

SAFEGUARDING AND CHILD PROTECTION POLICY & PROCEDURES

- Sustain Video's safeguarding and child protection procedures are written based on the following policies and guidance from the BBC and NSPCC:
 - BBC Child Protection Policy:
<http://downloads.bbc.co.uk/academy/www/BBC%20SAFEGUARDING%20GUIDE%20NEW.pdf>
 - NSPCC Child Protection Policy Template:
<https://learning.nspcc.org.uk/research-resources/templates/example-safeguarding-policy-statement>
 - NSPCC guidance on Safeguarding and Child Protection procedures:
<https://learning.nspcc.org.uk/safeguarding-child-protection/writing-a-safeguarding-policy-statement/#skip-to-content>
- Where possible, we prefer to sign an attestation to and adopt a client's own in-house safeguarding policy and procedures in addition to our own internal policy - so that our safeguarding standards and procedures on an individual project align with the client's when collaborating on project work involving young or vulnerable people.



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1. SAFEGUARDING POLICY OVERVIEW

THE PURPOSE AND SCOPE OF THIS POLICY STATEMENT

The purpose of this policy statement is:

- To protect children and young people who we work with whilst producing video content for Sustain Video from harm. This includes the children of adults who we work with.
- To provide management, staff, freelancers, production partners and contributors, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.
- To ensure a culture at Sustain Video where safeguarding children, including child protection, is everybody's business.
- To ensure that staff know what to do if they are concerned about the welfare of a child or concerned about the behaviour of an adult who works with children.
- To ensure staff know how they can access advice and support if they are not sure about any aspect of working with children.

This policy applies to anyone working on behalf of Sustain Video, including senior managers, paid staff, freelancers and production partners. The Child Protection Policy and Safeguarding Children guidance apply to all children up to 18 years of age.

Everyone has a responsibility to safeguard the welfare of children, regardless of how a child might come into contact with us, whether as an audience member, performer, contributor, visitor to our office/events/filming or through our social media accounts.

Sustain Video has a legal duty to ensure that the children with whom we engage have a right to equal protection from all types of harm or abuse, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.

Sustain Video does not tolerate any form of child abuse including online grooming, possession, and distribution of child abuse images and such behaviour will result in Sustain Video's disciplinary policy being implemented including disciplinary action and potential dismissal.



KEY POINTS

- Programme and content makers have a duty of care to children taking part in our content. Sustain Video's child protection lead (Tom Bowker) or Deputy child protection lead (Amy Bakkes) must be consulted when there is a risk of harm to children either taking part or as the subject of a programme or content.
- Where there is a risk of harm to children, or where there is the potential for child safeguarding issues, guidance must also be sought from relevant third parties - such as safeguarding leads on the client side or from the NSPCC. These discussions will assist staff in ensuring that robust measures and procedures are in place to mitigate risks to children posed as a consequence of their participation and ensure that appropriate action is agreed, followed up and recorded as being in place.
- Whatever your concern, whether you have been told something by a child or by another person, whether you have seen or heard something that has made you uncomfortable, or whether you have become aware of a breach of policy you must share it with Sustain Video's child protection lead (Tom Bowker).
- If you have concerns about the behaviour of an adult towards a child, be they a manager, colleague, friend, chaperone etc., you must speak to your Child Protection lead (Tom Bowker), the safeguarding lead on the client side or contact the NSPCC on 0808 800 5000.
- If you have any online safeguarding concerns, whether related to online grooming or child abuse images these must be referred to Sustain Video's child protection lead (Tom Bowker) immediately.

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 DOCUMENTS

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

- Staff handbook which includes Controlling Risk, Resolving Problems, IT Security, Data Protection, How We Do Business and staff Code of Conduct.
- Full policy and procedures available within this document.

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.



WHAT IS SAFEGUARDING AND WHY DOES IT MATTER?

