further team, we must respond no differently than if the alleged offender is a parent, relative or other.

Staff members have access to child and young adult participants and the emotional and physical safety of a participant is determined by the access of the offender to the participant; thus, disclosure of staff offences must be handled immediately and with seriousness.

The integrity of an organisation and a system is not dependent on whether or not an offender exists, instead, the integrity of the organisation is dependent on whether and how that organisation responds when an alleged offender within the organisation is reported. It is the duty of the Managing Director to prevent and deter sexual harassment, as well as to provide procedures for the resolution or prosecution of sexual harassment/abuse between staff/employee and child. An allegation or concern includes witnessing another member of staff behaving towards a child or children in a way which indicates they would pose a risk of harm if they work regularly or closely with children.

Stage 1

1. An allegation or concern is reported to the DSL, who will discuss the case with the Managing Director as soon as possible, preferably on the same day of the allegation being reported.
2. The participant's parents must be informed immediately.
3. Restrictions must be immediately placed, if deemed necessary, on the staff member's access to the participant, and possibly to all participants.

Stage 2

1. The Managing Director must see the staff member concerned, with a witness within 24 hours.
2. The staff member is immediately isolated from the team, with no access allowed to the other staff members or participants, pending investigation.
3. The DSL and/or Managing Director must meet with the member, outside One Step Further offices, Camp site or any other activity location if necessary, for further discussion within a further 48 hours.
4. Considering evidence, the Managing Director will decide the appropriate course of action.
5. Following the completion of the investigation and having reached its conclusions, the Managing Director must take appropriate action. This will include a verbal warning/a formal warning/dismissal/re-instatement.
6. If the allegation is made against the Managing Director, then this matter would be investigated by the DSL and vice versa.

Stage 3

Should the offender be deemed guilty

The Managing Director will immediately report the suspected abuse to the police for investigation. This may involve criminal prosecution.

All staff have a responsibility to report concerns about the professional conduct of colleagues or other adults whose behaviour might harm a child. Any concerns that are raised should be listened to fairly and equally with all allegations taken very seriously.

Unsubstantiated, unfounded, false, or malicious reports

Responding to allegations, which are found to be unsubstantiated, unfounded, false, or malicious: In these cases, the DSL should consider whether the child or young person who has made the allegation needs support or may have been abused by someone else.

Safeguarding and Incident Reporting Register

- All investigations and disciplinary actions will be thoroughly documented.
- Records will be kept confidential and secure, in compliance with data protection laws.
- The DSL is responsible for maintaining a comprehensive and up-to-date working Safeguarding and Incident Reporting Register
- Only the designated DSL will have access to physical forms and submissions/ notes, as well as to the digital file, locked with a strong password only on the DSL's computer.
- This register will serve as a central record of all safeguarding concerns, incidents, and actions taken in response.

Register Content

The register must include the following information for each entry:

- Date and time of the incident or when the concern was raised
- Name and role of the person reporting the concern
- Name and details of the child/young person involved
- Nature of the concern or incident
- Any immediate action taken
- Follow-up actions and by whom
- Resolution of the issue
- Date the case was closed
- Any lessons learned or policy changes resulting from the incident

Reporting Process:

- a) All safeguarding concerns or incidents must be reported to the DSL immediately.
- b) The DSL will record the concern in the register within 24 hours of receiving the report.
- c) The DSL will update the register with actions taken and outcomes as the case progresses.

Register Maintenance:

- The register will be maintained in a secure, password-protected digital format.
- All physical submitted forms and notes will be kept on file in a locked drawer in the DSL's office.
- Access to the register will be limited to the DSL and to the managing Director, if requested.
- The register will be backed up securely on a weekly basis.

Register Review:

- a) The DSL will review the register at the end of every school year to identify any patterns or recurring issues.
- b) A summary report will be prepared annually for review by the Managing Director.

Reporting to the Duke of Edinburgh's International Award Foundation: Any serious incidents that could affect the reputation of the Award must be reported to the Foundation immediately.

Confidentiality and Data Protection

- All information in the register must be treated as strictly confidential.
- The register must be maintained in compliance with Cyprus data protection laws and GDPR.
- Personal data will only be retained for as long as necessary.

8.3 Managing Director Role and Responsibilities

The Managing Director is the Senior Educator at One Step Further, setting the standard for safeguarding excellence across the organization. As a leader and role model, the MD is responsible for ensuring all staff and stakeholders adhere to the highest safeguarding standards. This includes working closely with the Designated Safeguarding Lead and senior leadership to ensure policies and procedures are fully understood, effectively implemented, and consistently upheld to the highest possible level.

