Guide to Safeguarding for Film Exhibitors

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# What do we mean by safeguarding?

The term safeguarding refers to the actions taken to protect vulnerable groups from harm. The groups this guide aims to address are children, young people and adults at risk of harm (including organisational staff and volunteers).

## Why do you need to do it?

If your organisation has regular contact with the public, you have a crucial role to play in the support, identification and reporting of children, young people and adults who may be at risk of harm. Best practice in safeguarding means committing to both a legal and moral responsibility to all paid staff, volunteers and visitors/audiences. It’s always better to be prepared and to think in terms of ‘this could happen’ than to hope it won’t.

You need to be informed enough to ensure that complaints and concerns about anyone at risk are properly identified and acted upon. You must actively work to prevent abuse from occurring within your organisation, and you must be prepared to respond proportionately if abuse or neglect has occurred.

Organisations that fail to do this risk failing to meet their duty of care, which at worst could leave those concerned ask risk of harm.

Don’t think of it as a box ticking exercise and extra work- you want everyone in your venue or organisation to feel safe and valued whether staff or visitor and the policies and procedures will help you achieve that.

## Recognising a safeguarding issue

The NSPCC lists the [types of abuse](https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/) that Safeguarding aims to prevent and protect children, young people from. The Social Care Institute for Excellence covers the [types of abuse](https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse) considered with adults at risk in mind.

# Scenarios

“Your organisation runs an after-school film club. During one of the sessions a girl tells the club facilitator that she is worried for her friend. Her friend has been missing school a lot and staying away from home. When she asked her friend why, her friend said she wasn’t feeling very happy at home but not to say anything to anyone. The girl asks if the club facilitator can try and make things better for her friend – but to keep it secret.”

“A parent contacts you raising a complaint that her son has been receiving abusive messages through Snapchat from other young people in the Young Programmers group that you run. They have not been able to save them but are concerned that these include threats to hurt her son and that they will kill him. What do you do?”

This [short video of a scenario](https://www.anncrafttrust.org/safeguarding-checklist-recognising/) could equally be applicable to an elderly audience member that regularly attends a dementia friendly or silver screen session at your venue.

It’s important to remember that even if the issue hasn’t happened in your venue or within your organisation, you still have a duty of care to report suspected as well as actual abuse to the authorities.

For children under 18 you are able to report disclosures without consent if you know the child to be at risk. However, for adults at risk, you must obtain their consent before disclosing information shared with you or be prepared to provide a robust legal argument for doing so without consent.

There are more practice examples on the [NSPCC](https://learning.nspcc.org.uk/safeguarding-child-protection/safeguarding-examples-issues-concerns#heading-top) site and on the [Real Safeguarding Stories](https://realsafeguardingstories.com/) site.

# Where to begin with safeguarding

There are many tools and resources available for free to help you in meeting all your safeguarding responsibilities and many of those are outlined in this resource. When using any of these guides or templates, remember to make sure the policies and procedures you create are relevant to your organisation, ensure all your staff are aware of them and strive to embed safeguarding within the culture of your organisation.

Remember, everyone is entitled to live their lives free from harm, and (regardless of age, gender, religion or ethnicity) it’s important that everyone you work with and welcome into your venue or organisation feels safe and protected.

The 4 areas of Safeguarding to be aware of are:

## Policy

The policies (Safeguarding, Code of Conduct, Safer Spaces, Anti-Bullying and Harassment and Whistleblowing) prove that as an organisation you’re committed to preventing and responding appropriately to harm to the staff, volunteers and audiences you welcome into your venues (children, young people and adults at risk). They will also help you respond to any signs of abuse that may indicate that abuse is occurring outside of your organisation.

## People

For the policies to have meaning, it’s vital you are clear about the responsibilities and expectations of your staff, volunteers and associates. You must ensure that they’ve had appropriate training, understand your policies and procedures and that they know how to act accordingly.

## Procedures

This is how you put the policies into practice to create a safe environment for your audiences, staff and volunteers.

## Accountability

The policies and procedures must be monitored, reviewed and refreshed annually, including updating and providing new training.

