



Press Play Films C.I.C

Safeguarding and Child Protection Policy and Procedures

June 2025 to July 2026

This policy was adopted on 05 January 2021 and is reviewed annually.

This policy was last updated on 01 June 2025 and is due for annual review on 01 June 2026

Important Contacts

Role	Name	Contact details
Safeguarding Lead	Designated Safeguarding Lead (DSL) Lara Meyric Hughes, PPF Director Roles and responsibilities • Responsible for liaison with local statutory children's services, and with BHSCP • Provide support, advice, and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue as required Training dates of training	01273 046698 07398763653 lara@pressplayfilms.co.uk
Local Authority Designated Officer (LADO) East Sussex	Referral form https://www.eastsussex.gov.uk/children-families/professional-resources/allegations/referrals/form-lado-referral	Phone: 01323 464222
Children's Social Care for reporting concerns	Front Door for Families (Brighton and Hove)	01273 290400
	Emergency Duty Service – after hours, weekends and public holidays	01273 335905 or 335906
Children's Social Care for reporting concerns	MASH (West Sussex)	01403 229900 (Monday to Friday)
	Single Point of Advice (SPOA) (East Sussex)	Emergency Duty Team

		(out of hours) 033 022 26664/ 07711 769657 01323 464222 Emergency Duty Service 01273 335906
West Sussex (Worthing and Crawley)	Jenny Coker Amanda Glover	
East Sussex (Eastbourne)	01403 229900 /0330 222 6450 07825 782793	
NSPCC Advice Line		0800 800 5000

Legislation, Statutory Guidance and Procedures
• Children Act 1989, Safeguarding Vulnerable Groups Act 2006
• The Children Act 2004
• Counter Terrorism and Security Act 2015 Prevent Duty
• Working together to safeguard children HMG 2018
• What to do if you're worried a child is being abused HMG 2015
• Information Sharing: Advice for practitioners providing Safeguarding Services DfE 2018
• Pan Sussex procedures www.bhscp.org.uk Brighton & Hove Safeguarding Children Partnership
(BHSCP)

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INTRODUCTION

This document contains the Child Protection and Safeguarding Policy and Procedures for **Press Play Films C.I.C (PPF)**, which will be followed by all the staff, advisors, volunteers and freelance workers connected to the organisation and followed and promoted by those in a position of leadership within the organisation.

PPF is a C.I.C that works with children, young people, families and other groups in the community with a focus on enhancing the lives of vulnerable people through digital art and creative technology. Staff work in holidays and in school term times to inspire and empower groups. The welfare of the children, young people and all the groups we work with is our paramount concern. Staff and our advisory board will ensure that PPF will safeguard and promote the welfare of children and work together with other agencies to ensure that PPF has adequate arrangements to identify, assess and support those children who are suffering or likely to suffer harm. A child or young person is defined here as anyone under the age of 18 years and includes our young volunteer helpers who fall within the 14 to 18 age range.

We believe that PPF should provide a positive, safe, stimulating and nurturing environment that promotes our values and mission. We recognise the importance of enabling children to talk and create openly, and to feel confident that they will be listened to.

We recognise that all adults within PPF, including permanent and temporary staff, volunteers and advisors, have a full and active part to play in protecting our beneficiaries from harm.

All children, young people and other beneficiaries will have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity. We are committed to anti-discriminatory practice.

This policy covers all advisors, staff, anyone working on behalf of PPF, volunteers, and young people. The key requirements of the policy are that everyone involved with PPF is clear about

their responsibilities to prevent abuse and safeguard children, young people and other vulnerable groups. This policy aims to outline the procedures which are to be followed in the event of concerns and to provide access to a detailed process by which they can raise concerns.

THE LEGAL FRAMEWORK

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Nation's Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice: 0 to 25 years – Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014
- Information sharing: Advice for practitioners providing safeguarding services to children young people, parents and carers; HM Government 2015
- Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2015
- Pan-Sussex Child Protection and Safeguarding Procedures

This policy will be reviewed on an annual basis (or more frequently, should that be required) by the Safeguarding Lead and all other necessary persons.

