

Press Play Films C.I.C.

Safeguarding Vulnerable People Policy

Date of Policy: 21/10/25

Review Date: 21/10/26

Approved by: Lara Meyric Hughes, Director

1. Purpose of the Policy

Press Play Films C.I.C. is committed to safeguarding and promoting the welfare, wellbeing, and rights of all individuals we work with, particularly those who may be vulnerable due to age, disability, mental health, substance misuse, financial hardship, or other risk factors.

This policy sets out our commitment to protecting vulnerable people from harm, abuse, neglect, exploitation, or discrimination and outlines the procedures we follow to ensure safe and inclusive practice across all our projects, workshops, and services.

2. Scope

This policy applies to:

- All staff, freelancers, volunteers, and advisors of Press Play Films C.I.C.
 - All participants, service users, and their families/carers where applicable.
 - All settings and locations in which we operate (including online, schools, community venues, and external partnerships).
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3. Definitions

- **Vulnerable Person:** A person who may be unable to protect themselves from harm or exploitation due to age, disability, mental or physical health conditions, learning difficulties, substance misuse, poverty, or other circumstances.
 - **Safeguarding:** Measures taken to protect individuals from abuse, neglect, or harm and to promote their health, wellbeing, and development.
 - **Abuse:** Includes physical, emotional, sexual, financial abuse, neglect, discriminatory abuse, institutional abuse, and exploitation.
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4. Our Commitment

Press Play Films C.I.C. will:

- Create a safe and supportive environment for all participants.
- Treat all individuals with dignity, respect, and fairness.

- Recognise the additional vulnerabilities faced by people with SEND, mental health challenges, substance misuse histories, or financial hardship.
 - Ensure all staff and volunteers are trained and confident in safeguarding procedures.
 - Act promptly and appropriately if concerns are raised.
 - Maintain appropriate confidentiality, sharing information only when necessary to protect the individual.
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5. Responsibilities

Designated Safeguarding Lead (DSL):

Lara Meyric Hughes, lara@pressplayfilms.co.uk

Responsibilities include:

- Acting as the main point of contact for safeguarding concerns.
- Supporting and advising staff.
- Liaising with external agencies when necessary.
- Ensuring safeguarding training and procedures are up to date.

All Staff and Volunteers Must:

- Be alert to signs of abuse or neglect.
 - Report safeguarding concerns immediately to the DSL.
 - Attend safeguarding training as required.
 - Promote a culture of safety, inclusion, and respect.
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6. Recognising Abuse

Staff and volunteers should be aware of the common signs and indicators of abuse, including:

- Unexplained injuries or bruising
 - Withdrawal, anxiety, or depression
 - Sudden changes in behaviour
 - Poor hygiene or signs of neglect
 - Financial exploitation
 - Inappropriate relationships or contact
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7. Reporting a Concern

If a staff member or volunteer has a concern that a vulnerable person is at risk of harm:

1. **Record the concern** clearly, factually, and promptly.
2. **Report the concern** to the Designated Safeguarding Lead (DSL).

3. **Do not investigate** the matter yourself.
 4. In an emergency, or if someone is at immediate risk, **call emergency services (999)**.
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8. Confidentiality and Information Sharing

We respect confidentiality and only share information on a need-to-know basis. However, safeguarding concerns will always override confidentiality when an individual is at risk of harm.

9. Safer Recruitment

We follow safe recruitment practices by:

- Requiring DBS checks for staff working with vulnerable individuals and left alone with them.
 - Taking up references.
 - Conducting interviews to assess suitability.
 - Providing safeguarding induction and ongoing training.
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10. Training

All staff, freelancers, and volunteers will:

- Complete safeguarding training appropriate to their role.
 - Receive updates and refreshers annually or as legislation changes.
 - Be provided with clear guidance and support.
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11. Code of Conduct

Staff and volunteers must:

- Maintain appropriate professional boundaries.
 - Never engage in discriminatory, harmful, or abusive behaviour.
 - Challenge inappropriate language or actions.
 - Report all concerns, even if uncertain.
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12. Policy Review

This policy will be reviewed annually, or sooner if there are changes in legislation, organisational structure, or in response to incidents.

Next Review Date: 21/10/26

13. Related Policies and Procedures

- Health & Safety Policy
 - Equality, Diversity & Inclusion Policy
 - Data Protection Policy
 - Whistleblowing Policy
 - Complaints Policy
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For any safeguarding concerns, please contact:

Designated Safeguarding Lead (DSL):

Lara Meyric Hughes

lara@pressplayfilms.co.uk