

# CHILD PROTECTION POLICY

PASSION PRODUCTIONS LTD  
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## **THE PURPOSE AND SCOPE OF THIS SAFEGUARDING POLICY:**

PASSION PRODUCTIONS is committed to promoting the welfare of every child involved directly or in-directly with our organisation. This policy will give clear direction to staff, guests and parents about the expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our company.

The purpose of Passion Productions safeguarding policy is to ensure every child at our company is safe and protected from harm which includes abuse as defined in this document.

## **THIS POLICY HAS BEEN DRAWN UP ON THE BASIS OF CURRENT CHILD PROTECTION POLIGIES IN THE UK –**

<https://learning.nspcc.org.uk/>

## **THIS MEANS WE WILL ALWAYS AIM TO:**

- Protect children from maltreatment prevent impairment of children’s health or development
- ensure that children are growing up in circumstances consistent with the provision of safe and effective care take action to enable all children to have the best outcomes

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## **WE RECOGNISE THAT:**

Our organisation fully recognises the contribution it can make to protecting children from harm and supporting and promoting the welfare of all children. The elements of our policy are prevention, protection and support. Our policy applies to all children, volunteers, visitors and staff. A child is someone under the age of 18 years old.

## **OUR ETHOS:**

Our organisation will establish and maintain an ethos where our children feel secure, are encouraged to talk, are listened to and are safe. Children will be able to talk freely to any member of staff, volunteer or regular visitor to our organisation if they are worried or concerned about something. All staff, volunteers and regular visitors will, either through training or induction, know how to recognise a disclosure from a child and will know how to manage this. We will not make promises to any child and we will not keep secrets. Every child will know what the adult will do with whatever they have been told. We will provide activities and opportunities that will equip our children with the skills they need to stay safe. At all times we will work in partnership and try to establish effective working relationships with parents, carers and colleagues from other agencies and organisations.

## **SEEK TO KEEP CHILDREN & YOUNG PEOPLE SAFE BY:**

- When new staff, volunteers or regular visitors join our organisation they will be informed of the safeguarding arrangements in place.
- They will be given a copy of our organisation's safeguarding policy and told who our Designated Child Protection Officer for Safeguarding is.
- They will also be shown the recording format, given information on how to complete it and who to pass it to.
- Every new member of staff or volunteer will have an induction period that will include essential safeguarding information. This programme will include safeguarding training through the Safer Programme relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all children and the remit of the role of the Designated Child Protection Officer.
- All staff and volunteers will be asked to read this policy yearly after it has been reviewed and updated if necessary.
- They will sign to say they have read and understood the policy.

**SEEK TO KEEP CHILDREN SAFE BY** continued.,

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- We will display the reporting and referral flowchart when our organisation is operating.
- All regular visitors and volunteers to our organisation will be told where our policy is kept.
- Staff / parents will be given a set of safeguarding procedures, they will be told who our Designated Child Protection Officer and alternate staff members are and what the recording and reporting system is.
- All parents and carers will be asked to sign a distribution list confirming they have seen and read our safeguarding policy.
- Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Children's Services.

## **SIGNING IN PROCESS AND PHOTOGRAPHY:**

Parents will sign a consent form for their child's involvement on Passion Productions courses or activities. This will detail:

- any vital health issues or otherwise notable information.
- permission for photographs to be taken for promotional purposes only.

## **RECRUITMENT:**

We ensure that we:

- Carefully consider the job description and person specification
- Circulate all vacancies widely
- Prepare an information pack
- Define our selection criteria
- Ask for written declaration as regards criminal convictions, spent or otherwise.
- Ask for originals of qualifications, if relevant
- Conduct interviews with at least two people present
- Ask for at least two references, including last employer
- Gain enhanced DBS checks where current Government guidance requires us to.
- Organise a comprehensive induction period which includes familiarization with safeguarding policies, procedures and safeguarding training through the Safer Programme.