RECRUITMENT PROCEDURES

We are committed to carrying out safe recruitment, selection and vetting processes when recruiting both paid staff, freelancers and unpaid volunteers to work within the organisation, thus ensuring their eligibility and suitability to work with children, young people and vulnerable adults:

1. Employees and advisors of PPF and freelance staff who work with PPF regularly will undergo an **enhanced** DBS check and this should be registered with the online update service.
2. Freelance staff and artists who work with the children for 'one-off' sessions (for example patrons or special film makers) will not be required to undergo a DBS check but will not be left unsupervised with any child or young person at any time. PPF will ensure that a person with an up to date DBS is with them in the room at all times when children are present.
3. We ask all staff to register on the online update service upon receiving their DBS certificate. We will check the status of each DBS check regularly.

Previous Convictions

Should a DBS be returned with evidence of previous criminal convictions, PPF reserves the right to assess the suitability for mentoring, employment or joining our Board. For unspent convictions, we as an organisation will assess whether the conviction has any bearing on a person's ability to become an effective volunteer, trustee or staff member, without putting anyone at risk. We are at

liberty to deny a person's suitability to volunteer or be employed. We recognise the validity of spent convictions. For spent convictions which are a direct violation of the rights of children, we are at liberty to deny a person's suitability to mentor, join the board or become staff.

ROLES AND RESPONSIBILITIES

PPF' lead person with overall responsibility for child protection and safeguarding is the **Designated Safeguarding Lead**. This role is taken by Lara Meyric Hughes, the Director.

The **Director** will ensure that the policies and procedures adopted by the staff, Board and volunteers are fully implemented and sufficient resources and time are allocated to enable staff members to carry out their safeguarding responsibilities.

The **Safeguarding Deputy/Officer** is Eleanor Walford, Associate Director, who will take on the Child Protections Lead's responsibilities in Lara's absence.

All staff members and volunteers know how to recognise signs and symptoms of abuse, how to respond to children who disclose abuse and what to do if they are concerned about a child or young person.

Working within a school environment

When working in schools, we will ensure that we work within the school's child protection framework and report any concerns or disclosures directly to the school's Designated Safeguarding Lead (DSL) as well as keeping our own records.

Working outside of a school environment

When working independently outside of a school environment (for example in libraries, galleries, or independent venues which we have hired), we will adhere to the child protection policy of the host organisation if applicable, as well as that of PPF, and pass on any safeguarding concerns to the host organisation as well as making a record at PPF.

Volunteer and staff induction, training and development

New members of staff and volunteers will be given safeguarding training on how to recognise signs of abuse, how to respond to any concerns and familiarisation with our Safeguarding and Child Protection Policy, PPF/s staff behaviour/code of conduct and the role of the Designated Safeguarding Lead. We will ensure that staff and volunteers understand the difference between a safeguarding concern and a child in immediate danger or at risk of significant harm.

The Designated Safeguarding Lead will undergo safeguarding lead training when appointed to post then refreshed every two years.

All staff members at PPF who have regular direct contact with children and volunteers will undergo safeguarding training which is refreshed every two years.

The nominated Safeguarding Advisor will be invited to join the training. All other advisors will have a copy of the Safeguarding and Child Protection policy and be required to be familiar with it. PPF will maintain accurate records of staff and volunteer induction and training to ensure relevance.

Working with younger volunteers

We recognise that a small proportion of our volunteers are aged between 14 and 18 and may therefore be at risk from other adults, including volunteers and staff at PPF. We

recognise our duty of care to protect them. Volunteers aged under 18 are not permitted to have any sexual relationships with other PPF staff members or volunteers while working for our organisation.

Confidentiality, consent and information sharing

We recognise that all matters relating to child protection are confidential.

The Designated Safeguarding Lead will disclose information about a child to other members of staff on a need-to-know basis only, and in the best interests of the child.

All staff members and volunteers must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being.

All staff members and volunteers have a professional responsibility to share information with other agencies in order to safeguard children.

All our staff members and volunteers who come into contact with children will be given appropriate training to understand the purpose of information sharing in order to safeguard and promote children's welfare.

We will ensure that staff members and volunteers are confident about what they can and should do under the law, including how to obtain consent to share information and when information can be shared without consent.

DEFINING CHILD ABUSE AND SIGNS AND SYMPTOMS

Abuse or neglect of a child is caused 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 a stranger (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm can also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as fabricated illness by proxy or Munchausen Syndrome by proxy.

