

Safeguarding Policy

1. ABOUT THIS POLICY

- 1.1 This is a policy to provide guidance and assistance on the protection of children and young people from abuse. “Children” (and associated terms) refers to anyone under the age of 18 and “young people” (and associated terms) refers to anyone between the ages of 18 and 25. It applies to all staff of NYFA, which for the purposes of this policy, includes employees, those who work on a freelance/self-employed basis and volunteers.

2. INTRODUCTION

- 2.1 NYFA provides exciting opportunities for children and young people to develop a career in film.
- 2.2 It is our duty to ensure that the children and young people on, or auditioning for, our courses are provided with a safe environment, free from abuse, undue pressure or other inappropriate behaviour.
- 2.3 NYFA will ensure that all staff and volunteers, who will be working with, auditioning or assessing children and young people, are carefully selected and that appropriate checks, including Disclosure and Barring Service (DBS) checks where applicable, are carried out on their suitability to work with children and young people.
- 2.4 Staff will be required to undertake training on safeguarding where appropriate. In addition, all staff must comply with our Code of Conduct, set out below.
- 2.5 Rob Earnshaw is NYFA’s designated Safeguarding Officer. The duties and responsibilities of the Safeguarding Officer are set out below.
- 2.6 Through working with children and young people on our courses, our staff may have concerns highlighted to them directly by a child or young person or may suspect abuse is taking place. This policy sets out the procedures as to what to do in such situations. Where an allegation of abuse involves a member of staff NYFA’s Whistleblowing Policy will also apply.

3. CODE OF CONDUCT

- 3.1 All staff must familiarise themselves with and follow NYFA’s Safeguarding Policy, including this Code of Conduct. This Code of Conduct specifically refers to children and young people carrying out a course run by NYFA. However, staff are asked to be mindful of their behaviour outside of their role with NYFA with regards to children and young people. In relation to behaviour towards other members of staff, please refer to

our Bullying Harassment Policy.

3.2 The code:

- Staff must maintain professional boundaries at all times.
- Staff must treat everyone with dignity and respect.
- Staff must never form a relationship with a child or young person that is inappropriate; outside the boundary of tutor/professional and student; or an abuse of trust or could be perceived to be so.
- Staff must never engage in inappropriate behaviour or contact involving a child or young person whether that behaviour or contact be physical, sexual or verbal. This includes:
 - making any suggestive or inappropriate remarks;
 - using threatening language or threatening behaviour;
 - using inappropriate language whether verbally or in writing (including via the use of social media);
 - sending or accepting friend requests from students on Facebook;
 - requesting to follow students on other social media platforms, such as Twitter or Instagram;
 - private messaging on social media;
 - using their personal mobile phone to contact the student (whether by calling or messaging);
 - visiting students at their accommodation;
 - giving lifts to students
 - buying or supplying alcohol for or to underage students;
 - socialising with students other than as part of the course.
- Staff must not take photographs or videos of students or children or young person unless it is authorised by NYFA and parental consent has been obtained. Only NYFA's photographic equipment should be used.
- Staff should avoid all unnecessary one-to-one contact with a child or young person and keep any necessary one-to-one contact to a minimum.
- Staff must not suggest, indicate or imply that the chances of acceptance onto a NYFA course or success on it, will be improved by anything other than meeting the course requirements and fulfilling the course objectives to the standards necessary. For the avoidance of doubt, staff must not suggest, indicate or imply that a student engage in sexual activity or other inappropriate conduct, in order to improve their prospects of securing a place on a course or successfully completing the course.
- If a student suggests, indicates or implies that they are prepared or willing to engage in sexual activity or other inappropriate conduct in return for securing a place on a NYFA course or to improve their chances of success on the course, the staff member must remove themselves from the situation as soon as possible and immediately report the matter to the Safeguarding Officer.
- Staff must report any concerns of abuse in accordance with this Safeguarding Policy.

4. FORMS OF ABUSE

Recognising abuse is not easy – even for individuals experienced in this field – it is often reduced to an individual's judgement or suspicion that 'something does not seem right'. Staff should be familiar with the different forms and indicators/signs of abuse. If in doubt, staff should discuss concerns with the Safeguarding Officer.

4.1 NEGLECT

4.1.1 Actual or likely persistent or severe neglect of a child including failure to protect a child, for example, cold, starvation, being left unattended or not seeking appropriate medical attention, or extreme failure to undertake important aspects of care resulting in the significant impairment of the child's health or development, including non-organic failure to thrive.

4.1.2 Signs of neglect include inappropriate dress for weather conditions; and the individual being hungry and/or unclean.

