

Child and Vulnerable Adults Protection Policy for FILM Suffolk CIC

Policy Title: Child and Vulnerable Adults Protection Policy for Supporting young or vulnerable performers in Film Production

Policy Statement: FILM Suffolk CIC is committed to ensuring the safety and welfare of all young and vulnerable performers involved in our film production activities. We recognise our duty to protect young or vulnerable people from harm and to create a safe environment where they can develop their talents. This policy outlines our commitment to safeguarding young or vulnerable performers and the procedures we will follow to protect them.

Scope: This policy applies to all staff, volunteers, and contractors involved in FILM Suffolk CIC film production activities, including directors, producers, crew members, and anyone else working with young or vulnerable performers.

Policy Objectives:

1. To ensure the safety and welfare of young or vulnerable performers in all FILM Suffolk CIC activities.
2. To provide clear guidelines and procedures for staff, volunteers, and contractors to follow in order to protect young or vulnerable performers from harm.
3. To promote a culture of awareness and responsibility regarding child protection within the organisation.

Definitions:

- **Young Performer:** Any individual under the age of 18 involved in FILM Suffolk CIC film production activities.
- **Vulnerable Performer:** Any individual over the age of 18 who is identified as vulnerable due to mental or physical condition affecting their independence who is involved in FILM Suffolk CIC film production activities.
- **Protection:** Measures and procedures to protect young or vulnerable performers from harm, abuse, and exploitation.

Key Principles:

1. **Best Interests of the Child & Vulnerable Adult:** The welfare of the young or vulnerable performer is paramount and must be the primary consideration in all decisions and actions.
2. **Zero Tolerance:** FILM Suffolk CIC has a zero-tolerance policy towards any form of abuse or exploitation.
3. **Confidentiality:** Information about protection concerns will be handled with the utmost confidentiality and shared only with relevant authorities.

Procedures:

1. Recruitment and Selection:

- All staff, volunteers, and contractors working alone with young or vulnerable performers must undergo background checks, including enhanced DBS (Disclosure and Barring Service) checks.
- References must be obtained and verified for all individuals working with young or vulnerable performers.

2. Supervision and Support:

- young or vulnerable performers must always be accompanied by a responsible adult (parent or carer) or a licensed chaperone with a current DBS check.
- Vulnerable adult performers require a designated chaperone or responsible adult (family member or carer)
- The presence of the responsible adult or licensed chaperone ensures the young or vulnerable performer's safety and welfare during all film production activities.
- Parents or guardians of performers are encouraged to be present during filming whenever possible.

3. Code of Conduct:

- All individuals working with young or vulnerable performers must adhere to the FILM Suffolk CIC Code of Conduct, which includes guidelines on appropriate behaviour and interactions with these performers.
- Physical contact with young or vulnerable performers should be avoided unless necessary and appropriate, and always with the child's and parent/carer's consent.
- All interactions with young or vulnerable performers should take place in an open and visible environment.

4. Licensing and Compliance:

- FILM Suffolk CIC will ensure compliance with all relevant legislation regarding child performers, including obtaining the necessary performance licenses.
- The organisation will maintain accurate records of all young or vulnerable performers, including contact details, medical information, and performance licenses.

5. Reporting Concerns:

- Any concerns about the welfare of a young or vulnerable performer must be reported immediately to the designated Protection Officer (CPO).
- The CPO will assess the concern and take appropriate action, which may include reporting to external authorities such as the local safeguarding board or the police.
- All concerns and actions taken will be documented and stored securely.

6. Training:

- All staff, volunteers, and contractors must complete basic protection training before working with young or vulnerable performers.
- Regular refresher training sessions will be provided to ensure ongoing awareness and understanding of protection issues.

7. Monitoring and Review:

- This policy will be reviewed annually to ensure it remains effective and up-to-date with current legislation and best practices.
- Feedback from young or vulnerable performers, parents, and staff will be sought to inform policy updates and improvements.

