



Screen South Child Protection Policy

Introduction

Screen South(the organisation) will make provisions to ensure that all children and young people (under the age of 18) who come into contact with Screen South associates who can be board members, staff, contractors and volunteers are treated to the standards below and accept that:

- the welfare of the child is paramount;
- all children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse;
- all suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately;
- all staff and associates (paid/unpaid) have a responsibility to report concerns to the appropriate officer.

Contact can be face to face at an open event, or a training event Screen South is facilitating or contact can be via electronic communication.

Staff/consultants and volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred. If they have any concerns they must be reported to the appropriate person.

Child abuse can take many forms and it is important that Screen South staff and associates are aware of the four main varieties: emotional, sexual, physical and neglect.

Emotional abuse – Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

Sexual abuse – Sexual abuse involves forcing or enticing a child or young person to take part in sexual activity, whether or not the child is aware of what is happening. It may involve penetrative and non-penetrative acts and non-contact activities such as viewing pornography.

Physical abuse – Physical abuse may involve hitting shaking, throwing, poisoning, burning, scalding, drowning or other acts causing physical harm to the child.

Neglect – Neglect is the persistent failure to meet a child's basic needs and likely to result in the serious impairment of the child's health or development. It may involve the failure to provide adequate food, shelter, clothing and protection from harm.

NB This is not intended as a definitive list.

Policy Statement

Screen South has a duty of care to safeguard all children involved in activities run by Screen South from harm. All children have a right to protection, and the needs of children with disabilities and others who may be particularly vulnerable must be taken into account. Screen South will ensure the safety and protection of all children involved in Screen South activities through adherence to the Child Protection guidelines adopted by Screen South.

All associates can refer to Working Together to Safeguard Children 2015 and the Children Act of 1989 and 2004. Please see the end of this document for links.

This policy must also be read in conjunction with Screen South's Bullying and Harassment Policy.

A child is defined as a person under the age of 18 (The Children Act 1989).

Screen South acknowledges that safeguarding issues include, but are not limited to:

- Bullying (including cyberbullying)
- Children missing education
- Child missing from home or care
- Child Sexual Exploitation (CSE)
- Domestic violence
- Drugs and alcohol
- Exploitation by gangs and organised crime groups
- Fabricated or induced illness
- Gangs and youth violence
- Hate
- Honour based violence, including Female Genital Mutilation (FGM)
- Mental health
- Online Safety
- Prevent (Radicalisation and extremism)
- Private fostering
- Relationship abuse and gender-based violence
- Youth Produced Sexual Imagery or "Sexting"
- Trafficking.

Policy Aims

The aim of the Screen South Child Protection Policy is to promote good practice:

- providing children and young people with appropriate safety and protection whilst in the care of Screen South;
- allow all Screen South associates, staff /volunteers to make informed and confident responses to specific child protection issues.

Promoting Good Practice

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with judgments about the appropriate action to take.

Abuse can occur within many situations including the home, school and participating in outside activities. Some individuals will actively seek employment or voluntary work with young people in order to harm them.

It is Screen South Policy that:-

- Training for staff on the Screen South Child Protection Policy - before the commencement of a project with young people or children there will be an induction of this policy with Screen South staff and associates who will be involved with the project. The policy is included in all contracts, including subcontractors, and it is discussed and highlighted at all staff preliminary planning meetings for each project as mobilised. Staff will be notified of any changes or amendments to the policy.
- All paid and voluntary personnel will provide personal details and references.
- All staff, Screen South contractors, or volunteers working with young people will be subject to a DBS process; these will be at an enhanced level for staff and will be valid for a period of 3 years from issue date. If no disclosure certificate is in place then the individual will not be allowed to work with young people without another adult, who does have DBS clearance, present at all times.
- Screen South will accept DBS certificates from another organisation or for self employed contractors providing there is sight of the original by the Head of Business Support. In this circumstance these certificates will be accepted for 2 years after issue date.
- If the DBS is not clear and the listing is NOT for a sexual offence or offence against children then it is the M.D's discretion whether the member of staff or associate can have **supervised** contact.
- In order to protect both the children involved and Screen South personnel (whatever their status) it is policy that :-
 1. Children will not be given lifts in cars unless there are 2 members of Screen South representatives in the car and 2 children and there is adequate insurance.
 2. Children will not be provided with Screen South individual staff members or associates personal mobile phone numbers or email addresses.
 3. Screen South staff or associates do not lend their mobile phones to children.
 4. There will be no social media contact by Screen South Staff or associates unless the social media is an open forum set up specifically for a particular project.
 5. Where ever possible all activities to be held in full view of others and no individual meeting to be held in a closed room.
 6. Staff and associates to be aware of the inappropriateness of close physical contact, in situations where this is likely such as demonstrating use of kit etc to keep contact to a minimum, if it is felt a child is encouraging physical contact to seek immediate advice.
 7. Screen South staff and associates will not allow children to use inappropriate language unchallenged.
 8. Screen South staff and associates will not themselves use inappropriate language or belittle a child, even in "jest".
 9. Screen South staff and associates will act positively and in an encouraging manner and frame any feedback in an appropriate manner.
 10. Screen South staff and associates will, by their own behavior, set a good example to the children and young people with whom they have contact, treating all equally and not giving preference or favoritism.