4.2 PHYSICAL INJURY

4.2.1 Actual or likely physical injury to a child, or failure to prevent physical injury or suffering.

4.2.2 Signs of physical abuse include bruises or injuries (such as cigarette burns, scalds or bite marks) that are either unexplained or the explanation does not make sense given the injury.

4.3 EMOTIONAL ABUSE

4.3.1 Actual or likely severe adverse effects on the emotional and behavioural development of a child caused by persistent or severe emotional ill-treatment. All forms of abuse involved some form of emotional mistreatment; however, this description should be used where it is sole or main form of abuse.

4.3.2 Signs of emotional abuse can include self-harm; changes in behaviour; and developmental delay.

4.4 SEXUAL ABUSE

4.4.1 Actual or likely exploitation of a child or adolescent by an older person.

4.4.2 Signs of sexual abuse include acting in a sexually explicit way towards adults; having unexplained sources of money; and self-harm.

4.5 RADICALISATION

4.5.1 Children and young people may be vulnerable to radicalisation i.e. being encouraged to support terrorism and/or the use of violence to support their ideology (violent extremism).

4.5.2 Signs of radicalisation or risk of radicalisation may include the expression of extremist views; possession of extremist literature, including electronic literature; behavioural changes and association with known extremists.

4.6 FEMALE GENITAL MUTILATION (FGM)

4.6.1 FGM is an illegal practice. It tends to be carried out on younger girls but can take place at any age up to adulthood.

4.6.2 A child or young person may disclose that they have been subjected to the procedure or are to have it carried out. Alternatively, they may refer to going to a country where the practice is carried out or refer to a “special procedure”.

5. DEALING WITH CONCERNS

5.1 Where a member of staff has concerns or doubts about the safety of a child or young person concerns should always be discussed with the [Safeguarding Officer] [who has received appropriate training and guidance in this area].

6. [ROLE OF THE SAFEGUARDING OFFICER

6.1 The Safeguarding Officer is responsible for:-

- having a pragmatic knowledge of procedures for child protection and internal procedures;
- making referrals of all cases of suspected abuse to the NSPCC or the relevant Social Services Department;
- ensuring that NYFA’s staff are aware of this policy;
- review and update this policy periodically;
- ensuring NYFA’s recruitment procedure for staff is safe and promotes safeguarding;
- ensuring that any allegation of inappropriate conduct or breach of the Code of Conduct is investigated in accordance with the disciplinary procedure in respect of employees; and
- maintaining accurate and confidential records of all information concerning child protection. **This information must be kept securely.**

6.2 The Safeguarding Officer can be contacted on [*insert phone number*] or by email at [*insert email address*]

7. ROLE OF STAFF

7.1 Any member of staff receiving information (disclosure) should communicate this to the [Safeguarding Officer].

7.2 Any member of staff with concerns about a young person (suspicion of abuse) should communicate this to the Safeguarding Officer.

8. RESPONDING TO DISCLOSURE

8.1 The relationship of trust that exists between a child or young person and a tutor or other professional may result in them confiding in a member of staff. If this happens it is crucial that members of staff respond in an appropriate manner:

- Listen carefully to what the individual is saying;
- Take the individual seriously;
- Do not panic – stay calm. Do not rush off to find someone else to listen;
- Do not promise to ‘keep secrets’;
- Do not make any judgements or comments about an alleged abuser;
- Do not ask detailed or leading questions or press the individual for more information.

8.2 Appropriate questions are:

‘Do you want to tell me what happened’;

‘Is there anything else you wish to tell me?’;

‘What do you want me to do with this information?’;

‘What can we do about this?’

8.3 In addition staff should:

- Advise the individual that you will have to share this information with the Safeguarding Officer, for help to be sought;
- Make sure that the individual is safe and feels supported;
- Keep the individual informed of any action you are preparing to take;
- Share information with [the Safeguarding Officer] as soon as possible.

8.4 Important points to remember:

- Try not to display any signs of shock or disapproval when the child or young person is disclosing information;
- The individual may not regard the experience as either bad or painful. They may not feel guilty or angry about it;

- Be aware of your own feelings, which may be different from the individual;
- Make sure that you have an opportunity to discuss your feelings at a later stage;
- Do not destroy any evidences as it may prove useful in a Court of Law;
- Initial disclosure by a child or young person – even if retracted – must be referred.

9. THIS POLICY

9.1 A failure to follow the Safeguarding Policy, including a failure to comply with the Code of Conduct, will be considered to be gross misconduct for employees which may result in the termination of employment. Where individuals are working on a freelance/self-employed or voluntary basis, it may result in the immediate termination of those services.

9.2 This policy is not contractual and may be amended from time to time.