# Group definitions

## Children and young people

Legally, a child is anyone under the age of 18. Therefore, safeguarding children is about protecting all those under 18 from harm.

When safeguarding a child you:

* + Protect them from abuse, maltreatment and exploitation.
	+ Prevent anything from harming their health or development.
	+ Ensure they can grow up under safe and effective care.
	+ Take action to ensure they have the best outcomes in life.

Part of the safeguarding process is identifying and protecting children suffering from, or likely to suffer from, significant harm.

## Adults at risk of harm

An adult at risk of harm is defined as a person who, for any reason, may be unable to take care of themselves or protect themselves against significant harm or exploitation. Safeguarding adults at risk involves reducing or preventing the risk of significant harm from neglect or abuse, while also supporting people to maintain control of their own lives.

This does not only refer to adults who lack capacity for whatever reason. Adults with full capacity can still be considered at risk if they are unable to take care of themselves or protect themselves from significant harm.

All organisations have a duty to ensure that the welfare of all adults is ensured. As part of this you need to understand when to implement your safeguarding adults reporting procedures.

Safeguarding duties apply to an adult who:

* Has needs for care and support (whether or not the local authority is meeting any of those needs) and;
* Is experiencing, or is at risk of, abuse or neglect; and;
* As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.
* When safeguarding an adult at risk you:
* Ensure they can live in safety, free from abuse and neglect.
* Empower them by encouraging them to make their own decisions and provide informed consent.
* Prevent the risk of abuse or neglect, and stop it from occurring.
* Promote their well-being and take their views, wishes, feelings and beliefs into account.

# About this resource

The key elements that this resource aims to help venues understand and to establish (and these are applicable to children, young people, adults at risk, your staff and volunteers) are:

## Awareness of your responsibilities

By reading through this resource and by following the links to more information, you will gain a greater understanding of your overall safeguarding responsibilities and be able to apply them within the context of your organisation.

## Policies

Throughout this guide you’ll find links to guidance on creating and refreshing your Safeguarding policies including adaptable templates as well as examples of risk assessment and parental consent forms. You will also find examples of policies and documents created by exhibitors and venues for inspiration and real-world application.

## The different considerations for working on and offline with children, young people and adults at risk

As two different working environments, face to face and online practices need different policies in place. You will be guided through these differences and supported to reinvigorate or create your own policies through the links provided.

## GDPR and information storage

The NSPCC [has more information on GDPR requirements](https://learning.nspcc.org.uk/child-protection-system/children-the-law)for under 18 year olds but it is important to note that in terms of Safeguarding, the safety of the individual at risk takes priority over GDPR regulations and you are able to share the safeguarding concern and contact information with relevant agencies even without consent. This is not the case with over 18 year olds. You must always obtain permission from the individual before reporting a safeguarding concern.

## The broader context of safeguarding

Safeguarding practices include pre-emptive measures i.e. ensuring you create Safer Spaces for your employees and audiences with Codes of Conduct or behaviour policies as well as Anti-Bullying and Harassment and ‘Whistle Blowing’ policies. Again, the links in this resource and examples of best practice will guide you through creating your own and understanding your moral, ethical and legal responsibilities.

## Safer recruitment practice

Organisations must ensure that anyone they employ or recruit on a voluntary basis, that has regular and consistent contact with children, young people or adults at risk is suitable for the role. It’s about creating a safe and positive environment for staff and audiences and includes running a [basic ‘DBS check’](https://www.gov.uk/guidance/basic-dbs-checks-guidance) (the term used in England and Wales, known as a Disclosure check in Scotland and Access N.I in Northern Ireland- links to the nations policies can be found in the link highlighted above) as appropriate for new staff and volunteers. It’s quick and easy to apply for these checks and the Government website explains the process, and you can also find [more information on the checks and who should have them](https://www.gov.uk/government/collections/dbs-checking-service-guidance--2).

Whilst the certificates do not expire, it’s recommended that checks are renewed every three years.

