



Child Protection Policy

April 2024

The purpose and scope of this policy statement

Amersham Film School seeks to provide high-quality training for young people considering a future career in digital media or who wish to produce their own digital content for distribution on YouTube, TikTok or other content platforms. We achieve this principally through the delivery of short courses organised during school holidays.

The purpose of this policy statement is:

- to protect children and young people who receive Amersham Film School's services from harm.
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Amersham Film School, including senior managers, paid staff, volunteers, sessional workers, agency staff and students.

Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from nspcc.org.uk/childprotection.

Supporting document

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents:

- role description for the designated safeguarding officer
- reporting allegations or suspicions of abuse
- dealing with disclosures and concerns about a child or young person
- code of conduct for staff and volunteers
- behaviour codes for children and young people
- photography and sharing images guidance
- online safety
- anti-bullying
- health and safety
- adult to child supervision ratios.



We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

We will seek to keep children and young people safe by:

- valuing, listening to and respecting them
- appointing a nominated child protection lead for children and young people and a deputy.
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance
- making sure that children, young people and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.



Good Practice

Before any activity starts, the designated person shall ensure that adequate child protection procedures are in place, as follows.

- Each parent must fill out a consent form for each child/young person attending the school.
- A register must be kept of all children/young people attending the school's activities.
- Team members will record any unusual events on the accident/incident form or in the daily diary, unless this includes anything confidential.
- Where possible, staff/volunteers should not be alone with a child/young person, although it is recognised that there may be times when this may be necessary or helpful.
- All team members should treat all children/young people with dignity and respect in their attitude, language and actions.

Contact Details

Nominated child protection lead

Name: Dr Roland Kay
Phone/email: 07410 924192 roland@amershamfilmschool.co.uk

Deputy child protection lead

Name: Sintija Linuza
Phone/email: 07562 640541

NSPCC Helpline: 0800 800 5000

The Children Services number for the area 01296 383 962 or 0800 999 7677 (Out of Hours)

Non-urgent concern report form:

<https://www.buckinghamshire.gov.uk/care-children-and-families/child-protection-and-safeguarding/>

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: **1st April 2024**

Signed: Roland Kay

Date: 2nd April 2024