




























SAFEGUARDING POLICY Summary - Easy Read

This is intended to be a plain-English / easy-read version of our Safeguarding Policy. It is not meant to replace or override our ratified Safeguarding Policy, which can be downloaded from www.beaconfilms.org.uk/policiesandreports





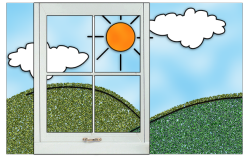

	<p>This policy was last checked by the board In July 2022</p>
	<p>This policy will be checked again by the board by July 2023</p>
<p>Beacon Films CIC Safeguarding Officers (DSO) are:</p>	
	<p>DSO: Michelle Fox, 07775 850059, michelle@beaconfilms.org.uk</p>
<p>Photo TO ADD</p>	<p>Workshop SO: Johanna Smith, 07539 228455 Johanna@beaconfilms.org.uk</p>
<p>SAFEGUARDING POLICY AND PROCEDURES</p>	
<p>1) Acting on Concerns workers should be aware of signs of abuse that a participant might show, for example:</p>	
	<p>Lots of bruises or scratches</p>
 <p>Neck</p>	<p>Bruises in strange places</p>
	<p>Unexplained/sudden loss of weight or gain of weight</p>



	Self-harming
	Sudden changes in behavior
	Unexplained lack of attendance or being late a lot
	Inappropriate clothing and/or sexual behaviour
	Smelly or dirty appearance
<p>If workers are worried about any participant, they should speak to the designated safeguarding officer as soon as possible. If in doubt, share your concerns.</p>	
<p>2) What to do if a participant comes to you with an allegation:</p>	
	Respond immediately – <i>ask a fellow worker to run the session, while you do.</i>
	Remain calm, listen, and take it seriously.

	<p>Under no circumstances say you will “not tell” or “keep a secret”. <u>Let them know that you will have to tell someone what they tell you.</u></p>
<p>3) What to do after they have told you (As soon as possible) record in their own words what they have said to you, make sure you include:</p>	
	<p>What was seen or said</p>
	<p>Names of alleged victim, alleged abuser, witnesses</p>
	<p>Record the actual words said by the alleged victim</p>
	<p>Separate fact from opinion</p>
	<p>Sign, time and date the document. It could be used in court.</p>
	<p>Ask the victim what outcome would be best for them (remind them you must refer what they are telling you onwards).</p>
	<p><u>At the soonest possible opportunity</u> report this to the designated safeguarding officer.</p>

	<p>Do not directly challenge the alleged perpetrator/s.</p>
	<p>When sharing information, workers MUST do this on a strictly "need to know" basis in line with our data protection policy.</p>
<p>4) Creating a Safe Environment at Beacon Films</p>	
	<p>STAFF / WORKERS</p>
	<p>All workers have DBS (Disclosure and Barring Service) Enhanced Disclosures <u>less than three years old</u> at the time they are working on a project.</p>
	<p>If the DBS document lists any convictions, the designated safeguarding officer should be informed before the worker is involved in a project.</p>
	<p>At its discretion, adult workers delivering project activity who do NOT have a valid DBS check. (e.g an industry professional delivering a masterclass) can be engaged, as long as they do not have regular contact with participants and a risk assessment has been carried out.</p>
	<p>STAFF / PHYSICAL CONTACT</p>

	<p>There should be no physical contact with participants unless appropriate to the activity concerned.</p>
	<p>Staff must discourage and report any inappropriate physical behaviour by participants towards them to the designated safeguarding officer.</p>
	<p>Be aware of any inappropriate behaviour by one participant towards another (particularly flirtatious/sexual), and report any concerns.</p>
	<p>If a participant needs help to find the toilet, workers should never enter the toilet with the participant.</p>
	<p>Workers should never be afraid to ask even the most basic questions.</p>
	<p>THE BUILDING: 4 GLENDALE TERRACE</p>

	<p>The building is shared by other organisations so please always follow the instructions of reception staff.</p>
	<p>Public access is controlled by a locked front door that can be opened from the inside or by a fob.</p>
	<p>Reception staff will be able to see the person waiting to be admitted to the building before they unlock the door</p>
	<p>Upon entering, please sign in at reception.</p>
<p>5) Supporting a Safe Environment outside Beacon Films</p>	
	<p>Additional measures for participants working outside of Beacon Films to protect them against abuse and neglect. <u>The measures are:</u></p>
	<p>An easy read <u>project agreement</u> between i) Beacon Films, the ii) project member/s, iii) the organisation or individual, and the project member/s parent, carer or supporter where appropriate.</p>

	A safeguarding risk assessment for the project
	Safeguarding training for the project member/s