## Staff roles and responsibilities including those of the designated safeguarding officer (DSO)

All staff and volunteers interacting with members of the public should have a basic understanding of safeguarding and most importantly, know how to raise any concerns they might have or need to report. In the first instance, issues should be reported to the DSO whose responsibility it is to escalate or manage the concerns. Every local authority across the UK has links to a safeguarding alliance group and/or have a safeguarding reporting contact - for example, Islington Council’s support for abuse and safeguarding concerns. Make sure you’re aware of the support in your area and who you should contact in the first instance as they will be able to help you escalate concerns.

## Training

All staff interacting with the public should have some form of safeguarding training and this training should be refreshed on an annual basis. There is a list of organisations at the end of this resource that offer different levels of training from an online introduction to full days of face to face training for those in the Designated Safeguarding Officer role.

## Examples of industry sourced best practice

There is a huge amount of information to digest in this resource and so we’re very grateful to the organisations and individuals that have shared their existing policies and guidance to help sector colleagues create their own.

# What are the statutory requirements?

## Government policy and guidance

Each nation has different Statutory and Non-Statutory guidance on Safeguarding children, young people and adults at risk but the following is a basic safeguarding checklist of requirements for all providers as outlined by [England’s Department of Education for Out of School Settings (OOSS) providers focused on children and young people](https://learning.nspcc.org.uk/news/2020/november/department-for-education-new-guidance-for-out-of-school-settings).

Organisations must consider:

### Health and safety

* + Must consider the suitability and safety of the setting for employees and take steps to reduce any risks identified
	+ Should have first aid training and/or a first aid kit to hand as well as awareness of what to do in an emergency (for example, call 999 if a child is having an asthma attack)
	+ Must have a fire safety and evacuation plan
	+ If you’re working with children and young people under 18 in a club or workshop situation you should have more than one emergency contact number for each child, where reasonably possible, and know of any medical concerns or allergies

### Safeguarding and child protection

* + Must have a safeguarding and child protection policy in place, including procedures for dealing with safeguarding incidents which are communicated to and understood by all staff members
	+ Should have awareness of and training on the specific safeguarding issues that can put children at risk of harm (for example, abuse and neglect, peer-on-peer abuse, extremism and radicalisation)
	+ Should have clear procedures on what to do if they have concerns about a staff member, volunteer or other adult who may pose a risk of harm to children
	+ Should appoint a designated safeguarding lead (DSL), who has undertaken safeguarding and child protection training
	+ Should provide parents with a named individual (such as the DSL) so they can raise safeguarding concerns, or if you are a lone provider provide the contact details of your local authority’s children’s services or the NSPCC helpline number
	+ Should have contact details for the DSL and the local authority designated officer (LADO) and know the local referral route into children’s social care

### Suitability of staff and volunteers

* + Should ensure staff and volunteers have had relevant pre-employment checks (for example, DBS check, verification of identity) or, if you are a volunteer or self-employed, checked if the organisation contracting your services, can apply for a DBS check on your behalf
	+ Should have regular performance reviews in place to check the suitability and training requirements of staff and volunteers after their appointment
	+ Governance
	+ Should have a clear complaints procedure
	+ Should have an effective whistleblowing policy

You should sense check your safeguarding standards every year, ensure all your policies and staff training are up to date.

## National policies

[Welsh Government guidance can be found here](https://gov.wales/safeguarding-guidance)

[Scottish Government guidance can be found here](https://scvo.scot/support/running-your-organisation/staff-volunteers/safeguarding)

[Northern Ireland’s Government guidance can be found here](https://www.health-ni.gov.uk/topics/social-services/safeguarding-children-young-people-and-adults-risk-harm-abuse-exploitation)

Whilst the certificates do not expire, it’s recommended that checks are renewed every three years.

Safeguarding for working with children and young people

The NSPCC has developed a [Safeguarding checklist tool (available online)](https://learning.nspcc.org.uk/safeguarding-self-assessment-tool) that has been developed in-line with their Safeguarding Standards. The tool easily guides you through the requirements (or standards) so that you are aware of what you should have in place as an organisation. It also provides further information and templates on each section to help create the necessary policies, risk assessments and guidance if you don’t already have them or to refresh the ones you do.