Responsibilities:

- Reviews and approves recommendations for disciplinary action or escalation
- Makes final decisions on serious disciplinary matters
- Reports serious incidents to relevant authorities and the Duke of Edinburgh's International Award Foundation if relevant to the Award

9. Safer Recruitment Policy

Policy Statement

One Step Further adopts safer recruitment practices to ensure that all individuals working with participants are suitable and safe. We follow safer recruitment practices, including conducting appropriate background checks on all staff and volunteers who work with children and young people.

Objectives:

- To safeguard participants by ensuring that only individuals who meet our rigorous safety and suitability standards are recruited.
- to help deter, reject or identify people who are unsuited to working with children and young people by having appropriate procedures for appointing staff
- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position.
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance as per the "Law on the Prevention and Combating of Sexual Abuse, Sexual Exploitation of Children and Child Pornography Act of 2014 (91 (I) / 2014
- to ensure that the organisation meets its commitment to safeguarding and promoting the welfare of participants

Procedures:

- **Job Advertisements:** All job advertisements will highlight our commitment to safeguarding.
- **Application Forms:** Applicants must complete application forms, including declarations of any criminal history.
- **Interview Process:** Interviews will include questions designed to assess applicants' suitability for working with children and young people.

Suitable Vetting Processes

One Step Further is committed to implementing thorough vetting processes for all staff and volunteers to ensure the safety of all participants.

Background Checks: All staff and volunteers must undergo background checks, including criminal record checks.

Police Certificates:

- All applicants must provide
 - Clean Criminal Record Certificate
 - Clean Prevention and combatting of Sexual Abuse and Sexual Exploitation of Children 91(1)2014 Certificate
- Above certificates are requested and provided by Cyprus Police or the Police Authority of other countries if the candidate is not a Cyprus National.

Reference Checks: At least two professional references will be obtained for all prospective staff and volunteers.

Vetting Interviews: Comprehensive interviews will be conducted to assess suitability for working with participants.

Safe Recruitment Responsibilities:

Managing Director or Human Resource Department:

- Manages the recruitment process, including application and interview stages.
- Conducts background and reference checks.

DSL:

- Participates in the interview process to ensure safeguarding standards are met.
- Oversees the vetting process and ensures compliance with safeguarding standards.

10. Staff conduct and Training

All staff and volunteers will receive safeguarding training as part of their induction. Refresher training will be provided annually.

Standards of behaviour expected of staff are outlined within the Code of Conduct. It is expected that all staff read, sign, and comply with these standards.

Every year, all staff:

- Is made aware of the organisation's policy and procedures regarding Child Safeguarding.
- Have regular, mandatory Safeguarding training.
- Are encouraged, invited to attend on-going training and awareness sessions.
- New staff should have safeguarding training as part of the induction process.
- All staff should be aware of the following areas (outlined in this policy:

- When and where abuse occurs
- Types of abuse – physical, emotional, sexual abuse, neglect, peer- on - peer abuse
- How to respond if they suspect that a child or young person is being or has been
- Abused

11. Whistleblowing Policy

1. Purpose

At One Step Further, we are committed to maintaining the highest standards of integrity, accountability, and transparency in all our activities. This Whistleblowing Policy is designed to encourage and enable employees, volunteers, and stakeholders to raise serious concerns internally about malpractice, wrongdoing, or unethical behaviour, without fear of retaliation or harassment.

This policy applies to all individuals involved with One Step Further, including staff, volunteers, partners, and participants.

2. Scope

This policy covers the reporting of:

- Illegal activities (e.g., fraud, theft).
- Health and safety violations that pose a risk to others.
- Abuse or inappropriate behaviour towards children, teenagers, or young adults participating in One Step Further activities.
- Any unethical conduct that could harm the reputation of the organization or its stakeholders.

It does not cover personal grievances (e.g., disputes with colleagues).

3. Responsibility

It is the responsibility of everyone within One Step Further to report any concerns about improper conduct or malpractice. This includes employees, volunteers, and any person associated with our programs. All concerns raised will be taken seriously and investigated thoroughly.

4. Safeguards

- **Confidentiality:** Every effort will be made to protect the identity of the whistleblower, unless disclosure is required by law.
- **No Retaliation:** One Step Further will not tolerate any form of retaliation, harassment, or victimization of individuals who raise concerns in good faith. Any such actions will be treated as a serious disciplinary matter.
- **Anonymous Reporting:** Whistleblowers are encouraged to identify themselves when raising a concern. However, concerns may be reported anonymously, though this may limit the investigation.

5. Reporting Procedure

Concerns should be raised promptly through the following channels:

Award Coordinator or Camp Leader: Employees or volunteers should initially report concerns to their direct supervisor, if other than the Managing Director. It could be the same person.

