

Safeguarding Children Policy

Overview

Locate Productions implements a Safeguarding Children policy in order to fulfil our responsibility to ensure that all children are safe and protected from avoidable harm. We take the safeguarding of all children in our care very seriously, and welcome comments and suggestions to update and review this policy as we continually strive to maintain our service and standard of care, in line with current safeguarding practices.

This policy is to be read by all members of staff including contractors and freelancers before taking on any work with children, or on behalf of Locate Productions. It contains a Code of Conduct for crew members, as well as procedures to follow in the event of any safeguarding concerns. It is available for parents and clients upon request.

All representatives and/or members of staff must agree to follow this policy and adhere to its articles as set out in this document at all times whilst working for or on behalf of Locate Productions.

In England, the law states that people who work with children have to keep them safe. This safeguarding legislation is set out in The Children Act (1989) and (2004), and the Safeguarding Vulnerable Groups Act (2006). It also features in the United Nations Convention on the Rights of the Child, to which the UK is a signatory.

Definitions

‘Crew member’ - any official employee of Locate Productions including temporary employees, contractor or freelancer working on behalf of Locate Productions, volunteer or any person acting as a representative for Locate Productions.

‘Child’ - a person under the age of 18 who is in the temporary care of Locate Productions. Children’ therefore means ‘children and young people’ throughout. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate for children and young people, does not change his or her status or entitlement to services or protection”

Kinds of Abuse

‘Physical’ - where children and young people receive physical hurt or injury.

‘Sexual’ - where adults seek sexual gratification by using children and young people. ‘Emotional’ - where children and young people are harmed by a constant lack of love and affection, or threats, taunting etc. ‘Neglect’ - where there is a persistent failure to meet a child’s basic physical and/or psychological needs.

Safeguarding Declaration

All staff have a duty to uphold our values to be kind, safe and excellent in all they do - putting children first, providing safe and effective care, and to be aware of the special attention children and young people should be given whilst in our care.

The Directors have the responsibility to ensure all measures are taken to safeguard children in Locate Productions care. This includes ensuring that people within Locate are suitable to work directly with children, as well as ensuring

the activities of Locate Productions does not expose children to the risk of harm, abuse or grooming. This policy was published in February 2016, and will be reviewed in February 2017.

Code of Conduct for Crew Members

The safety and wellbeing of every child should be the primary concern of every crew member. Each crew member should ensure that they take every reasonable precaution to minimise the risk of harm to any child, and follow the policies, producers and guidelines set out here alongside all of the measures contained within the relevant Risk Assessment, which will be made available to all crew from the producer/production manager.

Children should be treated with respect at all times by all crew members ensuring they encourage them to actively contribute and feel their contributions are valued.

Children should be supervised by a crew member or parent/guardian/chaperone at all times, and should not leave the care of Locate Productions during agreed session hours, unless collected by a parent/guardian or other appropriate adult.

Children in the care of Locate Productions should never be responsible for the supervision of other children.

Children should always be made to feel involved in the activity, and a child should never be discriminated against on the basis of race, gender, culture, sexual orientation, economic status or ability (with exception of religious observance).

No crew member should engage in conduct towards a child which is intended to cause discomfort or any sort of harm to the child. Crew should take care to avoid being alone with a child. If a crew member finds themselves alone with a child, they should seek the presence of an additional person as soon as possible and avoid physical contact with the child. It is advised that the door is left open if using a communal space where other people may be nearby or that the activity is moved to another space where there are other people.

In the event of suspecting a child to be the victim of any form of abuse, crew members should report this immediately to the producer, following the procedures set out in this policy. In the event that a crew member is suspected of any form of abuse towards a child, a thorough investigation (separate to any police inquiries where relevant) will be performed by Locate Productions. The member of staff implicated in the investigation will be suspended pending the findings of that investigation and any police inquiries/legal proceedings. If Locate Productions find suitable concern about inappropriate behaviour towards a child, disciplinary action will follow, alongside criminal proceedings where relevant.

