

Guiding Principles

Nothing is more important than children's welfare. (Working Together to Safeguard Children HM Government 2018)

General Data Protection Regulation (GDPR), the Data Protection Act 2018 and human rights law are not barriers to justified information sharing. Information sharing is essential for effective safeguarding and promoting the welfare of children and young people.

(Both taken from: Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents, and carers. HM Government July 2018)

Child protection is a key part of the safeguarding process; safeguarding processes should aim to promote and protect the welfare of the child/young person at all times.

Overview of Safeguarding roles and responsibilities before, during and after any licensing period.

	Chaperone	Head of Regulatory Compliance Department HRCD	Safeguarding Lead Officer SLO
Policy and Procedure	<p>Read relevant policies and adhere to procedures.</p> <p>Ensure and monitor compliance during licensing period.</p> <p>Communicate issues to HRCD.</p>	<p>Deputy Safeguarding Lead.</p> <p>Ensure Safeguarding and Child Protection policies are in place and monitor compliance.</p> <p>Communicate issues to SLO, as appropriate.</p> <p>Contribute to policies, as appropriate.</p>	<p>Lead responsibility for Safeguarding and Child Protection.</p> <p>Ensure all policy documents such as Safeguarding /Child Protection/Whistleblowing/Staff Code of Conduct /Use of Social Media etc. that reflect the safeguarding of the production process are created, regularly reviewed, circulated, and adhered to by all departments.</p>
Regulations	<p>Ensure, monitor and record (via timesheets etc) compliance by accompanying child /</p>	<p>Ensure regulatory compliance.</p> <p>Ensure compliance paperwork is completed and</p>	<p>Work closely with HRCD to ensure compliance.</p>

	<p>young person at all times during licensing period.</p> <p>On set presence to pre-empt and/or respond to potential issues and communicate all issues to HRCD.</p>	<p>be responsible for its collation and secure storage in line with GDPR regulations.</p> <p>Regulatory compliance support throughout all stages of production.</p> <p>Available to chaperones for compliance support during licensing period.</p> <p>Communicate issues to SLO, as appropriate.</p>	
Child Protection	<p>Raise and respond to concerns and disclosures.</p> <p>Report all concerns and disclosures in writing to HRCD.</p> <p>Refer as appropriate.</p>	<p>Available to support chaperone with child protection issues.</p> <p>On call to chaperones 24/7 in child protection emergency during licensing period, including establishment and monitoring of a safeguarding alert procedure for all cast and crew.</p> <p>Available to production at all stages of the production process.</p> <p>Co-ordinate recording of all child protection issues.</p>	<p>Communicate all child protection issues to HRCD.</p> <p>Agree response with HRCD.</p> <p>Refer as appropriate.</p>

		<p>Communicate all child protection issues to SLO.</p> <p>Agree response with SLO</p> <p>Refer as appropriate.</p>	
Safeguarding	<p>Proactively safeguard, support, and promote the welfare of children/young people.</p> <p>Read and ensure adherence to risk assessments, as appropriate.</p> <p>Communicate issues to HRCD.</p>	<p>Proactively safeguard, support, and promote the welfare of children/young people.</p> <p>Check qualifications of every member of chaperone team to include: *Enhanced DBS status, licence validity and the accreditation of both safeguarding and regulations training.</p> <p>Check both Qualified Teacher Status (QTS) using Teacher Reference Number (TRN) and *Enhanced DBS of any tutor.</p> <p>Contribute to risk assessments, as appropriate.</p> <p>Record and respond to issues.</p> <p>Communicate these to SLO, as appropriate.</p>	<p>Proactively safeguard, support, and promote the welfare of children/young people.</p> <p>Responsible for ensuring all risk assessments are in place.</p> <p>To challenge poor practice across the production workplace.</p> <p>Recognise and respond to safeguarding issues. To ensure safer recruitment practice.</p> <p>Communicate with HRCD, as appropriate.</p> <p>*There are guidelines regarding checking the enhanced DBS of a prospective employee. The HRCD and SLO will be guided by this. https://www.gov.uk/government/publications/dbs-update-service-employer-guide/dbs-update-service-employer-guide#examples-of-how-employers-can-legally-use-the-update-service</p>

Essential / Desirable Prerequisites

Basic accredited Child Protection and Safeguarding Training	Essential	Desirable	Desirable
Advanced accredited Child Protection and Safeguarding Training (Level 2 or 3)	Desirable	Essential (*retaken every 2 years) *In line with DfE: Keeping Children Safe in Education 2018 statutory guidance for Designated Safeguarding Lead role.	Essential (*retaken every 2 years.) *In line with DfE: Keeping Children Safe in Education statutory guidance 2018 for Designated Safeguarding Lead role.
Accredited Designated Safeguarding Lead Training	Non-essential	Desirable	Desirable
Valid professional chaperone licence.	Essential	Essential	Non-essential
Enhanced DBS on Update Service	Essential	Essential	Non-essential.
Accredited training regarding The Children (Performances and Activities) (England) Regulations 2014.	Essential	Essential	Desirable

Key Legislation and Governmental Guidance includes:

- The Children (Performance and Activities) (England) Regulations 2014.
- GDPR and The Data Protection Act 2018.
- The Children's Act 1989 (including subsequent 2004 supplements).
- Working Together to Safeguard Children 2018.
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents, and carers 2018

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