The NSPCC Standards cover the following safeguarding areas:

* Safer staff and volunteers
* Child protection and protecting young adults at risk
* Preventing and responding to bullying
* Avoiding accidents and running safe activities and events
* Recording and storing information
* Sharing information and working with other agencies.

[There is also a Self Audit Tool created for the BFI Film Academy venues.](https://filmlondon-my.sharepoint.com/personal/moira_mcvean_filmlondon_org_uk/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fmoira%5Fmcvean%5Ffilmlondon%5Forg%5Fuk%2FDocuments%2FSafeguarding%2FBFI%20Film%20Academy%20Safeguarding%20Self%20Audit%20Final%2Epdf&parent=%2Fpersonal%2Fmoira%5Fmcvean%5Ffilmlondon%5Forg%5Fuk%2FDocuments%2FSafeguarding&originalPath=aHR0cHM6Ly9maWxtbG9uZG9uLW15LnNoYXJlcG9pbnQuY29tLzpiOi9nL3BlcnNvbmFsL21vaXJhX21jdmVhbl9maWxtbG9uZG9uX29yZ191ay9FZEhwMnl0c2tWSkZxUnVRU19NVEJrTUJGaE1OaVJxcVVmZndFdkxkaWo0SXlBP3J0aW1lPXc3SjlnV2NxMlVn)

# Podcasts

There are also a number of useful podcasts on the NSPCC site to support the understanding of the importance of safeguarding including:

## [An introduction to safeguarding children and young people during activities and events](https://learning.nspcc.org.uk/news/2019/july/podcast-introduction-to-safeguarding)

Topics discussed:

* Advice, tips and guidance on safeguarding as a whole to get you started
* Common challenges organisations face when addressing safeguarding issues
* Bringing organisations up to speed with current legislation
* The need for organisations to tailor their policies and procedures
* Keeping communication channels open between children and organisations.

## [Safeguarding adults and children](https://learning.nspcc.org.uk/news/2019/august/podcast-safeguarding-adults-and-children)(with speakers from the Ann Craft Trust and Brass Bands England)

This podcast uses the example of intergenerational safeguarding for brass band groups but the information is equally applicable to workshop activity.

Topics discussed:

* The similarities, differences and challenges in safeguarding adults and children
* How organisations working with mixed-age groups can safeguard children and adults in their care
* The importance of separate policies and procedures for adults and children
* Safer recruitment and changing organisational culture so that safeguarding is a priority
* The support and resources available to mixed-age group organisations.

## [What is the role of the nominated child protection lead insafeguarding children and young people?](https://learning.nspcc.org.uk/news/2019/august/podcast-nominated-child-protection-lead)

Every organisation should have a Designated Safeguarding Officer but often this role is given to people with little experience of what it entails. This podcast aims to address this issue.

Topics discussed:

* Taking a lead role in building a safer culture in your organisation
* Dealing and responding to concerns about a young person or adult
* Making the role visible to children, staff and parents so they know who to go to for support
* Training and development needs, including supervision and support for nominated leads
* The importance of establishing multi-agency relationships.

# Safeguarding for working with children and young people online

As organisations reach out to their existing or new communities online, it is key that they consider online safety as fundamental to digital activity whether the organisation is youth-facing or not.

Here are some examples of informative guides that will help you adapt your safeguarding practices and policies for working online:

## [Childnet International- Working with children & young people online](https://www.childnet.com/ufiles/FINAL-Guide-1---Working-with-children-and-young-people-online-v3-accessible.pdf)

This comprehensive resource was commissioned by the National Lottery Heritage Fund and was created with input from over 80 heritage organisations across the UK which means the guidance is equally applicable to cinemas who have pivoted to engaging with their audiences online due to Covid-19. The guide aims to help you:

* + Understand why online safety considerations are vital before you embark on your digital journey, whether or not you plan to engage with children and young people directly
	+ To help you to engage in online activity that is as enjoyable and safe as possible for the communities you work with, and particularly children and young people
	+ Access checklists and useful resources

In the Further Resources section at the end of this document, you’ll also find a webinar delivered in partnership with Arts Council England on how to work online safely. The webinar also links to additional resources.