Signs and Symptoms

- Bruising commonly on the head or on soft areas (such as inner arm, stomach, thighs)
- Burns or scalds
- Bite marks
- Fractures or broken bones; unhealed or poorly healed broken bones
- Scarring
- Withdrawn or quiet behavior
- Extreme anxiety, nervousness and a jumpy disposition
- Self-harm
- Aggressive behaviour

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 emotional development. It may involve conveying to

children that they are worthless or unloved, inadequate, or valued insofar as they meet the needs of another person. It may feature developmentally inappropriate expectations being imposed on children. It may involve 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 ill treatment of a child though it may occur alone.

Signs and Symptoms

- Lack of self-esteem or self-confidence
- Speech disorders/mutism
- Self-harming
- Drug, alcohol and/or solvent misuse
- Lack of empathy
- Fear of confrontation
- Feeling unloved and/or worthless
- Lacking social skills

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities such as involving children looking at, or in the production of, pornographic material, or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Signs and Symptoms

- Bruising, bleeding, soreness or itching in genital area
- Discomfort when walking or sitting down
- UTIs (urinary tract infections) or STIs (sexually transmitted infections)
- Becoming sexually active or pregnant at a young age
- Changes in mood or behaviour
- Inappropriate sexual behaviour for their age such as sexual language

Neglect

Neglect is 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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Signs and Symptoms

- Excessive hunger
- Poor personal hygiene
- Frequent tiredness
- Inadequate clothing
- Untreated medical problems
- Rocking, hair twisting, thumb sucking
- Low self-esteem

Child Sexual Exploitation (CSE)

Sexual exploitation is where a young person under 18 years receives 'something' (e.g. money, food, shelter, drugs, gifts etc.) as a result of performing, and/or, others performing on them, sexual

activities. CSE can occur through the use of technology, for example the persuasion to post sexual images on the internet or on mobile phones. Violence, coercion and intimidation are common in CSE cases. The exploitative relationship is characterised by the young person's limited availability of choice resulting from their social, economic and/or emotional vulnerability.

Signs and Symptoms

- Frequently absconding from school/college/home/care placement
- Associating with older young people/adults or have older girlfriends/boyfriends
- Isolation from family and friends
- Unexplained new possessions, goods and/or money eg mobile phones
- Substance misuse
- Involved in gangs or anti-social groups
- Involved in petty crime such as shoplifting
- Physical symptoms including those aforementioned in 'Sexual Abuse - Signs and Symptoms.'

Domestic Abuse

Domestic abuse is any type of controlling, coercive, threatening behaviour, violence or abuse between people who are, or who have been in a relationship, regardless of gender or sexuality. It can include physical, sexual, psychological, emotional or financial abuse. Exposure to domestic abuse is child abuse. Children can be directly involved in incidents of domestic abuse or they may be harmed by seeing or hearing abuse happening. Children in homes where there is domestic abuse are also at risk of other types of abuse or neglect.

Signs and symptoms

It can be difficult to tell if domestic abuse is happening, because abusers can act very differently when other people are around. Children who witness domestic abuse may:

- become aggressive
- display anti-social behaviour
- suffer from depression or anxiety
- not do as well at school - due to difficulties at home or disruption of moving to and from refuges.

Bullying and Cyber-bullying

Bullying is when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable. Bullying includes verbal abuse, such as name calling, non-verbal abuse, such as hand signs and emotional abuse, such as threatening, intimidating or humiliating someone; exclusion, such as ignoring or isolating someone; undermining, by constant criticism or spreading rumours, controlling or manipulating someone, racial, sexual or homophobic bullying; physical assaults and making silent, hoax or abusive calls. Bullying can happen anywhere – at school, at home or online. When bullying happens online it can involve social networks, games and mobile devices. Online bullying can also be known as cyberbullying.

Cyberbullying includes sending threatening or abusive text messages, creating and sharing embarrassing images or videos, 'trolling' - sending menacing or upsetting messages on social networks, chat rooms or online games; excluding children from online games, activities or friendship groups, setting up hate sites or groups about a particular child, encouraging young people to self-harm, voting for or against someone in an abusive poll, creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name.

