

CHILD PROTECTION POLICY

1. ABOUT THIS POLICY

We are committed to safeguarding the welfare of children and young people.

This policy establishes the responsibilities of everyone who works for the Company with regard to the protection of children and young people when working with or when brought into contact with children and young people.

In the context of child protection, children and young persons refers to anyone under 18 years of age.

This policy reflects the principles of both UK legislation and guidance and seeks to be consistent with 'Best Practice' within the field of child protection.

This policy is also designed to adhere to the child protection standards established by UK broadcasters.

(i) KEY PRINCIPLES

The key principles are:

The welfare of the child or young person is the paramount consideration and should be at the heart of the production;

All children and young people, regardless of age, disability, gender, racial or ethnic origin, religious belief and sexual identity have a right to protection from harm or abuse;

It is the responsibility of all staff of the Company to promote the protection of children and young people and to comply with this policy. Staff are always expected to maintain a sense of proportion, apply common sense to situations and protect the child's welfare as priority.

(ii) **PRINCIPLES OF GOOD PRACTICE**

The Company undertakes to:

treat children and young people with care, respect and dignity;

recognise that those working for the Company will be perceived by children and young people as trusted persons and therefore all staff must comply with this policy;

ensure communication with children and young people is open and clear;

assess the risks posed to children when undertaking activities;

ensure staff avoid physical contact with children and young people except for reasons of health and safety, or under supervision;

respond to any allegations appropriately and implement a disciplinary process as appropriate; and

review this policy on a regular basis.

(iii) **RECRUITMENT AND DISCLOSURE**

New appointments

As part of the Company's recruitment and selection procedures, all staff recruited to work specifically with children will complete a Child Protection Self Disclosure form to confirm that they have no previous record of any child-related offence.

Where a position entails regularly caring for, training, supervising or being in sole charge of children offers, of employment will be subject to a DBS (Disclosure and Barring Service) check and satisfactory references.

Current staff

Current staff, whose roles do not entail working with children, may on occasion work on projects that involve supervised contact with children. In such circumstances, they will be required to complete a Child Protection Personal Disclosure form. Staff who disclose that they have been convicted of any offence relating to children and young people and/or disciplinary action or sanction relating to children, will not be permitted to work on any production/project with involves children.

In cases where a role entails regularly caring for, training, supervising or being in sole charge of children a DBS check will be required before the role is undertaken. Such staff may require a renewed DBS check in certain circumstances and as at regular intervals as required by the Company.

Disclosure Service

The disclosure service is provided by the Disclosure and Barring Service and provides a regulated checking process against official data sources. The DBS is aimed at helping organisations make more informed recruitment decisions by reducing the risk of appointing someone with an unsuitable background to particular types of work.

Disclosure applications are checked against records of people banned from working with children held on the Police National Computer and by local police forces as well as other statutory lists.

(iv) **MANAGEMENT RESPONSIBILITY – CHILD PROTECTION OFFICER**

Sioned Wyn the Company Director, shall be the company's Child Protection Officer. They shall decide which positions require DBS checks and is the focal point for all child protection issues.

They should be contacted if staff believe that a child may be at risk of harm, and/ or staff are told by a child or young person of a child welfare issue.

The Procedures for concerns regarding children and young persons under the Company's control are set out in the Schedule.

(v) **HEALTH AND SAFETY**

The Company's health and safety policy gives guidance to those whose roles involve working with children and young persons.

A full health and safety risk assessment will be completed before bringing any child onto a location or set. Where a child or young person is involved, the risk assessment must take account of their particular vulnerabilities, which will include child protection.

The risk assessment should also set out what arrangements are in place for their care and supervision, e.g. by a school, parent, guardian or chaperone and how these arrangements will be communicated to the appropriate parties. It is recommended that during a production an appropriate person – a child "buddy" – is given responsibility to oversee, check and document the child's welfare throughout and it is prudent that the child's parent or guardian has access to this person throughout the production.

The Company will always work within statutory hours allowed for working with children; tutoring will be provided in line with current legislation as required. Particular attention will be given to scheduling in regular rest breaks and ensuring that refreshments are provided.

Appropriate clothing and facilities will always be provided according to the conditions involved for filming, i.e. warm, dry shelter if filming in cold weather; water/sunscreen/shaded shelter from sun if filming in hot weather

(vi) **TRANSPORT**

Children

When children are being transported on behalf of the Company they should be accompanied by a parent, guardian, chaperone or teacher.

All children for whom a licence is required during engagement with the Company must be accompanied by their registered chaperone or parent whilst travelling. The registered chaperone is the name that appears on the local authority licence.

In the very exceptional cases where a child who does not require a licence is to be transported unaccompanied by their parent, guardian, chaperone or teacher, this must be with taxi companies that provide drivers with suitable background checks and satisfactory DBS checks (approved taxi companies), or by a member of staff who has a satisfactory DBS checks, and in either case only with the specific prior consent of their parent or guardian.

Young Persons

A Young Person is someone who is over school leaving age, so does not require a licence or chaperone, but is under 18.

Young persons engaged on productions who may travel unaccompanied, on behalf of the Company should be transported by approved taxi companies or a member of staff who has a satisfactory DBS check. Written parental/ guardian consent should be sought for this.

ACCOMMODATION

Children

Any child will be accompanied by a registered LEA chaperone if required to stay overnight on any production. Should a parent prefer to accompany and stay overnight with their child then this wish should be respected.

Young Persons

Written parental/guardian consent will be sought before a Young Person is asked to stay unaccompanied overnight in accommodation

(vii) **OTHER GENERAL WELFARE CONSIDERATIONS SET OUT UNDER THE OFCOM BROADCASTING CODE**

In addition to having in place appropriate essential child protection procedures, the Company shall seek to comply with the general welfare obligations for children set out for broadcasters under the Ofcom Broadcasting Code (**Code**).

The Code sets out the following duties of care:

Due care must be taken over the physical and emotional welfare and the dignity of people under eighteen who take part or are otherwise involved in programmes. This is irrespective of any consent given by the participant or by a parent, guardian or other person over the age of eighteen in loco parentis;

Children under eighteen must not be caused unnecessary distress or anxiety by their involvement in programmes or by the broadcast of those programmes; and

Prizes aimed at children must be appropriate to the age range of both the target audience and the participants.

In order to ensure compliance with the Code, the Company shall also seek to adhere to any guidance issued by Ofcom from time to time that underpins these broadcaster duties. In addition, we should also liaise closely with those editorially responsible for the programme and with the broadcaster's compliance and legal officers, as appropriate.

SCHEDULE

2. CONCERNS REGARDING CHILDREN AND YOUNG PERSONS UNDER THE COMPANY'S CONTROL.

Any person working on behalf of the Company who is concerned about a child or young person involved with the company should refer the matter to the nominated child protection officer manager.

Based on the circumstances allegations of harm will be dealt with in the following way:

Where it is believed that a child or young person may have been abused, harmed or may be at imminent risk of harm: Contact the police and/or social services;

Where it is believed the child or young person is not at imminent risk of harm, but there are concerns: The nominated child protection officer manager will clarify the concerns, record information and alert line management and decide a course of action. A course of action may include:

Contacting the police;

Seeking guidance from social services and/or child protection agencies;

Investigation, followed by course of action agreed and implemented;

If concerns remain, agree to monitor and review the situation; or

Record concerns, but further action not taken.

(viii) ALLEGATIONS MADE AGAINST STAFF

Allegations made against Staff would trigger an investigation and formal disciplinary process (as appropriate).

(ix) GENERAL LINKS OF RELEVANCE:

Disclosure Scotland: <http://www.disclosurescotland.co.uk/what-is-disclosure/>

Disclosure and Barring Service:
<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Ofcom Broadcasting Code:
<http://stakeholders.ofcom.org.uk/binaries/broadcast/guidance/831193/section1.pdf>