

# **Big Fish Films (NI) Limited**

## **Child Protection Policy**

### **Definition**

Big Fish Films (NI) Limited is committed to safeguarding the welfare of children and young people in its care.

The guidelines and procedures prescribed within this policy also apply to vulnerable adults in the care of the Big Fish Films (NI) Limited

### **Principles**

- Children and young people should be treated with care, respect and dignity.
- Those working for Big Fish Films (NI) Limited will be perceived by children as trusted representatives of Big Fish Films (NI) Limited.
- A risk assessment should be carried out when children undertake Big Fish Films (NI) Limited activities.
- Employees should act responsibly with regards to physical contact with children which may be necessary for work or health and safety reasons, or under supervision.
- Big Fish Films (NI) Limited will register with the Criminal Records Bureau ('CRB').
- An offer of work to a position where working with children and young people is an expected part of the role will be subject to a satisfactory CRB checks. This applies to individuals engaged on any type of Big Fish Films (NI) Limited contract (e.g. employment, casual or freelance contracts).
- When a child or young person needs to be licensed to take part in a programme or film the necessary steps must be taken in accordance with the information on the Child Licences' Guidelines.
- While all under 18s are covered by Child Protection law, for the purposes of Big Fish Films (NI) Limited's Editorial Guidelines a 'child' is someone under the age of 15 years and 'young people' are those aged 15,16 and 17. For further information please refer to Ofcom.
- For the purposes of the CRB, a child is defined as someone who is under 18 or (under 16 if the child is employed).

### **Contents**

1. Child Protection Nominated Managers
2. CRB Checks
3. Big Fish Films (NI) Limited Personal Disclosure
4. Rehabilitation of Offenders Act
5. Big Fish Films (NI) Limited Editorial Guidelines & Ofcom
6. Children of Big Fish Films (NI) Limited Employees
7. Schools and Events
8. Health & Safety
9. Transport
10. Accommodation

## **1. Child Protection Nominated Managers**

Big Fish Films (NI) Limited has a child protection nominated manager who has special responsibility for the implementation of this Policy in their programmes and films. The child protection nominated manager will be the focal point for all child protection questions and will be responsible for:-

- ensuring productions are aware of the requirement to be in compliance with *the Big Fish Films (NI) Limited Child Protection Policy*;
- being the point of referral for any productions involving children and young persons and ensuring child protection in their area;
- liaising with the CRB signatory in Big Fish Films (NI) Limited to advise which positions require CRB check, or completion of the *Big Fish Films (NI) Limited Personal Disclosure Form*;
- being the point of referral for individuals who during the course of their work, believe that a child may be at risk of harm, and/or are told by a child or young person of a child welfare issue; and/or believe that a person may pose a risk of harm to a child/children;
- keeping a record of any child protection issues arising.

## **2. CRB Checks**

Where an individual begins work prior to a satisfactory CRB check being received the individual will be placed on restricted duties, which means that they cannot work unsupervised with children. The individual's manager will be responsible for ensuring a restricted duties plan is in place and this will be authorised by a more senior manager. The individual may also be asked to sign the *Big Fish Films (NI) Limited Personal Disclosure Form*;

If restricted duties are not possible then the individual will not be allowed to start work.

## **3. Big Fish Films (NI) Limited Personal Disclosure**

Those working in positions which do not usually entail working with children or young people may be asked to complete the *Big Fish Films (NI) Limited Personal Disclosure Form* where an assignment involves supervised contact with children, but a CRB check is not required.

Those who disclose that they have been convicted of any offence relating to children, or young people, or are subject to any disciplinary sanction relating to children or young people will not be permitted to work on any production/project which involves contact with children or young people.

## **4. Rehabilitation of Offenders Act**

In certain circumstances, individuals who are convicted of offences are regarded as "rehabilitated" after a defined period of time. At that point, their conviction is said to be "spent". Normally, once a conviction is spent, the convicted person does not have to reveal or admit its existence and the conviction is treated as though it had never occurred. However, where an individual is required to work with children or young people in accordance with the exceptions under the Act, disclosure of all convictions (i.e. both spent and unspent) will occur through the disclosure services of the CRB.

## **5. Big Fish Films (NI) Limited Editorial Guidelines & Ofcom**

Programme making employees must be compliant with the *Big Fish Films (NI) Limited's Editorial Guidelines* which set out the Big Fish Films (NI) Limited editorial values and cover all aspects of working with children including safeguarding the welfare of children.

Consideration of the child's welfare should be at the heart of production. For further guidance refer to the Ofcom publication Protecting the Under 18's.

## **6. Children of Grey Cat Productions Limited Employees**

Employees should not bring their children to their own workplace for childcare purposes. It is recognised that there may be exceptional circumstances when this may be necessary. In such cases the permission of the manager must be sought and the children must remain under the direct supervision of their parent at all times.

