



**SAFEGUARDING OF CHILDREN AND YOUNG
PEOPLE (GLOBAL) POLICY**

V3 – 16 May 2023

SAFEGUARDING OF CHILDREN & YOUNG PEOPLE (GLOBAL) POLICY

| VERSION HISTORY | | | |
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INTRODUCTION

1

OVERVIEW

PRM STUDIO works frequently with children and young people, whether on a film production or through the provision of services. This safeguarding policy exists to protect the rights of children and young people who we come across by preventing and stopping abuse and neglect. It provides practical instruction of what to do in the event of a child protection concern and outlines the company's commitment to safeguarding.

2

DEFINITIONS

The policy uses the following defined terms:

Abuse is a violation of an individual's human and civil rights; it may consist of a single act or repeated acts.

A **child** is any person who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or is in hospital.

Child protection is protecting individual children identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect or other identified risk factors such as domestic violence or substance misuse.

Safeguarding is protecting children from maltreatment, preventing impairment of children's health or development and enabling children to have optimum life chances through the provision of safe and effective care.

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SCOPE

This policy exists across the whole of the PRM STUDIO brand, including any and all subsidiaries or trading branches.

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APPROACH

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ETHOS

PRM STUDIO believes that everybody who it works with is entitled to do so in an enjoyable and safe environment. The company also recognises its legal obligation to ensure the highest standards of care when working with children and young people.

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RESPONSIBILITIES

Safeguarding is ultimately the responsibility of everybody who works at PRM STUDIO. However, the company applies some specific roles in safeguarding to other teams.

The **Board of Directors** will:

- Appoint an individual to fulfil the role of designated safeguarding lead, and a deputy.
- Allow the safeguarding team autonomy and not restricting their reasonable activities.
- Ensure that safeguarding policy and procedure complies with local and national law.

The **Safeguarding Team** will:

- Attend regular training required for the role.
- Keep policy and procedure up to date.
- Provide safeguarding training for members of staff.
- Discuss safeguarding concerns with members of staff, children and young people and their parents or carers.
- Liaise with, pass on information to and receive information from statutory child protection agencies such as the local authority and the police.
- Produce, store and retain child protection records.
- Keep the Board of Directors up to date with safeguarding issues.

All **Managers** will:

- Ensure that their teams are up to date with safeguarding training and provide the time, resource and support required to facilitate this.
- Maintain an open culture within their teams where everybody feels empowered to discuss safeguarding concerns.
- Clarifying their team's roles and responsibilities regarding safeguarding.

All **staff** will:

- Behave at all times in line with the code of conduct.
- Report concerns straight away, as they arise, via the agreed escalation procedure.
- Keep safeguarding training up to date.

As part of its ongoing commitment to child protection and safeguarding PRM STUDIO will:

- Collect at least the minimum amount of data about children and young people for whom they are responsible that is required to ensure their safety.
- Provide readily accessible information about safeguarding to all staff in a variety of media.
- Appoint a child safeguarding officer for every film.

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CODE OF CONDUCT

1

INTRODUCTION

Everybody who works at PRM STUDIO can help keep children safe by modelling appropriate behaviour at all times. The company will make available to everybody a code of conduct. Adhering to this will help make the experience of working on a film, or being filmed, an enjoyable and rewarding experience.

2

CODE OF CONDUCT

- Always work in an open environment, with at least two adults present.
- Always put the welfare of children and young people first, sacrificing the acquisition of desired film content if required.
- Promote the dignity of children and young people by treating them with equal respect and confronting bullying.
- Involve parents or guardians wherever possible.
- Maintain a safe and appropriate distance from children and young people, avoiding unwanted physical contact.
- Make all feedback enthusiastic and constructive.

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UNACCEPTABLE BEHAVIOURS

- Smoking, vaping, drinking alcohol or misuse of drugs in front of children or young people.
- Use of profanity or discriminatory language in front of children or young people.
- Entering the bedroom or other private space of a child or a young people, or inviting a child or young people into bedroom or other private space.
- Engaging in rough, physical or sexually provocative games.
- Making sexually suggestive comments to a young person or allowing or engaging in any form of inappropriate touching.
- Do things for a child or young person that are of a personal nature that they can do for themselves.

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RECOGNISING CHILD ABUSE

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INTRODUCTION

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within a relationship of trust or responsibility, such as from a family member or somebody who the young person encounters in residential care or in the community, and is an abuse of power or a breach of such trust. Abuse can happen to a young person regardless of their age, gender, race or ability. Any individual may abuse or neglect a young person directly or may be responsible for abuse because they fail to prevent another person harming the young person.

Young people with disabilities or who are otherwise disadvantaged may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse had occurred.

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PHYSICAL ABUSE

Where a young person is physically hurt or injured, e.g. hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating or drowning. Giving young people inappropriate drugs and, in some cases, alcohol, would also constitute physical abuse.

