VINCE MEDIA LTD **Child Protection Policy 2024-2025**

Last checked & updated : 09/25 (amends to Designated Child Protection Person)

10/24 – HE (changed url for NNCEE policy docs)
03/24 – HE (added additional parent/chaperone checklist)
10/23 – HE (tweaked wording on volunteers)
11/22 – HE (reformatted for PDf)

Current Designated Child Protection Person : Chris Gane

We in VINCE MEDIA LTD are committed to a practice, which protects children from harm.

Staff and volunteers in this organization accept and recognise our responsibilities to develop awareness of issues, which cause children and young people harm.

We will endeavour to safeguard children and young people by–

- Adopting child protection guidelines through a code of behavior for staff and volunteers.
- Sharing information about child protection and good practice with children, parents, staff and volunteers.
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
- Following carefully the procedures for recruitment and selection of staff and volunteers
- Providing effective management for staff and volunteers through supervision, support and training

We are also committed to reviewing our policy and good practice at regular intervals

CODE OF BEHAVIOUR

Statement of Intent

It is the policy of VINCE MEDIA LTD to safeguard the welfare of all children and young people by protecting them from all forms of abuse including physical, emotional and sexual harm.

This organisation is committed to creating a safe environment in which young people can feel comfortable and secure while engaged in any of VINCE MEDIA LTD***'s*** programmes / productions, filming, training events or workshops. Personnel should at all times show respect and understanding for individual's rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of VINCE MEDIA LTD.

Designated Child Protection Person is defined as the producer on the shoot. Currently, the executive producer (ep) who is present on the shoot, Chris Gane, is the **Designated Child Protection Person.** If the EP cannot make the shoot, then the producer who is present shall be furnished with this Child Protection Policy to ensure safe and compliant filming.

Guidelines for all VINCE MEDIA LTD staff and volunteers and freelancers

ATTITUDES

- Staff and volunteers should be committed to :

- Treating children and young people with respect and dignity. - Always listening to what a child or young person is saying - Valuing each child and young person - Recognising the unique contribution each individual can make - Encouraging and praising each child or young person

BY EXAMPLE

- Staff and volunteers should endeavour to :

- Provide an example, which we would wish others to follow - Use appropriate language with children and young people and challenge any inappropriate language used by a young person or child or an adult working with young people. - Respect a young person's right to privacy

ONE TO ONE CONTACT

Staff and volunteers should:

- Not spend any amount of time alone with children, away from others
- Always involve the chaperone on set / location when talking to or giving direction to a child

PHYSICAL CONTACT

Staff and volunteers should never

- Engage in sexually provocative or rough physical games, including horseplay
- Do things of a personal nature for a child or a young person that they can do for themselves. If such an incident arises, for example, where a child or young person has limited mobility, VINCE MEDIA LTD staff should seek a member of school staff or leader of the youth organisation to deal with such an incident
- Allow, or engage in, inappropriate touching of any kind

GENERAL

Staff and volunteers should

- Be aware that someone might misinterpret our actions no matter how well intentioned
- Never draw any conclusions about others without checking the facts
- Never allow ourselves to be drawn into inappropriate attention-seeking situations such as tantrums or crushes
- Never exaggerate or trivialise child abuse issues or make suggestive remarks or gestures about, or to a child or young person,

RELATIONSHIPS

Staff and volunteers and crew who are involved in relationships with other members of staff or volunteers should ensure that their personal relationships do not affect their role within VINCE MEDIA LTD or the work of VINCE MEDIA LTD.

FILMING

- Should always adhere to the practices as laid out in here :

https://www.nncee.org.uk/news/1762/new-version-nncee-a-guide-to-child-performance-licensing-september-2024-updated

- - provide separate toilet for children when on location that must only be used by children where possible – otherwise ensure strict compliance with rules as laid out by nncee.