## **7. Schools and Events**

Big Fish Films (NI) Limited productions involving visits to schools should write to the school concerned to advise that Big Fish Films (NI) Limited has a child protection policy in place and inform the event organisers that:-

- Big Fish Films (NI) Limited individuals who attend are in compliance with this policy.
- Big Fish Films (NI) Limited individuals will not ask for the personal details or contact details of any young person or offer their own details. Only generic Big Fish Films (NI) Limited contact details will be provided;
- Big Fish Films (NI) Limited individuals must not be placed in a caring or supervisory position, without the express agreement of all parties which has been made in advance of the visit.
- Big Fish Films (NI) Limited individuals who, through the course of their work in a school, become concerned about the welfare of a child will share that concern with the school's designated child protection teacher, who will follow locally agreed procedures. If it is felt more appropriate, any issue can be referred through the relevant Big Fish Films (NI) Limited Child Protection Nominated Manager.

## **8. Health & Safety**

Where a child or young person is involved a risk assessment must be undertaken. The risk assessment should set out what arrangements are in place for their care and supervision e.g. by a school, parent, guardian or chaperone and how these will be communicated to the appropriate parties.

The health and safety controls in place will include those needed for:-

- the people the children or young person will meet;
- the environment they will be in;
- the equipment they will be using;
- the work they will be doing;
- the way the work will be organised and carried out;
- the pattern and hours of work;
- any transport arrangements.

## **9. Transport**

Children

When children are being transported on behalf of Big Fish Films (NI) Limited they should be accompanied by a parent, guardian, chaperone or teacher.

All licensed children must be accompanied by their registered chaperone whilst travelling and it is not acceptable for them to be brought in unaccompanied in a Big Fish Films (NI) Limited approved taxi under any circumstances. The registered chaperone is the name that appears on the licence.

In exceptional cases where a child/children who do not require a licence are to be transported unaccompanied by a parent, guardian, chaperone or teacher, this must be with Big Fish Films (NI) Limited 'approved' taxi companies, or by an employee who has a satisfactory CRB check, and in either case only with the specific prior consent of their parent or guardian.

Young persons

Although outside of the sphere of responsibility for local education authorities, Big Fish Films (NI) Limited has a duty of care for persons between the minimum school leaving age and under 18 when travelling on behalf of Big Fish Films (NI) Limited. Young persons employed on BBC productions may be transported unaccompanied by Big Fish Films (NI) Limited approved taxi companies. Written parental/guardian consent should be sought for this or any other means of unaccompanied travel for a young person.

## **10. Accommodation**

Children

If a child is required to stay overnight on any Big Fish Films (NI) Limited production, the child must be accompanied by a registered Local Education Authority chaperone. Should a parent prefer to accompany and stay overnight with their child the production will allow this.

Young persons

No young person between the minimum school leaving age and under 18 should be required to stay overnight without a registered chaperone. If exceptionally, further to a conversation between the Big Fish Films (NI) Limited representative, the young person and their parents/guardian it is agreed the young person is to stay unaccompanied overnight in accommodation, this must be recorded in writing.

Signed:

A handwritten signature in black ink, appearing to read 'Eoin O'Callaghan', written in a cursive style.

Eoin O'Callaghan (Managing Director Big Fish Films (NI) Limited)

Dated: 15<sup>th</sup> March 2017

## Appendix 1

### **Secure Handling and Safekeeping of CRB**

It is a requirement of the CRB Code of Practice that Grey Cat Productions Limited has a written policy on the correct handling and safekeeping of Disclosure information.

#### **Policy Statement**

##### General principles

Grey Cat Productions Limited complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. Grey Cat Productions Limited also complies fully with its obligations under the *Data Protection Act 1998* and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.

##### Storage and access

Hard copies of CRB information will be kept securely in locked cabinets in Grey Cat Productions Limited offices for periods of time as set out in the 'Retention' paragraph below. Access to the CRB material is limited to CRB counter signatories.

Grey Cat Productions Limited will keep an electronic record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken. The electronic record is password protected and access is restricted to counter signatories. Each counter signatory is responsible for the electronic record in their area. A master copy is kept by the lead counter signatory.

##### Handling

Disclosure information is only passed to those who are authorised to receive it in the course of their duties. Grey Cat Productions Limited recognises that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Grey Cat Productions Limited maintains a record of all those to whom Disclosures or Disclosure information has been revealed.

##### Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

##### Retention

Once a recruitment (or other relevant) decision has been made, Grey Cat Productions Limited will shred the disclosure certificate unless there is a reasonable likelihood of the decision being disputed, in which case it will keep a hard copy of the CRB Disclosure certificate until the dispute has been resolved. The maximum period for which certificates would be retained is in accordance with the applicable data protection legislation.

If, in very exceptional circumstances, Grey Cat Productions Limited considers it is necessary to keep hard copies of Disclosure information for longer than six months, Grey Cat Productions Limited will consult the CRB and give full consideration to the data protection and rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

#### Disposal

Once the retention period has elapsed, Grey Cat Productions Limited ensures that any Disclosure information is immediately destroyed by secure means, i.e. by shredding. Grey Cat Productions Limited does not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure.