



## 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, safeguarding and the promotion of welfare is everyone's responsibility;
- All practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the **best interests** of the child.
- All Screen South associates have a responsibility to provide a safe environment in which children can learn.
- 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. They must do so immediately and to respect confidentiality by only speaking to the M.D or Head of Business Operations. Staff or associates must not promise the child or young person to keep any disclosures secret as this might not be in the best interest of the child or young person.
- **All** staff and associates should be aware of the process for making referrals to children's social care and for statutory assessments under the Children Act 1989, especially section 17 (children in need) and section 47 (a child suffering, or likely to suffer, significant harm) that may follow a referral, along with the role they might be expected to play in such assessments.

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.

Safeguarding and promoting the welfare of children is defined for the purpose of this policy as:-

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

1 Knowing what to look for is vital to the early identification of abuse and neglect. **All** staff and associates should be aware of indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection. If staff or associates are unsure, they should **always** speak to the designated safeguarding lead (or deputy).

2. **All** staff or associates should be aware that abuse, neglect and safeguarding issues are rarely stand-alone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

### **Indicators of abuse and neglect**

3. **Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or 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 others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

4. **Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

5. **Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

6. **Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education (see paragraph 9).

7. **Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of

inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**NB This is not intended as a definitive list.**

### **Safeguarding issues**

8. **All** staff should have an awareness of safeguarding issues that can put children at risk of harm. Behaviours linked to issues such as drug taking, alcohol abuse, deliberately missing education and sexting (also known as youth produced sexual imagery) put children in danger.

### **Peer on peer abuse**

9. **All** staff and associates should be aware that children can abuse other children (often referred to as peer on peer abuse). This is most likely to include, but may not be limited to:

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence,<sup>8</sup> such as rape, assault by penetration and sexual assault;
- sexual harassment,<sup>9</sup> such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse;
- upskirting, typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm;
- sexting (also known as youth produced sexual imagery); and
- initiation/hazing type violence and rituals.

### **Serious violence**

10. All staff should be aware of indicators, which may signal that children are at risk from, or are involved with serious violent crime. As well as a change in behaviour, appearance or social group these can even include unexplained gifts or new possessions which could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs.

There is more guidance available in the Home Office's Preventing youth violence and gang involvement and its Criminal exploitation of children and vulnerable adults: county lines guidance.

### **Further Guidance**

11. Departmental advice What to Do if You Are Worried a Child is Being Abused - Advice for Practitioners provides more information on understanding and identifying abuse and neglect. Examples of potential indicators of abuse and neglect are highlighted throughout the advice and will be particularly helpful for all practitioners. The NSPCC website also provides useful additional information on abuse and neglect and what to look out for.

## **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).

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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. Also look under Section 175 of the Education Act 2002, the Education (Independent School Standards) Regulations 2014, and the Non-Maintained Special Schools (England) Regulations 2015.

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.

## **Screen South Policy**

### **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.
  11. Screen South staff and associates will remain vigilant, maintaining an 'it could happen here' attitude.

### **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.

### **Safeguarding online/ virtual training sessions**

- If a young person is joining an on line tutorial they are reminded prior to the event to ensure that their address and family members can not be identified from anything that appears on screen.
- Attendees at virtual training are reminded not to share meeting log in details.
- When meetings are set up attendees have to be individually admitted by the host and the meeting locked after a certain time.
- It is good practice for 2 adults to be in attendance on all training sessions that involve young people and one of these should be a member of Screen South staff.
- That all meetings are booked through Screen South and neither staff nor freelance tutors are allowed to hold a private meeting with a young person. If a young person asks for a private meeting this is referred to the MD as the safe guarding officer.
- Any online groups are regularly monitored by Screen South staff.

### **Record keeping**

All concerns, discussions and decisions made, and the reasons for those decisions, should be recorded in writing. If in doubt about recording requirements, staff should discuss with the designated safeguarding lead (or deputy).

## **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](mailto: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.

### **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 it is felt more appropriate, concerns can be reported to KCC or to the NSPCC. Their contact details are in the chart on Page 8.

### **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**

<b>Kent County Council</b> - staff available 24 hours a day, 7 days a week.	<b>During the day/office hours</b> Call <b>03000 41 11 11</b> (text relay 18001 03000 41 11 11) Email <a href="mailto:social.services@kent.gov.uk">social.services@kent.gov.uk</a>
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	<b>Out of hours/in an emergency</b> Call <b>03000 41 91 91</b>
<b>Local Authority Designated Officer (LADO)</b>	Call 03000 41 08 88 Email <a href="mailto:GCSXsafeguardingunit@kent.gcsx.gov.uk">GCSXsafeguardingunit@kent.gcsx.gov.uk</a> or <a href="mailto:kentchildrenslado@kent.gov.uk">kentchildrenslado@kent.gov.uk</a>
<b>Kent Safeguarding Children Board (KSCB)</b>	Call 03000 42 11 26 Email <a href="mailto:kscb@kent.gov.uk">kscb@kent.gov.uk</a>
<b>Kent Police</b>	101 (or 999 if there is an immediate risk of harm)

### **Other Contacts**

<b>NSPCC</b> - If you're worried about a child, even if you're unsure, contact professional counselors 24/7 for help, advice and support.	Call 0808 800 5000 Email <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a> <a href="http://nspcc.org.uk/preventing-abuse/child-abuse-and-neglect">nspcc.org.uk/preventing-abuse/child-abuse-and-neglect</a>
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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

<b>Jo Nolan, Managing Director</b>	<b>Darrienne Price, Head of Business Support</b>
<b>Telephone:</b> 01303 259 777 <b>Email:</b> <a href="mailto:jo.nolan@screensouth.org">jo.nolan@screensouth.org</a> <b>Address:</b> Screen South Digital Hub, The Glassworks, Mill Bay, Folkestone, Kent, CT20 1JG	<b>Telephone:</b> 01303 259 777 <b>Email:</b> <a href="mailto:darrienne.price@screensouth.org">darrienne.price@screensouth.org</a> <b>Address:</b> Screen South Digital Hub, The Glassworks, Mill Bay, Folkestone, Kent, CT20 1JG

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>

Under Section 175 of the Education Act 2002, the Education (Independent School Standards) Regulations 2014, and the Non-Maintained Special Schools (England) Regulations 2015.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education>