- Safeguarding is the action taken to promote the welfare of children and protect them from abuse, harm or maltreatment.
- 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/our clients is essential in promoting young people's welfare and preventing harm to their health or development.
- 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.
- Safeguarding helps to ensure children grow up with the provision of safe and effective care.
- Child Protection is part of the safeguarding process and focuses on protecting individual children identified as suffering or likely to suffer significant harm.

Find out more about:

- [Safeguarding children who come from Black, Asian and minoritised ethnic communities.](#)
- [Safeguarding d/Deaf and disabled children and young people.](#)
- [Safeguarding LGBTQ+ children and young people.](#)
- [Safeguarding children with special educational needs and disabilities \(SEND\).](#)

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.
- Adopting clients' safeguarding policies when working with them on specific projects.
- Adopting child protection and safeguarding best practice through our own policies, procedures and staff handbook.
- Developing and implementing effective IT Safety procedures.
- Providing effective management for staff and freelancers by making them aware of our own and clients' safeguarding policies, and providing time and resources for training where appropriate.
- Recruiting and selecting staff and freelancers, ensuring all necessary checks are made.



- Recording and storing and using information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the Information Commissioner's Office: ico.org.uk/for-organisations], as well as our own data protection policy.
- Making sure that children, young people and their families know where to go for help if they have a concern when working with staff or freelancers at Sustain Video.
- 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.

STAFF CHECKS AND EXPERIENCE:

- Sustain Video's co-director Tom Bowker has an enhanced DBS Check.
- Sustain Video's development producer Amy Bakkes has an enhanced DBS Check.
- All other Sustain Video staff have a basic DBS Check.
- Several members of staff at Sustain Video have significant experience of working with children at the BBC Children's - and as a consequence have received BBC Working with Children training and have worked within the BBC's Child Protection and Safeguarding Policy.
 - Sam Roberts (Musical Storyland - Series Producer, In-House Productions - Senior Producer)
 - Amy Bakkes (Musical Storyland - Assistant Producer, BBC Share Your Story - Assistant Producer)
 - Dominic White (MOTD Kickabout - Assistant Producer)
 - Josh Steele (MOTD Kickabout - Assistant Producer, Dengineers - Assistant Producer)



CONTACT DETAILS:

Nominated child protection lead

Name: Tom Bowker

Phone/email: 07921162809 / tombowker@sustainvideo.com

Deputy child protection lead

Name: Amy Bakkes

Phone/email: 07799 957166 / amybakkes@sustainvideo.com

NSPCC Helpline

0808 800 5000

RENEWAL INFORMATION:

This policy will be reviewed by Sustain Video's co-directors and child protection lead on an annual basis in January each year. The next renewal deadline is **31 January 2025**.



2. CODE OF CONDUCT

FOLLOW THESE RULES WHEN YOU INTERACT DIRECTLY WITH CHILDREN AND YOUNG PEOPLE IN ANY CAPACITY ON BEHALF OF SUSTAIN VIDEO.

- Always prioritise the safety and wellbeing of the child at all times.
- Always act within professional boundaries – ensure all contact with children is essential to the programme/project/activity you are working on. Please delete contact details after the production has ended.
- Remember they are children first and contributors or participants second.
- Never give out your personal contact details, do not 'friend' or 'follow' children you are working with on social networking sites.
- Do not assume sole responsibility for a child and only take on practical caring responsibilities in an emergency. If a child needs care, alert the parent or chaperone.
- Never lose sight of the fact that you are with children - behave appropriately and use appropriate language at all times.
- Listen to and respect children at all times, don't patronise them and avoid favouritism.
- Treat children and young people fairly and without prejudice or discrimination.
- If you observe children engaging in bullying behaviour or other behaviour that may put them at risk, you must report it to the Working with Children Adviser [Tom Bowker].
- Ultimately, if you have any concerns about the welfare of a child or feel someone is behaving inappropriately around children, you have a duty to report your concern to your Working with Children Adviser [Tom Bowker].



3. WHAT IS CHILD ABUSE

Child abuse is any action by another person – adult or child – that causes significant harm to a child. It can be physical, sexual or emotional, but can also be about a lack of love, care and attention. We know that neglect, whatever form it takes, can be as damaging to a child as physical abuse. An abused child can experience more than one type of abuse, as well as other difficulties in their lives. It can often happen over a period of time, rather than being a one-off event, and increasingly it can happen online.