- Adhere to the table for timings as laid out by the NNCEE :

Children (Performances and Activities) (England) Regulations 2014

CHILDREN IN ENTERTAINMENT

RESTRICTIONS IN RELATION TO ALL PERFORMANCES

Topic	Age 0 to 4	Age 5 to 8	Age 9 and over
Maximum number of hours at place of performance or rehearsal (Reg.22)	5 hours	8 hours	9.5 hours
Earliest and latest permitted times at place of performance or rehearsal (Reg.21)	7am to 10pm	7am to 11pm	7am to 11pm
Maximum period of continuous performance or rehearsal (Reg.22)	30 minutes	2.5 hours	2.5 hours
Maximum total hours of performance or rehearsal (Reg.22)	2 hours	3 hours	5 hours
Minimum intervals for meals and rest (Reg.23)	Any breaks must be for a minimum of 15 minutes. If at the place of performance or rehearsal for more than 4 hours, breaks must include at least one 45 minute meal break.	If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, they must have one meal break of 45 minutes and at least one break of 15 minutes If present at the place of performance or rehearsal for 8 hours or more, they must have the breaks stated above plus another break of 15 minutes.	If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, they must have one meal break of 45 minutes and at least one break of 15 minutes If present at the place of performance or rehearsal for 8 hours or more, they must have the breaks stated above plus another break of 15 minutes.
Education (Reg.13)	N/A	3 hours per day (maximum of 5 hours per day). 15 hours per week, taught only on school days. Minimum of 6 hours in a week if aggregating over 4 week period or less.	3 hours per day (maximum of 5 hours per day). 15 hours per week, taught only on school days. Minimum of 6 hours in a week if aggregating over 4 week period or less.
Minimum break between performances (Reg.23)	1 hour 30 minutes	1 hour 30 minutes	1 hour 30 minutes
Maximum consecutive days to take part in performance or rehearsal (Reg.26)	6 days	6 days	6 days

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Ensure that parent or chaperone observes the following points when filming;

1. Changing rooms/dressing rooms/other e.g. trailers/green rooms

- Are they clean?
- Are they safe?
- Are boys and girls over 5 using different rooms? (Or what arrangements are there?)
- Are they too hot or too cold?
- Is there enough room?
- Are they used by adults at the same time as children?
- Are there free standing heaters/fans/cables/ etc., that may be a trip hazard?
- Is clothing suitable for climate child is performing in?
- If filming in inclement weather are there sufficient towels/warm clothing/change of clothes, etc.?
- What are the arrangements for moving around the venue/location?

2. Toilets/showers

- Are they clean?
- Are they separate to adults where possible?
- Are they used by adults as well as children?
- If so, what are the arrangements for the child?

3. Signing in/out

- Is there a signing in/out sheet with the location manager?
- Who is responsible for this?

4. Around the venue/location

- Are the hallways/landings/stairs safe and free from obstruction?
- If not what can be done? (Move items/change route etc.)
- Do you need to remind the child of any hazards?
- Who and where is the first aider/nurse/medic?
- Where is the first aid box?
- Have there been any injuries/illnesses you need to be aware of? Any allergies?
- Where is the child's emergency contact number held?
- Where is the nearest fire exit to the child?
- Where is the fire assembly area?

SHARING INFORMATION ABOUT CHILD PROTECTION ANDGOOD PRACTICE WITH, CHILDREN, STAFF ANDVOLUNTEERS

Good communication is essential in any organisation. In VINCE MEDIA LTD every effort will be made to assure that, should individuals have concerns, they will be listened to and taken seriously.

It is the responsibility of the management to ensure that information is available to, and exchanged between all those involved in this organisation and its activities. Some information is confidential and should only be shared on a strictly need-to-know basis.

Children and young people

Children and young people have a right to information, especially any information that could make life better and safer for them. VINCE MEDIA LTD
will act to ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties.

When sharing information, VINCE MEDIA LTD personnel will be sensitive to the level of understanding and maturity, as well as to the level of responsibility, of the people with whom they are sharing.

