

Harrogate Film Society

SAFEGUARDING AND CHILD PROTECTION -POLICY AND PROCEDURES

Approved 3rd February 2020

Purpose and Scope

1. The purpose of this statement of policy and procedures is to:
 - protect young persons under the age of 18 years and vulnerable adults who attend Harrogate Film Society (HFS) activities from harm,
 - provide all HFS members, guests and volunteers as well as young persons and vulnerable adults with the principles that guide HFS' approach to protection.
2. HFS is committed to ensuring that any young person and any vulnerable adult is protected and kept safe from harm whilst taking part in any activity organised by HFS.
3. HFS believes that any young person and any vulnerable adult whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity, have the right to protection from abuse.
4. HFS will take all suspicions and allegations of inappropriate behaviour seriously and will respond to them swiftly and appropriately.

Risk Assessment and Procedures

5. All HFS' activities are carried out at all times in the full view of numerous responsible adults, whether Committee Members, members, guests or volunteers.
6. Young persons and vulnerable adults will normally be accompanied by either a parent, legal guardian or carer. HFS considers there is potential risk – albeit very unlikely- when for some unforeseen reason there is an **un-accompanied young person or vulnerable adult** in situations such as:
 - a. needing to go the toilet,
 - b. needing first aid or transport to professional medical assistance, such as hospital,
 - c. awaiting collection at the end of an event.
7. The HFS procedure in such situations is to ensure that **two responsible adults are to be with the vulnerable adult or young person** until the situation ends or a parent, legal guardian, carer or professional medical person takes over responsibility.
8. Where a Committee Member is unsure if a young person is under 18 years old, once this has been verified, the Committee Member is authorised to prevent the young person from:
 - a. attending a film rated for 18 years and over,
 - b. consuming alcohol at an HFS social activity.
9. HFS will ensure that members, guests and volunteers are aware of and should adhere to the HFS Safeguarding and Child Protection Policy and Procedures, by publishing them on the website.
10. HFS will seek written consent from a parent, legal guardian or carer before taking photos or video of a young person or vulnerable adult at an HFS activity or publishing such images. Persons taking photographs should be prepared to identify themselves if requested and state their purpose for photography or filming. If HFS publishes images of young persons or vulnerable adults, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Committee.

Potential Risks Arising

11. Anyone who is concerned about a young person or vulnerable adult participant's welfare during an HFS activity should inform a Committee Member immediately, in strict confidence. The Committee Member will ensure that the Chairman is informed promptly, so that the Committee can take appropriate action, where necessary.
12. If the Committee has any concern that harm to an at risk person may have happened, then the Chairman will contact the parent, legal guardian or carer of the at risk person as soon as possible, and if appropriate, may refer the matter to the relevant authority.
13. This policy will be kept under periodic review.