This category of abuse also includes when a parent, guardian or carer reports non-existent symptoms or illness, or deliberately causes ill health, in a young person they're looking after. This is called Fabricated or Induced Illness (FII), also known as Munchausen's Syndrome by Proxy.

In a filming situation, physical abuse may occur when a child is made to undertake a strenuous physical activity of a nature and intensity that exceeds the capacity of the child's immature and growing body.

The persistent emotional ill treatment of a young person, likely to cause severe and lasting adverse effects on the child's emotional development. It may involve telling a young person that they are useless, worthless, unloved, inadequate or valued in terms of only meeting the needs of another person. It may feature expectations of young people that are not appropriate to their age or development. It may cause a young person to be frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person frightened or withdrawn.

Ill treatment of children, whatever form it takes, will always feature a degree of emotional abuse.

Emotional abuse in filming may occur when a young person is asked to relate unpleasant experience or make self-incriminating statements on video or audio recordings, or is expected to perform at levels that are above their capability. Other forms of emotional abuse could take the form of allowing children or young people to undermine their own dignity by recording them name calling, bullying or using the camera or audio recordings to spread rumours.

Occurs when adults (male and female) use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing young people pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.

Occurs when adults fail to meet the young person's basic physical, psychological or physiological needs to an extent that is likely to result in serious impairment of the child's health or development. For example, failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, or failing to ensure access to appropriate medical care or treatment.

Refusal to give love, affection and attention can also be a form of neglect.

Neglect in filming could occur when the personnel present do not keep the young person or young people safe, or expose them to undue cold, heat or unnecessary risk of injury.

May come from another young person or an adult. Bullying is defined as deliberate, hurtful behaviour which is repeated over a period of time and often where it is difficult for those bullied to defend themselves.

Bullying may be physical (e.g. hitting, kicking, slapping), verbal (e.g. racist or homophobic remarks, name calling, graffiti, threats, abusive text messages), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from groups) or sexual (e.g. unwanted physical contact or abusive comments).

Bullying in filming may arise when a parent, director or member of the crew pushes the young person too hard to perform to a desired standard.

It is not always easy to recognise a situation where abuse may occur or has already taken place. The following signs can be suggestive of abuse, however the presence of any of these does not necessarily mean that abuse is taking place.

- Unexplained or suspicious injuries, such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries;
- An injury for which an explanation seems inconsistent;
- Another young person or adult expresses concern about the welfare of a young person;
- Unexplained changes in a young person's behaviour (e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper);
- Inappropriate sexual awareness;
- Engaging in sexually explicit behaviour;
- Distrust of adults, particularly those whom a close relationship would normally be expected;
- Difficulty in making friends;
- Being prevented from socialising with others;
- Displaying variations in eating patterns including over eating or a loss of appetite;
- Losing weight for no apparent reason; and
- Becoming increasingly dirty or unkempt
- An unexplained drop off in performance;
- Physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing (e.g., on food, alcohol or cigarettes); and
- A shortage of money or frequent loss of possessions.

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RAISING A CONCERN

1

INTRODUCTION

It is not the responsibility of anyone at PRM STUDIO to decide whether or not child abuse is taking place, or has taken place. However everybody has a responsibility to act on any concerns by reporting them in the correct way.

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EMERGENCIES

An emergency is when there is an immediate threat to life, or a child or young person is at imminent risk of abuse. When this is the case the individual with the concern should contact the most appropriate emergency service (e.g. the police) on 999 and provide full details of the concern. They must then immediately inform their line manager who will, in turn, alert the safeguarding team.

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ROUTINE REFERRALS

All staff can report concerns to the safeguarding team via a referral form available on PRM HUB. Referrals received this way will be received by an email address only accessible by the safeguarding team.

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CONCERNS ABOUT ADULTS

If the suitability of an adult to work with children is called into question then any individual holding this concern can contact the safeguarding team on safeguarding@prmstudio.co.uk. In an emergency, such as when the adult in question poses an immediate risk to a child or young person then the police may be called on 999 prior to the safeguarding team becoming alerted.

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RESPONDING TO CONCERNS

1

INTRODUCTION

The safeguarding team, which will be lead by the Designated Safeguarding Lead and their deputy, are responsible for receiving concerns and referring them to the most appropriate agency.

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CONCERNS ABOUT A CHILD

Where concern exists about a specific child the safeguarding team will inform the Multi-Agency Safeguarding Hub (MASH) in the local authority in which the child resides.

Before this happens the safeguarding team must discuss this process with the parents of the child, unless this would put the child at further risk of harm.

Whilst awaiting a response from MASH the safeguarding team will have overriding power within PRM STUDIO to take action that is in the best interest of the child or young person. This may include keeping them away from a film set, changing their work pattern, etc.

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CONCERNS ABOUT AN ADULT

Where concerns exist about the suitability of an adult to work with children the safeguarding team will inform the Local Authority Designated Officer (LADO) in the local authority in which the adult resides.

Whilst awaiting a response from LADO the safeguarding team will have overriding power within PRM STUDIO to take action that is in the best interest of children and young people who the company works with. This may include suspending the individual in question, changing their duties, etc.

When appropriate the individual will be dealt with in line with the company's resolutions policy in regards to investigation, disciplinary and dismissal.

Information about safeguarding cases will be documented in a format accessible to the safeguarding team. The information will include, but not be limited to:

- The child's name, age, date of birth and home address
- The name, relationship and contact information of their parent or legal guardian
- The nature of the concern, including dates, times and locations and who raised it
- A description of any visible injury or behavioural changes
- Details of any witnesses to the concern
- The child's account, if it can be given
- Record of contact with the parents or legal guardians
- Record of contact with statutory agencies, including contact references
- Information about the alleged abuser
- Actions taken by the safeguarding team

Records must be factual and not include any opinions.

Sharing the right information, at the right time, with the right people, is fundamental to good practice in safeguarding. PRM STUDIO will share safeguarding information to:

- Prevent death or serious harm
- Coordinate effective and efficient responses
- Enable early interventions to prevent the escalation of risk
- Maintain and improve good practice in safeguarding
- Reveal patterns of abuse that were previously undetected and that could identify others at risk of abuse
- Identify low-level concerns that may reveal children at risk of abuse
- Help families and children access the right kind of support to reduce risk and promote wellbeing
- Help identify people who may pose a risk to others and, where possible, work to reduce offending behaviour
- Reduce organisational risk and protect reputation

Information should only be shared with other agencies, including the police, if the consent of the person concerned (or their parents / carers where appropriate) has been obtained. Obtaining informed consent to share information is best practice and is often key to ensuring any further support or action is successfully maintained, based on trust and transparency.

- There may be times where information can be shared without first obtaining consent, such as:
- Where gaining consent would put the child or our colleagues at further risk of significant harm.
- Where a crime has taken place and there is an overriding public duty for the police to investigate.
- Where other children may be at risk of harm from the person, group or agency suspected of causing abuse.

In making the decision whether to share information without consent consideration will therefore be given to the seriousness and pervasiveness of the abuse: the ability of the individual concerned to make decisions; the effect of the abuse on the individual concerned and on others; whether a criminal offence has occurred; and whether there is a need for others to know (e.g. to protect others who may not be involved in the immediate situation).

If the decision is made not to share information because consent has been withheld and the exceptions given above do not apply then the person will be advised of any actions they can take or other support they can access. They will also be made aware of the fact that they can change their minds at any point.

Decisions about sharing information (or not) will be clearly recorded with reasons stated.

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CONFIDENTIALITY

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INTRODUCTION

Every effort should be made to ensure that confidentiality is maintained for all concerned both when an allegation is made and whilst it is being investigated. Confidentiality can only be broken and a concern shared when it is the best interest of the child or in the public interest to do so.

All records will be written, stored and destroyed with due regard for confidentiality and in line with the company's policies on data protection and confidentiality.

In particular, safeguarding records should be kept separate from employee records and only be accessible to the safeguarding team.

2

SUBJECT ACCESS REQUESTS

In the event that a Subject Access Request is made and the dissemination of safeguarding data could potentially place somebody in danger the Designated Safeguarding Lead will seek advice from the Information Commissioner Office.

In the event of a release, any names, contact details or identifying information relating to another person must be withheld.

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TRAINING

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INTRODUCTION

PRM STUDIO will ensure an appropriate level of safeguarding training is available to its staff and any relevant person linked to the organisation who requires it. For all staff who are working or volunteering directly with children as part of their role, they are required at a minimum to have awareness training which enables them to:

- Understand what safeguarding is and their role in safeguarding children
- Recognise a child potentially in need of safeguarding.
- Understand how to report a safeguarding concern.
- Have knowledge of the safeguarding children policy.

2

FREQUENCY

PRM STUDIO will require its staff to undertake safeguarding training when starting employment. This training must be completed before the employee is required to interact with children or young people.

This training must be updated annually or whenever there is a concern about an employee's knowledge of or attitude towards safeguarding and child protection.

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MONITORING

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INTRODUCTION

All safeguarding cases must be recorded in a safeguarding incident register. This enables PRM STUDIO to reflect on and improve its practice in developing an effective safeguarding culture.

Information about safeguarding cases and how they were dealt with will be reviewed and reported on regularly to the Board of Directors. In general the focus of these reports will be the company's response to incidents. The areas of focus of such briefs will include:

- How quickly concerns were reported to the safeguarding lead
- Whether concerns have been reported to the statutory agencies and, if so, how quickly
- The accuracy of information recorded
- The quality of input from the safeguarding team to the safeguarding process (e.g. feedback from the police or children's services)
- Outcomes of safeguarding process
- Whether any incidents highlighted training issues or need to amend in-house procedures

Reports will not include specific details of individual cases. These reports can form part of the agenda at scheduled meetings, however the Designated Safeguarding Lead may elect to convene an emergency meeting, for example, if a safeguarding incident is likely to lead to a Business Continuity Incident or an urgent procedural review is required.