Signs and symptoms

It can be hard to know whether or not a child is being bullied. They might not tell anyone because they're scared the bullying will get worse. They might also think that the bullying is their fault. No one sign indicates for certain that a child's being bullied, but you should look out for:

- Belongings getting lost or damaged
- Physical injuries such as unexplained bruises
- Being afraid to go to school or being mysteriously 'ill' in the morning/missing school
- Not doing as well as they were at school
- Asking for or stealing money (to give to a bully)
- Being nervous, loss of confidence, distressed or withdrawn
- Difficulty eating or sleeping
- Bullying others

Child trafficking or modern slavery

Child trafficking is child abuse. It involves recruiting and moving children who are then exploited. Many children are trafficked into the UK from overseas, but children can also be trafficked from one part of the UK to another. Children may be trafficked for child sexual exploitation, benefit fraud, forced marriage, domestic servitude such as cleaning, childcare, cooking, forced labour in factories or agriculture, criminal exploitation such as cannabis cultivation, pickpocketing, begging, transporting, drugs, selling pirated DVDs and bag theft. Children who are trafficked experience many forms of abuse and neglect. Physical, sexual and emotional abuse is often used to control them and they're also likely to suffer physical and emotional neglect. Child trafficking can also be organised by individuals and the children's own families. Traffickers trick, force or persuade children to leave their homes. They use grooming techniques to gain the trust of a child, family or community.

Signs and symptoms

Signs that a child has been trafficked may not be obvious but you might notice unusual behaviour or events. Children who have been trafficked may:

- have to do excessive housework chores
- rarely leave the house and have limited freedom of movement
- not have any documents (or have falsified documents)
- give a prepared story which is very similar to stories given by other children
- be unable or reluctant to give details of accommodation or personal details
- not be registered with a school or a GP practice
- have a history with missing links and unexplained moves
- be cared for by adults who are not their parents or carers
- not have a good quality relationship with their adult carers
- be one among a number of unrelated children found at one address
- receive unexplained or unidentified phone calls whilst in a care placement or temporary accommodation

Female Genital Mutilation (FGM)

FGM is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. The age at which FGM is carried out varies. It may be carried out when a child is new-born, during childhood or adolescence, just before marriage or during pregnancy (Home Office et al, 2016). FGM is child abuse. There are no medical reasons to carry out FGM. It's dangerous and a criminal offence.

Signs and symptoms

A child at risk of FGM may not know what's going to happen. But they might talk about or you may become aware of:

- a long holiday abroad or going 'home' to visit family
- relative or cutter visiting from abroad
- a special occasion or ceremony to 'become a woman' or get ready for marriage
- a female relative being cut – a sister, cousin or an older female relative such as a mother or aunt
- missing school repeatedly or running away from home.

A child who has had FGM may:

- have difficulty walking, standing or sitting
- spend longer in the bathroom or toilet
- appear withdrawn, anxious or depressed
- have unusual behaviour after an absence from school or college
- be particularly reluctant to undergo normal medical examinations
- ask for help, but may not be explicit about the problem due to embarrassment or fear.

Reporting requirements Regulated health and social care professionals and teachers in England and Wales must report 'known' cases of FGM in under-18s to the police (Home Office, 2016).

Counter-Terrorism and Security Act 2015 – Prevent Duty

As part of our safeguarding responsibilities, Press Play Films C.I.C recognises its duty under the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent individuals from being drawn into terrorism, known as the Prevent duty. We are committed to creating an environment where children, young people, and vulnerable adults feel safe, supported, and protected from all forms of harm, including radicalisation and extremist influences. All staff and volunteers will be alert to signs that may indicate vulnerability to radicalisation and will follow our safeguarding procedures to share concerns promptly with the Designated Safeguarding Lead (DSL). Where appropriate, the DSL will seek advice from, or make a referral to, the local safeguarding partners or the Channel programme. We will also promote respect, inclusion, and open discussion to build resilience against extremist narratives.

PPF CODE OF CONDUCT (including expectations)

The advisors, staff and volunteers will all follow the basic care guidelines set out in this policy and will adhere to the expectations outlined by PPF as stated in this policy.

In recognition that our main participants are children, young people and vulnerable groups who could live in vulnerable situations, the following outlines the behavior expected of all those in association with PPF. This applies to advisors, staff and volunteers.