Parents

Parents / persons with parental responsibility or the onset chaperone are ultimately responsible for their children's welfare at all times, and they should be assured that their children are involved with a credible organisation.

We achieve this by

- Publishing the named Designated Child Protection Person(s)

Staff & Volunteers

As an organisation, which offers support and guidance to children and young people, it is imperative that each member of the VINCE MEDIA LTD staff is aware of their responsibilities under the Child Protection legislation and has a working knowledge of VINCE MEDIA LTD***'s*** procedures. Each member of staff will receive updated training in Child Protection.

Other Bodies

A copy of our Child Protection Policy will be made available to another appropriate body.

SHARING INFORMATION ABOUT CONCERNS WITH AGENCIES WHO NEED TO KNOW AND INVOLVING PARENTS AND CHILDRENAPPROPRIATELY

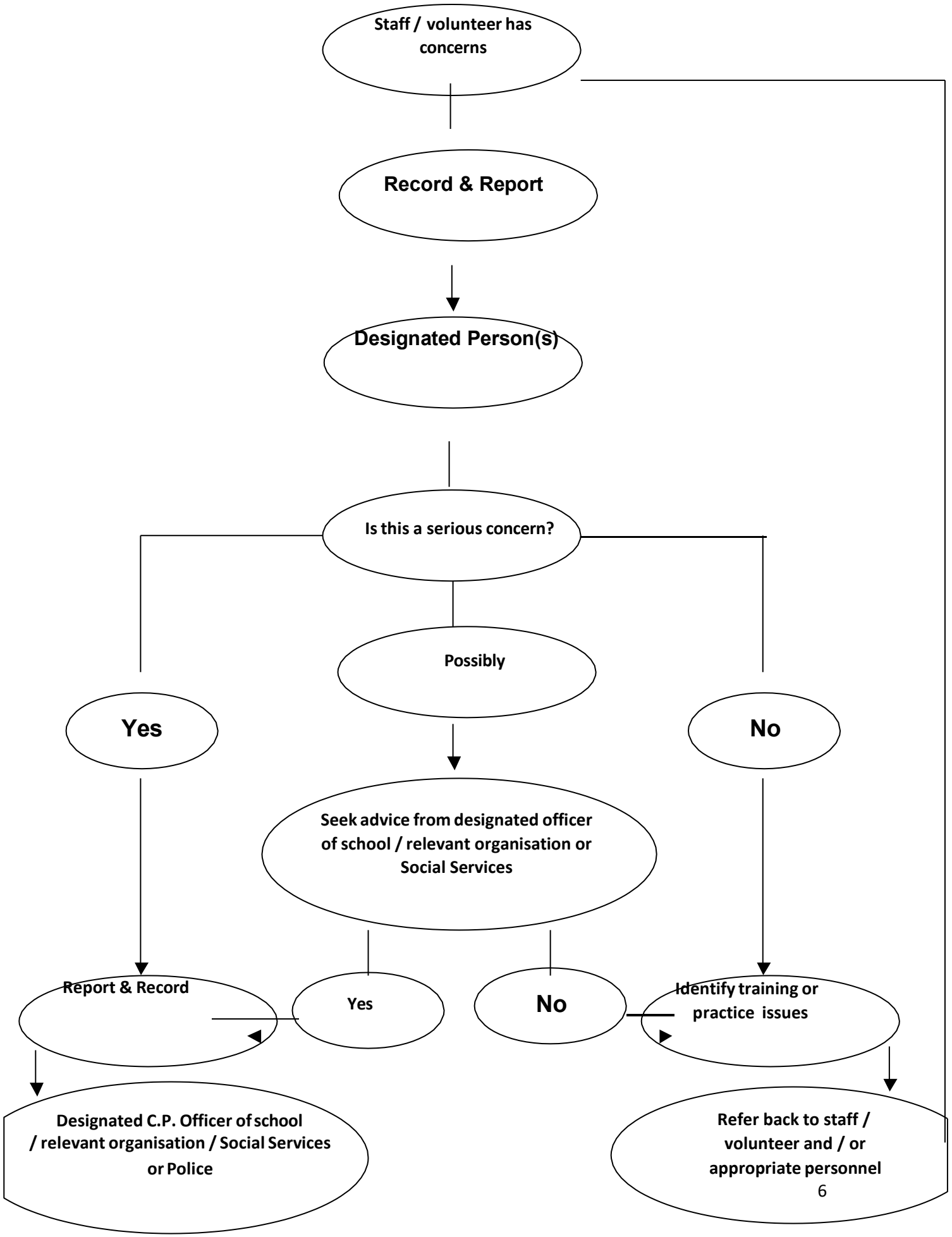
- **PROCEDURE FOR REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE**