## **ANTI-BULLYING:**

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- split young people up
- explain that behavior is hurtful
- may need to talk parent
- may need to take further action

## **TRAINING:**

- If Passion Productions is delivering projects for young people, relevant staff will undertake appropriate safeguarding training through the ESCB Safer Programme every three years. We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance. This can be accessed via [www.escb.co.uk](http://www.escb.co.uk)
- After a period of 3 months, volunteers will be trained via the ESCB Safer Programme and thereafter, every three years. Safer Staff and Volunteers All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so. We ensure we adhere to the principles of safer recruitment as per our policy and also the guidance from Essex Safeguarding Children Board.

## **MANAGING COMPLAINTS:**

All concerns should go to the Designated Child Protection Officer.

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## **DEALING WITH DISCLOSURES:**

The Designated Child Child Protection Officer should be used as a first point of contact for concerns and queries regarding safeguarding concerns.

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## **RECORDING CONCERNS AND INFORMATION SHARING:**

If we are concerned about the welfare or safety of any child in our organisation we will:

- record our concerns immediately on the agreed report form and give this to the Designated Child Protection Officer.
- All information is confidential, however if there is a safeguarding or child protection concern about a child, then information can be shared with other agencies, namely the Police or Children's Services.
- Reports of a concern to the Designated Child Protection Officer must be made in writing and signed and dated by the person with the concern.

## **RECORDS AND CONFIDENTIALITY:**

- Any information recorded will be kept in a separate named file, in a secure cabinet and not with the child's file.
- Any safeguarding information will be kept in the file and will be added to. Copies off referrals will be stored in the file.

## **REFERRAL PROCESS:**

- Staff must record the event word by word on paper but may not disclose the details to anyone other than the DSO or those on a need to know (Such as local authority, police, children's services).
- The above files will be the responsibility of the Designated Child Protection Officer and information will only be shared within the organisation on a need to know basis for the protection of the child.
- Passion Production adopts and strictly abides by our referral process in all events where we feel a child's welfare or safety is at risk. All staff, volunteers, directors and visiting professionals should keep to this procedure at all times and be made aware of their responsibilities.
- In the event any professional working with or on behalf of Passion Productions believes young person is at risk of abuse (this can be a variety of situations including sexual (CSA/CSE), Psychological/Mental, Physical, Neglect or Medical) they must immediately report this to the DSO (Designated Safeguarding Officer).
- **REFERRAL PROCESS:**

**REFERRAL PROCESS** continued.,

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- The DSO must contact the LADO (Local Authority Designated Officer) Immediately on report (Or in certain situations the local MASH team).
- If the DSO believes there is an immediate threat to the child's welfare, they should call 999.
- In the event the disclosure involves allegations against the DSO, staff should call 999 immediately. In this case, the DSO must not attend any class or event involving our young people pending investigation.

## **REFERRAL RULES:**

- Never promise to keep a secret for a child -
- Never investigate -
- Never criticize the abuser or anyone involved

## **MANAGING ALLEGATIONS AGAINST STAFF /VOLUNTEERS:**

Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned.

We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

We will take all possible steps to safeguard our children and to ensure that the adults in our organisation are safe to work with our children. We will always ensure that the Essex Safeguarding Children Board's procedures are followed.

- Staff to bring concerns to the DSO.
- The DSO may request that staff do not attend any class or events involving young people involved on Passion Production projects when pending investigation.

## **WHISTLEBLOWING:**

- We will take complaints seriously
- We will investigate all complaints
- We will take appropriate action
- Members of staff may be asked not to attend classes till investigation has been completed.

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## ONLINE SAFETY:

- We recognize this can be abuse.
- We would talk DSF
- We would refer as appropriate.

## CHILD PROTECTION CONTACT DETAILS:

SUFFOLK LADO team: <https://www.suffolksp.org.uk/contact-us>

PASSION PRODUCTIONS LTD DSO: Shirley Day

This policy was adopted on: \_\_\_\_\_ 5<sup>th</sup> October 2020 \_\_\_\_\_

By: Designated Safe-guarding officer \_\_\_\_\_ Shirley Day \_\_\_\_\_



It will be reviewed: 5<sup>th</sup> October 2021.