Designated Safeguarding Lead (DSL): For concerns related to child protection or safeguarding, reports should be made directly to the DSL.

Managing Director: If the concern involves a supervisor or if the individual is uncomfortable reporting to them, they may report directly to the Managing Director of One Step Further.

Reports can be submitted in writing, via email, or verbally in a confidential setting.

6. Investigation Process

Once a concern has been raised:

- **Acknowledgment:** The concern will be acknowledged within five working days.
- **Initial Assessment:** The safeguarding officer will conduct a preliminary assessment to determine the validity of the concern and the appropriate next steps.
- **Full Investigation:** If necessary, a thorough investigation will be initiated. This may involve gathering evidence, interviewing witnesses, and consulting relevant authorities where required.
- **Outcome:** The whistleblower will be informed of the outcome, though specific details may be withheld due to confidentiality considerations.

7. External Reporting

While we encourage concerns to be raised internally first, individuals have the right to report concerns to external authorities, such as:

- Local law enforcement or regulatory bodies.
- The Duke of Edinburgh International Award Foundation (for concerns specific to the Award program).

8. False Allegations

Making malicious or knowingly false allegations is a serious offense and may result in disciplinary action.

9. Review of Policy

This policy will be reviewed annually to ensure its effectiveness and compliance with relevant laws and best practices.

12. General Complaints Procedure

The One Step Further management team is dedicated to treating all participants with respect and safeguarding their physical, emotional, and social well-being during all activities. We take pride in the care and support we provide, making a lasting, positive impact on their character development. However, if parents have any concerns or complaints, they can trust that these will be addressed promptly and professionally, in line with this procedure.

Stage 1 – Informal Resolution

It is hoped that most complaints and concerns will be resolved quickly and informally. If parents have a complaint or concern regarding pastoral issues they should normally contact the Managing Director/ Award Co-ordinator. In many cases, the matter will be resolved immediately by this means to the parents' satisfaction.

Stage 2 – Formal Resolution

If the complaint cannot be resolved on an informal basis within 5 working days or is deemed to be of a sufficiently serious nature, then the parents should put their complaint in writing to the Managing Director/ Award Co-ordinator.

The Managing Director/ Award Co-ordinator will make a written record of all concerns and complaints and the date on which they were received and inform and involve the Designated Safeguarding Lead in the process. These are the two Senior Management members of the organisation. If the complaint concerns Award participants, the Managing Director may contact the National Award Operator/ Representative.

The management team will decide, after considering the complaint, upon the appropriate course of action to take.

Stage 3 –IF the complaint involves participants in the Award

If parents seek to invoke Stage 3 (following a failure to reach an earlier resolution), they can write to the Award Foundation. In this case the following process will be followed (*Procedure is outlined in the International Handbook for Award Leaders (7th ed., 2019)*):

- The Foundation will designate a suitable member of staff to seek a resolution.
- The designated member of staff will acknowledge and confirm the complaint within 5 working days
- The Foundation will seek to resolve the complaint within a month
- Any outcome will be provided in writing to ensure that all are correctly informed and that any review or remedial action is carried out.

13. Contact Information

- Designated Safeguarding Lead (DSL): Ms Louisa Kyriakides 99441585/
louisa@onestepfurther.com.cy
- **Child Support Line: 1440** Free of charge / 24 hours a day/ 365 days a year
<https://domviolence.org.cy/en/1440-2/>
- **Child and Teenager EU Support Line 116111** Monday to Friday 12:00 – 20:00
and Saturday 09:30 – 14:00
<http://www.call116111.com/>
- Cyprus Social Welfare Services: +357 22406611
- Cyprus Police – Safeguarding Sub-division + 357 22808442
- NSPCC UK [National Society for the Prevention of Cruelty to Children]
<https://www.nspcc.org.uk/keeping-children-safe/>
Useful information for staff / parents in English
- <https://www.childcom.org.cy/> General information on children's rights/ Office of the
Commissioner for Children's Rights – Cyprus
- <https://foni.org.cy/>
Child Sexual Abuse Helpline 1466

Policy Review

This policy will be reviewed annually by the DSL and Managing Director, or sooner if there are significant changes in legislation or organizational structure.

One Step Further's Safeguarding Policy is authorised by:

Marios Hadjipetris,

Managing Director and International Award Co-ordinator.

Appendix 1

Code of Conduct

Introduction

At One Step Further we are committed to safeguarding the well-being, safety and development of all children and young people in our care. This Code of Conduct sets out clear expectations for all individuals who work with children and young people, guiding their behaviour to foster a safe, supportive, and respectful environment.