Locate Productions recognises that physical contact is sometimes necessary within a shoot environment (e.g in directing actors). It is important that members of staff ensure physical contact as a teaching tool is used judiciously. Where physical contact is necessary this should be explained to the child and crew should be sensitive to the child's reaction. A child should never be touched in a part of their body that is indecent.

Recruitment Policy

All members of staff must read and sign the 'Statement of Commitment', confirming that they have read and understood the terms and procedures contained within this policy, and that they agree to abide by the Code of Conduct. This should be signed before undertaking any work.

Publishing Policy

Every child must have a consent form (that includes an Image Release clause) signed by a parent or guardian, stating their consent for their child to participate in the activity, and for their image and contribution towards material to be published.

Locate Productions will take every care to prevent the abuse of creative content made by its crew members, and to protect the anonymity of children in the interests of safeguarding. Specific details that allow any child to be identified from the content (e.g surnames, addresses) will not be permitted under this Publishing Policy. Where credits are included, they should not feature the surnames of any child, and it is recommended that character names should be fictitious.

Procedures

Reporting Concerns

If a crew member is concerned about the emotional or physical wellbeing of a child, this should be reported to a member of production. This information will then be referred to the relevant authority. It is not for the member of staff to assess the risk of harm or seriousness of abuse; Locate Productions will refer this to authorised professionals to consider.

In the event a child approaches a crew member to discuss abuse:-

- Accept what the child or young person says, keeping calm and looking at them directly.
- Let them know that you need to tell someone else. Do not promise confidentiality.
- Even when a child or young person has broken a rule they are not to blame.
- Be aware that the child or young person may have been threatened.
- Never push for information.
- Reassure the child or young person they were right to tell you and you believe them.
- Let the child or young person know what you are going to do next and that you will let them know what happens.
- Make notes as soon as possible, writing down exactly what was said and he/she said it. - Record dates and times of these events and keep the hand-written record.

If a crew member is suspected of improper conduct towards a child, this should be reported immediately to the Producer and be followed up with an account in writing submitted to the Producer.

Whilst an investigation into improper conduct is continuing, the crew member implicated will have no contact with any child, and will be asked to temporarily refrain from representing Locate Productions in any capacity. Failure to

comply with this condition will be considered gross misconduct and will result in immediate dismissal. Where a crew member has been removed from their usual duties, it is important for all crew members to understand that this is the normal procedure whilst the investigation continues.

Accident Reporting

In the event of an accident or incident taking place whilst a child is in the care of Locate Productions, it should be reported immediately to the Producer and the qualified First Aider onsite. Any injury should be treated accordingly by the First Aider, or for more serious injuries by an emergency healthcare professional. First aid treatment should be carried out with more than one adult present unless any delay could prove life-threatening. All accidents/incidents should be reported using the Accident/incident Report Form at the time, and a copy should be given to the parent/guardian of the child involved.

Confidentiality

Locate Productions staff have a responsibility to share relevant information about the safeguarding and protection of children, however it is important that this information is treated as highly confidential and is only released within the appropriate professional contexts. Crew members should avoid discussing information pertaining to safeguarding or the protection of children with anybody other than the authorised professionals and their line manager.

Any and all information retained by Locate Productions in relation to a child will be subject to the conditions of the Data Protection Act 1998. It will be stored securely and only made available to crew where necessary. It will be treated as highly confidential by all crew members, and any breach of confidentiality will be considered to be gross misconduct.

If Locate Productions is approached by a professional authority for information relating to the safeguarding or protection of a child, this information will be disclosed and treated in the strictest of confidence.

Complaints & Grievances

In the event that a child or parent/guardian of a child member wishes to make a complaint if they believe that they have been subject to discriminatory, abusive or inappropriate treatment, they should contact their agent/chaperone immediately. It is advised that this is in writing, and the complaint will be thoroughly investigated by Locate Productions. Where relevant, information relating to the complaint may also be shared with the appropriate professional authorities (eg Social Services, The Metropolitan Police Force).