TYPES OF ABUSE:

- **PHYSICAL ABUSE**

Deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts.

- **EMOTIONAL ABUSE**

Emotional maltreatment, sometimes called psychological abuse, can cause children serious harm. It may lead to a child thinking that they are worthless, unloved and inadequate. It can also include seeing or hearing domestic abuse, being subject to or witnessing bullying (including cyber bullying) which can cause a child to feel frightened or in danger. Emotional abuse is a factor in all forms of abuse although it may exist alone.

- **NEGLECT**

The ongoing failure to meet a child's basic material needs or emotional needs. It is dangerous and children can suffer serious and long- term harm. Neglect may occur during pregnancy because of maternal alcohol or drug misuse, but once a child is born, neglect may involve a parent or carer failing to provide adequate food, clothing and shelter, lack of supervision, access to medical care or keeping the child safe from danger.

- **SEXUAL ABUSE**

A child is forced or persuaded to take part in sexual activities. This does not have to be physical contact, but could involve children looking at, or being the subject of, sexual images, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse.

- **ONLINE ABUSE**

A type of abuse that happens online, whether through social networks or playing games online. Sexual abuse can happen online too.



4. WHAT DO YOU DO IF YOU ARE CONCERNED ABOUT A CHILD

You may be concerned about the welfare of a child for a number of reasons - please do not ignore this. We want to ensure that all staff at Sustain Video have the sufficient knowledge and confidence to report any concerns to the Working with Children Advisor [Tom Bowker].

DISCLOSURE:

If a child says that they want to privately disclose information that may suggest they are at risk of, or have been, abused it is important that you tell them you cannot keep secrets and you will have to share this with someone else to keep them safe.

Not all disclosures will lead to a formal report of abuse or a case being made or a case being taken to court, but all disclosures should be taken seriously.

You must:

- Remain calm and do not show shock or disbelief
- Listen carefully
- Do not ask detailed, leading or probing questions
- Tell the child that you take what they are saying seriously
- Explain your next steps and make it clear that you will only share this information with people who need to know
- Tell the child when you have spoken to someone and explain what will happen next
- Always keep a record! Your written account may be needed in the future so you must make sure it is accurate, factual, written as close to the event as possible and dated.

Key contacts:

- Contact your Working with Children Advisor [Tom Bowker] or deputy advisor [Amy Bakkes]
- In the absence of your Working with Children Advisor's please contact:
NSPCC Helpline - 0808 800 5000
- If the child is in immediate danger dial 999 and ask for the appropriate emergency service. The next step would be to contact your within 48 hours Working with Children Advisor.



ACTIONS TO BE TAKEN IF YOU ARE CONCERNED



5. WHAT DO YOU DO IF YOU ARE CONCERNED ABOUT AN ADULT WORKING WITH CHILDREN

If you have a concern about the behaviour of an adult towards a child then you must report them to the Working with Children Advisor [Tom Bowker] or call the NSPCC helpline 0808 800 5000. Having shared your concerns, they will advise on the appropriate escalation route and they will be responsible for instigating this process.

You may be concerned about an adult's behaviour for a number of reasons, which may include (but not limited to):

- An adult is being behaving, or has behaved, in such a way that a child has been harmed or may be harmed
- The person may have previous criminal convictions against a child.
- An individual has behaved in a way that makes you feel they may pose a risk to a child
- Behaviour of an individual that compromises the reputation and ability of Sustain Video to safeguard children and young people.
- Failure to understand the code of conduct and to demonstrate best practice, which puts children at harm.
- Failure to understand professional boundaries

LOW RISK CASE	HIGH RISK CASE
<p>Action team: Co-directors Sam Roberts and Tom Bowker.</p> <ul style="list-style-type: none">- Planning and actions agreed, monitored and managed- External Advice from Local Authority Designated Officer	<p>Action team: Co-directors Sam Roberts, Tom Bowker and the HR Dept. This case will be escalated to involve external agencies.</p> <ul style="list-style-type: none">- Planning and actions agreed, monitored and managed- External Advice from NSPCC, Social Services, Police, Disclosure and Barring Service (DBS)



6. RISK ASSESSMENT

At Sustain Video, it is a requirement to create a comprehensive risk assessment for a production shoot. A risk assessment is a way of identifying and thinking about some of the issues you may face when planning a production, event or project involving children. Ultimately, we want to ensure that we create a safe environment for any child under our care.