Other Policy Matters

Parental consent will be sought for the use of a child in filming even if this is the purpose of the project or for publicity purposes.

Care will be taken with photographs for publicity purposes that no one child is over identified in case that creates risk for the child in the future.

All data will be kept in compliance with GDPR. Contact to a young person's private e-mail will only be for the purpose of the project and by designated Screen South staff- not by contractors. Likewise designated Screen South staff may contact the young person by phone in order to ascertain their whereabouts on a course day or if there is a course requirement.

Responding to Allegations or Suspicions

It is not the responsibility of anyone working for Screen South in a paid or unpaid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns by reporting these to the appropriate officer or the appropriate authorities.

It is important that if a child raises issues that they are heard with respect and the issue is referred without delay with Screen South's Managing Director.

Screen South assures all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

Allegations against members of staff and volunteers

Where there is a complaint against a member of staff there may be three types of investigation:

- a criminal investigation
- a child protection investigation
- a disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence and inform the disciplinary investigation, but all available information will be used to reach a decision.

Screen South recognises that it is possible for staff and volunteers to behave in a way that might cause harm to children and takes seriously any allegation received. Such allegations should be referred immediately to the Managing Director who will first contact the Local Authority Designated Officer (LADO) to agree further action to be taken in respect of the child and staff member. In the event of allegations of abuse being made against the Managing Director then staff are advised that allegations should be reported directly to the LADO.

All staff, contractors and volunteers should feel able to raise concerns about poor or unsafe practice and such concerns will always be taken seriously by the management team.

All members of staff are made aware of the company's Whistle-blowing procedure and that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk.

Members of Staff can also access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 (8am to 8pm, Monday to Friday) or email help@nspcc.org.uk.

For specific guidance on how to respond to allegations against staff, please refer to the **Screen South Whistle Blowing Policy** which can be requested from the Head of Business Support.

If you have concerns about a member of staff and need to contact the Local Authority Designated Officer (LADO) you can do so using the following contact number 03000 41 08 88. The LADO may also be contacted by using the following email address GCSXsafeguardingunit@kent.gcsx.gov.uk or kentchildrenslado@kent.gov.uk.

Reporting Concerns about Suspected Abuse

If there is any suspicion that a child has been abused by either a member of staff, contractor or a volunteer they must;

- report it to Screen South's Child Protection Officer (M.D. Screen South), who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- The Screen South's Child Protection Officer (M.D. Screen South) will refer the allegation to the social services department who may involve the police.
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.

If the designated person is not available, you may contact Screen South Head of Business support or if it is felt more appropriate, concerns can be reported as below: Kent Local support etc. on page 6.

Reporting Concerns about another Organisation

If concerns arise relating to the safety of children about the practice of another organisation with whom Screen South are working the M.D. of Screen South is to be informed immediately.

In Addition

It is Screen South policy that any potential or actual breaches of safeguarding are reported to our funders.

Any issues arise they will be recorded using the name and details of the child, name and details of the person reporting the concerns, all relevant details of the incident or observed concerns, any actions taken - e.g. to whom reported and any further action. These records to be kept in a secure location and in a manner compliant to GDPR regulations.

Kent Local Support

Kent County Council - staff available 24 hours a day, 7 days a week.	During the day/office hours Call 03000 41 11 11 (text relay 18001 03000 41 11 11) Email social.services@kent.gov.uk Out of hours/in an emergency Call 03000 41 91 91
Local Authority Designated Officer (LADO)	Call 03000 41 08 88 Email GCSXsafeguardingunit@kent.gcsx.gov.uk or kentchildrenslado@kent.gov.uk

Kent Safeguarding Children Board (KSCB)	Call 03000 42 11 26 Email kscb@kent.gov.uk
Kent Police	101 (or 999 if there is an immediate risk of harm)

Other Contacts

NSPCC - If you're worried about a child, even if you're unsure, contact professional counsellors 24/7 for help, advice and support.	Call 0808 800 5000 Email help@nspcc.org.uk nspcc.org.uk/preventing-abuse/child-abuse-and-neglect
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If you think someone is in immediate danger, the best thing to do is call 999 for the emergency services.

Screen South Contacts

Designated Child Protection Officer: Jo Nolan, Managing Director

Jo Nolan, Managing Director	Darrienne Price, Head of Business Support
Telephone: 01303 259 777 Email: jo.nolan@screensouth.org Address: Screen South, The Wedge, 75-81 Tontine Street, Folkestone, Kent, CT20 1JR	Telephone: 01303 259 777 Email: darrienne.price@screensouth.org Address: Screen South, The Wedge, 75-81 Tontine Street, Folkestone, Kent, CT20 1JR

The Screen South Child Protection Policy can be requested from the Head of Business Support.

Useful Links

Working together to safeguard Children can be found at
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>