All those in association with PPF must:

- ✓ Treat all people, including young people, with consideration
- ✓ Treat all information and data (including photographs and video footage) pertaining to a child or young person with sensitivity.
- ✓ Be sensitive to the needs of others including the needs of children and young people.
- ✓ Respect people's right to personal privacy
- ✓ Encourage children, young people and adults to feel comfortable and be willing to challenge behaviours and attitudes which are inappropriate in a caring and supportive way.
- ✓ Remember that someone else may misinterpret your actions, no matter how well intended these are.

- ✓Ensure that all physical contact with children is child-initiated and be aware that physical contact can be misinterpreted.
- ✓Recognise that special caution is required when discussing sensitive issues with young people.
- ✓Challenge unacceptable behaviour and report all allegations/suspensions of abuse to the relevant Designated Safeguarding Lead.
- ✓Operate with the guidelines and procedures outlined in this policy in the event of a disclosure or safeguarding concern.

All those in association with PPF **must not**:

- x Act in a manner that excludes those that you are working with
- x Make suggestive or derogatory remarks towards or in front of young people
- x Have inappropriate physical or verbal contact with a child or young person
- x Be under the influence of alcohol or other substances when working or volunteering with PPF.
- x Take photographs of young people or other beneficiaries without written permission from the relevant people
- x Allow your own priorities to compromise the care, happiness or well-being of young people
- x Jump to conclusions about others without first checking the facts
- x Either exaggerate or trivialise abuse of any kind.

WHISTLEBLOWING and COMPLAINTS PROCEDURE

(see also separate policy)

We will ensure that all staff members, advisors and volunteers are aware of their duty to raise concerns, where they exist, about the management of safeguarding and child protection, which may include actions of colleagues. In the instance of a breach of the PPF code of conduct, this should be reported to the Director of PPF, Lara Meyric Hughes. Should staff feel unable to raise concerns with the Director they can contact the Local Authority Designated Officer or the **NSPCC Whistleblowing helpline on 0800 028 0285**.

PPF is committed to creating a safe and comfortable place of work where every staff member, volunteer or trustee feels able to report any complaints or safeguarding concerns regarding their colleagues. This policy outlines that whistleblowing will remain confidential and promises that any allegations will be taken seriously and will be investigated.

If a young person or child makes an allegation of abuse from a member of staff (this includes freelance artists), trustee or volunteer at PPF, the adult in question will not be allowed any contact with young people at LGP while the allegation is investigated. We will pass on the allegation to be carried out by an external agency, under advice from Front Door for Families (or the relevant agency), whilst also conducting our own investigation.

PPF recognises that we have a duty to protect our staff and volunteers as well as the children and young people we work with. If a complaint is made against a volunteer or member of staff by a young person that proves through investigation to be malicious or unfounded, we will keep confidential detailed records and offer the staff member or volunteer appropriate support.

ALLEGATIONS AND SAFEGUARDING CONCERNS

Advisors, staff and volunteers should be aware of the signs of abuse as set out in Part IV and should deal with any allegation of abuse, concerns about a child's safety or welfare or concerns

about the actions of a trustee, staff member or volunteer in accordance with this safeguarding and child protection policy.

1. Listen to the child or young person

When a young person wants to talk about abuse, it is imperative that you listen carefully to what the young person is saying without asking, prompting or leading questions. Remember to listen and focus on the them, slow down and listen, and reflect back what they have told you. (see Part VIII for more guidance)

2. Listen to concerns or allegations made by a third party

Within PPF, a third-party person is likely to be a volunteer, member of staff at a school or partner organisation. It may also be a friend of the child or young person.

It is important to gather as much information as possible from this person, including their personal details (unless they wish to remain anonymous) and as much factual detail as possible about what led to their concerns. They should be advised that the information they have shared will be passed on to the school/college contact and that there is the potential that the information be passed onto Social Services.

3. Keeping notes and records

Notes should be made as soon as possible, preferably within one hour of the conversation with the child or third party, by completing a Record of Concern Form that will be available at all workshops. These notes should include exactly what was said, when, and by whom without paraphrasing or embellishment. It should also include the date and time of the conversation with any key observations noted. All records and reports – handwritten or electronic – should be emailed to the Designated Safeguarding Lead where they will be securely and confidentially kept for an indefinite period of time. Any handwritten notes should then be destroyed.

4. Immediate contact

Any reports of allegations or child safeguarding concerns should be passed immediately to the Designated Safeguarding Lead, or, in their absence, the Deputy Safeguarding Lead. In the event of an emergency where the Designated Safeguarding Lead or Deputy cannot be contacted, the workshop leader (Safeguarding Officer) should contact Front Door for Families or appropriate service or the Emergency Duty Service.

5. Continuing responsibilities

Any reports, allegations or concerns raised should not be discussed with anyone other than the Designated Safeguarding Lead and/or points of direct contact. Volunteers and staff are not permitted to share the safeguarding concerns with anyone (within the briefing/debriefing sessions) other than the Designated Safeguarding Lead or Deputy.

All reports are to be kept securely and are not permitted to be shown or shared with any party unless it would aid in protecting the child from further harm.

PPF recognises that sharing stories of child protection issues and discussing live case studies only serves to further the harm experienced by the child and thus promises to ensure that sensitive information is only shared between necessary parties.

GUIDANCE FOR DISCLOSURES

PPF recognises that a young person may seek another person out to share information regarding their experience of abuse or neglect. It is recognised that workshop leaders and volunteer mentors

are the most likely to hear disclosures given their direct work with children and young people. It is also possible that children and young people may talk spontaneously either individually or in groups while you are present and you may overhear information that makes you concerned for their welfare.

It is imperative that certain formations of conversation are adhered to should such a situation arise.

The listener must:

- ✓Listen carefully to the child, offering support
- ✓Give the child time and attention
- ✓Stay calm
- ✓Allow the child to give a spontaneous account, allowing silence
- ✓Make an accurate record of the information you have heard, taking care to record the timing, setting and the names of people present as well as what was said in the exact words used
- ✓Reassure the child that they have not done anything wrong
- ✓Outline to the young person what is going to happen next: that you will be passing this information on to the Designated Safeguarding Lead to ensure that they can get the best help and support
- ✓Explain that you will need to pass this information on in order to help keep the child safe
- ✓Seek pastoral support/supervision following the disclosure if you feel you need to talk about it

It is good practice to ask a child why they are upset or how a bruise/cut was caused. Make sure to say "how did *that* happen?" as opposed to "How did *you* hurt your arm?"

The listener **must not**

- x Ask the young person any questions while they are disclosing
- x Interrupt the child or ask them to stop talking
- x Make any promises or keep any secrets
- x Throw away the record sheet on which was noted the time, date and contents of the disclosure
- x Express extreme shock or extreme emotion in response to the disclosure while the child is talking
- x Ask the child to repeat her account to anyone
- x Pass judgement on what has been said
- x Treat the child any differently following a disclosure
- x Never push for information even if a child decides to stop talking

In the event that a young person discloses abuse to a PPF employee or a volunteer mentor

Employees, volunteers and freelance staff of PPF shall:

1. Allow the young person to speak without interruption, supporting them in telling you only what they wish to share. Be accepting and non-judgmental. Do not ask any leading questions or investigate anything further.
2. Advise the young person that you will offer support but that you must pass on the information they tell you and that you cannot keep anything secret or confidential
3. If the young person refuses to speak with you unless you keep it a secret, inform them that you want to help but that in order to help you will need to tell someone else who can help them. If the child decides not to speak, respect that decision and then email/phone the Designated Safeguarding Lead to flag the conversation up.
4. Ensure that the young person is not at immediate risk of further abuse

5. Immediately after a disclosure contact the Designated Safeguarding Lead (DSL) at PPF. It is important to note the date, time and contents of the conversation using the words used without embellishment or paraphrasing as far as you remember. Email this to the DSL and then phone them to talk about the disclosure.

In the event that a volunteer/staff member suspects abuse, but it has not been disclosed by the young person:

Staff, volunteers and advisors of PPF shall report the facts as they know and understand them to the Designated Safeguarding Lead immediately, including as much detail as possible.

The Designated Safeguarding Lead will always respond to safeguarding concerns quickly and efficiently ensuring that the information is passed on to the relevant people.

PPF are committed to supporting any volunteer or staff member who manages a disclosure

IN AN EMERGENCY

An emergency is if you think it is unsafe for a child to return home as they are at risk of immediate or significant harm.

If this is not the case, then please adhere to the policies and procedures outlined in “Guidance for Disclosures.”

In the case of a safeguarding or child protection emergency, all those working with and in association of PPF are advised to call either Front Door for Families (or the relevant Child Protection Agency) or to call the police directly. It is a requirement that should an emergency number be called, there is a follow up email sent to the Designated Safeguarding Lead to identify the reasons for the emergency call out and with attached reports on the disclosure.

Where a child has a physical injury, it is imperative that the necessary medical help is sought by dialing 999. An ambulance must be called should a child need urgent medical attention.

Should PPF be approached by child protection services requiring relevant documents and information, PPF agrees that it shall provide any information necessary in order to help safeguard young people.

ONLINE SAFETY POLICY(see separate Digital Safeguarding policy)

Online or offline, effective safeguarding requires a people-centered approach. Planning for online learning activities will involve PPF’s safeguarding team as part of the planning process.

PPF will ensure online activities follow best practice and are in-line with its Safeguarding Policy. By reminding staff of safeguarding obligations and reporting any incidents or potential concerns to the Designated Safeguarding Lead: Lara Meyric Hughes, Director.

BEST PRACTICE GUIDELINES

Due to the ever-changing nature of digital technologies, it is best practice that this Online Safety Policy is reviewed annually and, if necessary, more frequently in response to any

significant new developments in the use of the technologies, new threats to online safety or incidents that have taken place. This can be self-reviewed through the [360 Safe Website](#).

GUIDANCE FOR STAFF/VOLUNTEERS/FREELANCE ARTISTS

Let every participant know to:

- dress properly before joining a video chat (e.g. a zoom call)
- keep themselves safe by not sharing personal information on the chat
- switch their location settings off
- not show anything personal in their background
- be aware of what will be shown on screen (e.g. siblings) and safeguard them too
- If there is an immediate cause for concern a staff member or volunteer will contact the parent/carer of the child e.g. if dressed inappropriately.

GUIDANCE FOR PARENTS/CARERS

- Children should only be identifiable by their first name (and in the case of duplicates plus the initial letter of their surname eg. Jane B)
- Dress properly before joining a video chat/zoom workshop
- Make sure to be mindful of what is shown on video – avoid including siblings, other family members or personal information in the background such as certificates with names on
- Workshop leaders will retain the role of host and retain an appropriate amount of control on interactivity.
- Ensure no photography/screenshots are taken during a workshop unless there are written permissions in place which have been checked.

DSL TRAINING

Lara Meyric Hughes is the designated Safeguarding Lead at PPF. Lara has completed the NSPCC Safeguarding Children Level 3 (Designated Officer course) in January 2024. This will be updated in January 2026.

STAFF TRAINING

PPF employs staff on a freelance basis. Staff receive relevant training at the start of a new project. Training might be in how to safeguard young people, animation skills or anything else necessary to be able to work on the project to the best of their ability. PPF is open to requests for specific training from staff.

How you train staff and how often

RECORDING ATTENDANCE

We take daily registers to record attendance of groups and ensure young people are accounted for at all times.

DATA SECURITY

- We take the following steps to ensure data is stored securely and safely.

- Back up data.
- Use strong passwords and multi-factor authentication.
- Be aware of our surroundings.
- Be wary of suspicious emails.
- Install anti-virus and malware protection.
- Protect devices when unattended.

SAFER RECRUITMENT

We practise safer recruitment which is a set of practices to help make sure your staff and volunteers are suitable to work with children and young people. It's a vital part of creating a safe and positive environment and making a commitment to keep children safe from harm. This includes:

- developing safer recruitment policies and procedures for your organisation
- preparing to recruit
- selecting the right people to interview
- carrying out thorough background checks
- responding to concerns identified through background checks and assessing risk
- responding to inappropriate behaviour and allegations of abuse.

This policy statement came into force on 18th January 2020
We are committed to reviewing our policy and good practice annually.

This policy statement and accompanying procedures were last reviewed on 01 July 2025

Signed: *Lara Meyric Hughes*



Date: 01/07/25

ACKNOWLEDGEMENT

I acknowledge receipt of the policy. I confirm that I have read and understood the policy and will comply with it during my time working/volunteering for or representing PPF.

Name _____ Date _____

Signature _____