By adhering to these principles, we uphold the rights of every child to be treated with dignity, fairness, and care, creating an atmosphere where they can thrive physically, emotionally, and socially. This document outlines the standards of professional and ethical behaviour required to maintain trust, protect vulnerable individuals, and fulfil our responsibility as role models.

All staff, volunteers, and partners are expected to fully comply with this Code of Conduct, ensuring the highest levels of integrity and safeguarding in all interactions.

All adults engaged with the Award and One Step Further activities have a duty to report concerns or suspicions and a right to do so in confidence and free from harassment.

The Code of Conduct is applicable to in-person, online, social media and virtual situations and at all times, even beyond contracted or volunteering hours.

As a staff member, volunteer, or associate/ activity provider of One Step Further involved in activities provided to children and young adults, I agree to:

General Conduct

- Comply with and exercise due care in carrying out my Roles and Responsibilities as outlined in the Award Handbook (for Duke of Edinburgh's International Award), in the Guidelines for Kids Adventure Camp team leaders and any specific guidelines provided by One Step Further.
- Adhere to all applicable laws, regulations, and requirements relevant to fulfilling my obligations to the Duke of Edinburgh's International Award in Cyprus.
- Comply with the Key Principles of the Duke of Edinburgh's International Award as outlined in the Award Handbook and One Step Further policies.
- Adhere to the Duke of Edinburgh's International Award Code of Conduct (Version 2.1 Published in November 2022).
- Undertake all required training and meet accreditation requirements as specified by One Step Further and The Duke of Edinburgh's International Award Foundation.
- Provide assessment for the Award only in areas where I am suitably qualified and/or experienced.

Safeguarding Young People

- Comply with all applicable Child Protection Legislation requirements in Cyprus and follow any supervisory ratios stipulated by One Step Further and those responsible for any specific activity.
- Take any allegations or concerns of abuse seriously and immediately follow the reporting process outlined in One Step Further Safeguarding Policy. Never trivialize abuse or let allegations, suspicions, or concerns about abuse go unreported.
- Provide a safe environment by not harming young people or adults in any way, whether through discrimination, favouritism, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions.
- Ensure young people and adults are aware of One Step Further's safeguarding arrangements to keep people from harm and abuse.

- Recognize and personally acknowledge the position of trust and influence I hold when working with young people and other adults, and never abuse this position by forming an inappropriate relationship with a child, young person, or vulnerable adult.
- Promote an environment where young people are valued and encouraged to talk about any concerns they may have.

Professional Behavior

- Maintain appropriate boundaries with children and young adult participants, recognizing the power imbalance in the relationship.
- Use appropriate language at all times when working with young people and avoid the use of sarcasm, derogatory remarks, offensive comments, or any conduct that could be interpreted as racist, sexist, or prejudicial.
- Be a positive role model in my conduct, appearance, language, and respect for others.
- Respect the privacy of all participants and only disclose personal information on a need-to-know basis in accordance with One Step Further's policies and Cyprus data protection laws.
- Use social media and digital communications responsibly and in line with One Step Further's policies, never engaging in private communications with participants through these channels.

Safety and Risk Management

- Familiarize myself with and follow One Step Further's health and safety policies and procedures.
- Never work under the influence of alcohol or drugs.
- Report any accidents, incidents, or potential hazards promptly to the appropriate person within One Step Further.
- Ensure that activities are appropriate for the age, maturity, experience, and ability of the young people involved.

Compliance and Reporting

- Report any breaches of this Code of Conduct, whether by myself or others, to the Designated Safeguarding Lead or Managing Director of One Step Further.
- Cooperate fully and confidentially in any investigation of alleged breaches of this Code of Conduct.
- Understand that breaches of this Code of Conduct may result in disciplinary action, including termination of my role with One Step Further and The Duke of Edinburgh's International Award.
- By signing this Code of Conduct, I acknowledge that I have read and understood its contents, and I agree to abide by these standards in all my interactions associated with The Duke of Edinburgh's International Award and One Step Further.

Date: _____

Name: _____

Position: _____

Signature: _____

CHILD SAFEGUARDING REPORT FORM

To be submitted to the Designated Safeguarding Lead

Participant's Name:

Award Level:

Date & Time of the event/ concern/ incident:

Day:

Month:

Year:

Time:

The incident:

Describe the nature of the incident or concern:

Any other relevant information (witnesses, context)

Name and position of the person completing this report:

ADULT SAFEGUARDING REPORT FORM

To be submitted to the Designated Safeguarding Lead

Participant's Name:

Award Level:

Date & Time of the event/ concern/ incident:

Day:

Month:

Year:

Time:

The incident:

Describe the nature of the incident or concern:

Any other relevant information (witnesses, context)

Name and position of the person completing this report:

