



Press Play Films C.I.C

Digital Safeguarding Policy

This policy was adopted on 01 July 2023 and is reviewed annually. This policy is due for annual review on 01 June 2026

1. Policy Statement

Press Play Films C.I.C is committed to ensuring the highest standards of digital safeguarding for children and young people who participate in our projects. We recognise our responsibility to protect children, young people, and vulnerable adults, including those with Special Educational Needs and Disabilities (SEND), from harm and to promote their welfare when engaging with digital technologies in educational and creative contexts.

This policy applies to all staff, freelancers, contractors, and volunteers working with Press Play Films C.I.C.

2. Aims

- To ensure the safety and wellbeing of all children and young people, including those with SEND, when using digital platforms, film equipment, or online media as part of our work.
- To provide clear guidance to staff, volunteers, and partner schools on safe digital practice.
- To set out procedures for preventing, identifying, and responding to safeguarding concerns in digital contexts.
- To ensure compliance with relevant safeguarding legislation and statutory guidance, including Keeping Children Safe in Education (KCSIE), the Children Act 1989 and 2004, and the Equality Act 2010.

3. Scope

This policy covers:

- The use of digital technology (e.g. cameras, editing software, online platforms).
- The storage, sharing, and publication of images, films, and personal data.
- Engagement with children and young people in schools, youth settings, and online.
- The additional safeguarding needs of children and young people with SEND.

4. Roles and Responsibilities

- Designated Safeguarding Lead (DSL): [Lara Meyric Hughes] – responsible for implementing this policy, managing concerns, and liaising with schools, parents/carers, and statutory agencies.
- All Staff, Freelancers, and Volunteers: must adhere to this policy, complete safeguarding training, and report concerns immediately.
- Partner Schools/Settings: responsible for ensuring joint safeguarding procedures are followed.

5. Safe Digital Practice

5.1 Working in Schools

- Work must align with the host school's safeguarding and digital policies.
- Children must not be contacted directly outside of the school/setting.

5.2 Filming and Media Use

- Consent must be obtained from parents/carers (and young people, where appropriate) before capturing or sharing images/footage.
- Children and young people will never be identified by full name in publicly shared media.
- Sensitive information, including school logos, uniforms, or locations, will be considered carefully to prevent risk.

5.3 Online Platforms and Communication

- Only professional, secure platforms approved by schools/organisations will be used.
- Staff must use work accounts (not personal accounts) for any digital communication.
- No private messaging or direct social media contact with children/young people.

6. Safeguarding Children and Young People with SEND

- Staff will take into account the additional vulnerabilities of children with SEND, including risks of online grooming, bullying, and miscommunication.
- Accessible consent and information will be provided in formats appropriate to the child's needs (e.g., simplified language, visual supports).
- A trusted adult (e.g., teacher, SENCO, support worker) should be present where additional support is required.
- Reasonable adjustments will be made to ensure digital activities are inclusive and safe.

7. Data Protection and Privacy

- Personal data, including images and video content, will be collected, stored, and shared in line with GDPR.
- Digital files will be stored securely with password protection and access limited to authorised staff.
- Media will not be shared publicly without prior written consent.

8. Training and Awareness

- All staff, freelancers, and volunteers will receive safeguarding and digital safety training, including specific awareness of SEND safeguarding needs.
- Refresher training will be undertaken annually.
- Safeguarding updates will be circulated as statutory guidance changes.

9. Reporting Concerns

- Any safeguarding concern, including inappropriate digital activity or online harm, must be reported immediately to the DSL.
- Concerns relating to school-based activity will be shared with the school's DSL.
- Where necessary, concerns will be referred to statutory safeguarding partners (e.g., local authority, police).
- All incidents will be logged and monitored.

10. Policy Review

This policy will be reviewed annually or sooner if statutory guidance changes.

Date of next review: [01/06/2026]

Signed:



Lara Meyric Hughes
Press Play Films C.I.C
[08/07/2023]