Contact Information:

- **Designated Protection Officer:** Julien Mery - 07716 803081 or julien@filmsuffolk.org.uk
- **NSPCC Child Protection Helpline:** 0808 800 5000

Policy Approval: This policy has been approved by the FILM Suffolk CIC Board of Directors and is effective from 01/05/2024.

Signed:

On 1st May 2024

A handwritten signature in black ink, appearing to read 'J Mery', is centered on a white rectangular background.

Julien Mery

Managing Director

FILM Suffolk CIC

DBS Policy and Process Addendum to Child Protection Policy

Policy Title: DBS Policy and Process Addendum for Child Protection

Policy Statement: FILM Suffolk CIC is committed to ensuring the safety and welfare of all young or vulnerable performers involved in our film production activities. As part of our commitment to safeguarding children, we require all staff, volunteers, and contractors working with young or vulnerable performers to undergo enhanced Disclosure and Barring Service (DBS) checks. This addendum outlines our DBS policy and the process we will follow to ensure compliance.

Scope: This addendum applies to all staff, volunteers, and contractors involved in FILM Suffolk CIC film production activities who will have contact with young or vulnerable performers.

Policy Objectives:

1. To ensure that all individuals working with young or vulnerable performers have undergone appropriate DBS checks.
2. To provide clear guidelines and procedures for obtaining and managing DBS checks.
3. To maintain a safe environment for young or vulnerable performers by preventing unsuitable individuals from having access to them.

Key Principles:

1. **Safeguarding:** Ensuring the safety and welfare of young or vulnerable performers is paramount.
2. **Compliance:** Adhering to legal requirements and best practices for DBS checks.
3. **Confidentiality:** Handling DBS information with the utmost confidentiality and in accordance with data protection laws.

Procedures:

1. Roles Requiring DBS Checks:

- All staff, volunteers, and contractors who work unsupervised with young or vulnerable performers must undergo an enhanced DBS check.
- This includes, but is not limited to, directors, producers, crew members, and chaperones.

2. Obtaining DBS Checks:

- FILM Suffolk CIC will facilitate the DBS check process for all relevant individuals.
- Individuals will be required to complete a DBS application form and provide necessary identification documents.
- The designated Child Protection Officer (CPO) will coordinate the submission of DBS applications and track their progress.

3. Renewal of DBS Checks:

- DBS checks must be renewed every three years for individuals who continue to work with young or vulnerable performers.
- The CPO will maintain a record of DBS check expiry dates and notify individuals when renewals are due.

4. Handling DBS Information:

- All DBS certificates and related information will be handled in accordance with the Data Protection Act 2018.
- DBS information will be stored securely and access will be restricted to authorised personnel only.
- The results of DBS checks will be recorded, but the certificates themselves will not be retained beyond the necessary period for verification.

5. Assessing DBS Results:

- If a DBS check reveals any criminal history, the CPO will assess the relevance of the information to the individual's role.
- A risk assessment will be conducted to determine whether the individual poses a risk to young or vulnerable performers.
- Decisions will be made on a case-by-case basis, taking into account the nature of the offense, the time elapsed, and any other relevant factors.

6. Reporting Concerns:

- Any concerns regarding an individual's suitability to work with young or vulnerable performers based on DBS results must be reported to the CPO immediately.
- The CPO will take appropriate action, which may include further investigation or notifying relevant authorities.

7. Training and Awareness:

- All individuals required to undergo DBS checks will receive training on the importance of safeguarding and the DBS process.
- Regular updates and refresher training will be provided to ensure ongoing awareness and compliance.

8. Monitoring and Review:

- The DBS policy and process will be reviewed annually to ensure effectiveness and compliance with current legislation.
- Feedback from staff, volunteers, and contractors will be sought to inform policy updates and improvements.

Contact Information:

- **Designated Child Protection Officer:** [Name and Contact Details]
- **DBS Helpline:** 03000 200 190

Policy Approval: This policy addendum has been approved by the FILM Suffolk CIC Board of Directors and is effective from 01/06/2024.

Signed:

On 1st June 2024

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Julien Mery

Managing Director

FILM Suffolk CIC