In any case where an allegation is made, or someone in VINCE MEDIA LTD **has concerns, a record should be made. Details must include, as far as practical:**

- Name of child or young person
- Age
- Home Address (if known)
- Date of Birth (if known)
- Name/s and Address of parent/s or person/s with parental responsibility
- Telephone numbers if available
- Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details
- What has prompted the concerns?
  Include dates and times of any specific incidents
- Has the child or young person been spoken to?
  If so, what was said?
- Has anybody been alleged to be the abuser?
  If so, record details
- Who has this been passed on to, in order that appropriate action is taken? e.g. school, designated officer, social services etc
- Has anyone else been
  consulted? If so, record details

ACTION TAKEN

REPORTING PROCEDURES (A)



- **DISCLOSURE**

  - Never guarantee absolute confidentiality, as Child Protection will always have precedence over any other issues.

  - Listen to the child, rather than question him or her directly.
    Offer him / her reassurance without making promises, and take what the child says seriously.

  - Allow the child to speak without interruption,
    Accept what is said – it is not your role to investigate questions. Do not overreact.

  - Alleviate feelings of guilt and isolation, while passing no judgement

  - Advise that you will try to offer support, but that you must pass the information on.
    Explain what you have to do and whom you have to tell.

  - Record the discussion accurately, as soon as possible after the event,
    Use the child's words or explanations – do not translate into your own words, in case you have misconstrued what the child was trying to say.

  - Contact one of the VINCE MEDIA LTD Designated Persons for advice / guidance.
    The Designated Person may then discuss the concern / suspicion with the relevant organisation, and, if appropriate, make a direct referral.

  - If either Designated Person is not available, or it is inappropriate to approach them, the volunteer / member of staff with the concern should make direct contact with the relevant organisation themselves

  - Record any discussions or actions taken within 24 hours.

FOLLOWING CAREFULLY THE PROCEDURES FOR RECRUITMENT & SELECTION OF STAFF & VOLUNTEERS

VINCE MEDIA LTD operates employment and supervision procedures that ensure highest priority is given to issues relating to child protection.

PROVIDING EFFECTIVE MANAGEMENT FOR STAFF & VOLUNTEERING THROUGH SUPERVISION, SUPPORT & TRAINING

VINCE MEDIA LTD encourages the development of staff and volunteers through its on going support, supervision and training.

- INDUCTION
  Each new member of staff or volunteer is made familiar with VINCE MEDIA LTD*'s* policies and procedures including the Child Protection Policy and Code of Behaviour

- APPRASIALS
  Each new member of full time staff undergoes 1 month / 3 month and 6month appraisals

- MENTORING SCHEMES
  Each new member of staff is assigned to a mentor for the duration of 1 year. This provides the new member of staff with opportunities to voice concerns and anxieties or to ask questions about their work or the environment in which they are working.

- TRAINING
  In VINCE MEDIA LTD the management take responsibility for the training needs of staff and volunteers. The individual, however, also plays a part in identifying areas they feel they require training in.

- ANNUAL APPRAISAL
  There is an official annual appraisal system for each member of staff.