When working with clients Sustain Video may adopt their risk assessment template to make sure that we create a risk assessment that is compliant with their production protocols.

HEALTH AND SAFETY:

- Children and young people are less able to recognise danger
- They may be more inquisitive to take risks
- Children may be more prone to emotional changes - tiredness, stress, anxiety in response to pressure and long hours

STEPS TO WRITING A RISK ASSESSMENT:

When working with children the Producer must ensure that the risk assessment covers all aspects of how a child may suffer harm (including abuse) and how they will be safeguarded. You must provide the contact details and name of your Working with Children advisor for the project, plus the child protection lead at Sustain Video [Tom Bowker].

You must:

1. Identify the hazards
2. Decide who may be harmed and how this may happen
3. Evaluate the risks and decide on precautions
4. Record your findings and implement them
5. Review the assessment and update if necessary

AFTERCARE:

It is really important to consider any potential long-term consequences for the child. Are there likely to be any post-transmission repercussions such as bullying or unwanted attention?



If you do identify this kind of risk, ensure you explain it clearly to the participant and their responsible adult at the time of seeking consent. You might also need to consider what sort of support might be helpful to the child when the filming has finished. You must provide a contact number for the Working with Children Advisor or the NSPCC helpline.

7. STAFF CHECKS AND SUPPORTING ARTISTS

When you are planning a production, event, activity or project involving children you must take steps to ensure that everyone working with you who will (or might) interact directly with children is suitable for this role. This applies to staff at Sustain Video, a freelancer or volunteer.

STAFF - WORKING WITH CHILDREN CRITERIA:

- Staff, freelancers or volunteers working for Sustain Video on a project with children will be asked to complete a Disclosure & Barring Check (DBS Check - Valid for England, Wales and Northern Ireland).
- Protection of Vulnerable Groups check (PVG check - Valid for Scotland)

Sustain Video is permitted by law to request DBS/PVG checks for people undertaking specific activities or positions. Typically, in the context of client work, a DBS/PVG check must be carried out when an individual is required to:

- Care for, teach, train, supervise or personally assist (e.g. costume fitting or applying/removing make- up) a child as part of their normal duties or for intensive periods.
- Drive a vehicle solely for children without supervision.
- Monitor online content or services used mainly by children for child protection purposes
- Provide a service as a registered professional, such as a doctor or solicitor.
- Manage someone who undertakes an activity eligible for a DBS/PVG check.

If you are unsure if your role requires a DBS check then please contact the Co-Directors Sam Roberts or Tom Bowker.



SUPPORTING ARTISTS - WORKING WITH CHILDREN CRITERIA:

At Sustain Video you may work on projects that involve supporting artists. Please check with the client that the appropriate checks have been taken. You must consider the following when supporting artists are booked to work with children.

- Complete a comprehensive background check
- Supporting Artists may be required to complete a DBS/PVG check
- Supporting Artists may be required to complete other documentation. I.E - Personal Disclosure Form. In this case the artist must be chaperoned by a member of staff with an enhanced DBS certification.

8. TRAINING

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. For projects that involve children you may be required by the client to complete additional training courses, which may be in person, or online.

Examples include (but are not limited to):

- BBC Academy - Working With Children
- NSPCC Learning - Keeping Children Safe
- Screen Skills - Working With Children

9. LICENSING

If you are working on a production with children you need to consider early on whether you need to obtain a Child Performance Licence as the process can take up to 21 days. Licences are granted by the Local Authority for the area where the child lives and are a legal requirement under the Children & Young Persons Act 1963.

A Child Performance Licence may be required if a child is:

- Involved in a live broadcast performance, for example a television or radio broadcast, internet streaming.



- Involved in any performance recorded for use in a broadcast or in a film intended for public exhibition.
- Being paid for the performance. However, a performance licence may be required whether or not the child is paid.
- Taken out of school during term time.

Body of Person's Approval (BOPA)

Individual licences are not required for all performances in every circumstance. A BOPA approves an organisation, for a specific performance or for a limited period of time as set out in the approval, to put on performances involving children without requiring those children to be licensed. However, for a BOPA to be approved you must be able to meet the requirements.

Examples include:

- A BOPA can only be issued if no fee has been issued.
- A BOPA is granted to the organisation putting on the performance not to the child and is for the organisation named in the BOPA only. It is not transferable to other organisations or individual children taking part in performances organised by someone else.

The regulations only apply to children under the upper limit of compulsory school education age. If you are unsure whether a child performance licence or BOPA is required seek advice from your Working with Children Adviser.

You can also find more information here:

- Children Working in Entertainment section on the [government website](#)
- The National Network for Children in Employment and Entertainment ([NNCEE](#)).



10. CHAPERONES

The contribution of children and young people to our content is much valued by Sustain Video/Clients and we want to make sure that they enjoy the experience. Therefore, best practice is to Employ Chaperones in a professional capacity to act in loco parentis and to ensure the wellbeing of any child or young person under the age of 18 whilst performing in a production or taking part in a production as a contributor.

On a production shoot a chaperone will:

- Be responsible for making sure the production staff are prioritising the child's welfare at all times and making sure safeguarding policies are being followed.
- Ask to see a physical copy of the child's performance licence (where a licence is required).
- Keep a note of important contacts the child's licensing authority, the local authority in whose area the child is performing, the child's agent and the child's parent/legal guardian.
- Keep a record of the child's working hours and monitor how they are feeling.
- Challenge peoples and/or behaviours and escalate their concerns if they feel this is appropriate for the child's safety.

Chaperones will not:

- Let a child perform if they are feeling unwell.
- Leave the child unsupervised, unless a teacher or parent is present.
- Take photographs of the children. If a member of staff witnesses this happening then they should report this behaviour immediately.
- Use inappropriate language with children.

11. CONSENT

Where children are contributors to programmes, as well as the child's own informed consent, you will normally need to seek signed consent from the child's parent or legal guardian. Documented evidence of consent must always be kept. Sustain Video will adopt the client's consent form to make sure that our safeguarding standards and procedures on an individual project align with the client's when collaborating on project work involving young or vulnerable people.



12. ONLINE AND SOCIAL MEDIA

It's particularly important to consider the role of social media and the internet in young people's lives when setting out to work with children and young people. You must make sure that young people, and their parents/guardians are aware of the impact of appearing in television/digital content and what the implications can be.

Children also need to be given information about what to do if they experience difficulties online after the content is published or broadcast, for example, if they are bullied, abused, or approached by someone they don't know who makes them uncomfortable. Bear in mind that the lower age limit for the majority of social networking sites is 13 years of age, and if you're planning something online, you must not set out to target children younger than this on social media.

At Sustain Video we have a zero tolerance to any form of abuse online.

- For all staff, freelancers and supporting artists working with children this includes the inappropriate use of any computers, mobile phones, video/digital cameras or other electronic devices to commit online grooming. Disciplinary action which is proportionate and justifiable will be taken if anyone is found to be in breach.
- If you have been sent something that you have reason to believe may be child abuse images or video, you should report it immediately to your Working with Children Advisor (Tom Bowker).
- **NEVER** open any attachments or click on any links that you believe might be child abuse images, and do not forward it to anyone unless asked to do so by Child Exploitation and Online Protection, The Internet Watch Foundation or The Police.
- If you have reason to think a child is being groomed online, this is a mandatory referral to your Working with Children Advisor (Tom Bowker).