## [IVE Studio](https://weareive.org/ive-studio/working-with-children-and-young-people-online/?utm_source=The%20Audience%20Agency&utm_medium=email&utm_campaign=12090895_Digital%20Snapshot%20117&dm_i=1X0O,775E7,6W8XI,T634F,1)

This resource offers more guidance on considerations for working with children and young people online and also includes a downloadable and adaptable example of a consent form.

## [UK Youth, NYA & The Mix](https://www.anncrafttrust.org/wp-content/uploads/2020/06/Digital-Youth-Work-Guide.pdf)

This guide is aimed at organisations, youth workers and volunteers who are looking to deliver high quality youth work using digital technology during the Covid-19 pandemic and beyond. The guide provides guidance, templates and resources that will help you to set up this work and will also provide reassurance for those already working online with young people.

## [The Children’s Society](https://drive.google.com/drive/folders/1DkaorrCYAbMs56q8r08WlG9wzI6e78Uf)

The Children’s Society has developed this suite of safeguarding resources for practitioners and young people on the current digital tools they’re using to work with young people online: WhatsApp; Facetime; Microsoft Teams and Skype for Business

# Cinema specific considerations for online activity

## Licensing and age restriction

There is currently no legal requirement for films screening online to be certified by the BBFC. Titles without certification such as festival films are being given recommended certificates by programmers based on the BBFC guidelines.

Things to consider:

* + If you are offering 15 or 18 certificate films online, are they behind a pay wall? i.e. users need to set up an account with credit card information to be able to access them.
	+ If not then there’s a potential safeguarding risk.
	+ To mitigate that risk and particularly if you are specifically asking young people to watch this content for you as part of a club or project activity, you should consider gaining parental permission first.
	+ If you are using an industry recognised screening platform such as Eventive or Shift 72, discuss the issue with your provider. Shift 72 has recently introduced parental controls to their platform which means that you are able to display age restriction information on each film page and to restrict content to viewers by adding a pin-code validation step before purchasing or viewing a film.

## Content and trigger warnings

When BBFC content guidance is not available, consider creating your own when offering online screenings. Glasgow Film Festival 2021 took place all online this year due to the pandemic and their use of content and trigger warnings was very well received. Here is their explanation for using these warnings and how they approached it:

“This year Glasgow Film Festival is working hard to provide content warnings for all of this year’s films. Warnings can be found beneath the main copy on each film listing on both the Glasgow Film website and Glasgow Film At Home.

Content Warnings are written notices of any potentially triggering or sensitive content, with a particular emphasis on themes/images that could worsen the physiological and psychological symptoms of PTSD, C-PTSD and Anxiety. While Glasgow Film acknowledges that it is impossible to account for all triggers, we believe that our Content Warnings will provide ample warning of the more commonly acknowledged triggers.

Our Content Warnings are not intended to censor filmmakers, nor to dissuade audiences from engaging in challenging, thought-provoking content. They are intended to help audiences make informed decisions, and to adequately prepare themselves for any potentially sensitive content. We see this as part of our duty of care, and as an extension of our access policies.”

Leeds INDIS Film Festival also chose to incorporate trigger and content warnings with examples of organisations that can offer further support to those affected. For example, this copy accompanied their online screening of the documentary 8th that follows Irish female activists as they sought to overturn the 8th amendment, banning abortion in Ireland since 1983.

“Please note the film contains a number of themes and issues which some people may find disturbing.

If you, or anyone you know have been affected by abortion the following organisations and helplines can provide advice and guidance:

[NHS](https://www.nhs.uk/conditions/abortion/)
[British Pregnancy Advisory Service](https://www.bpas.org/)
[Sexual Health Clinics](https://www.nhs.uk/service-search/sexual-health)”

This interesting article from [the Revelist](https://www.revelist.com/ideas/trigger-warnings-comic/5925/default/10) further helps to explain the benefits of using trigger warnings. There’s also more information on the subjects of trigger warnings in this [tumblr blog](https://trigger-warning-guide.tumblr.com/triggers).

## Parent or guardian consent forms

If your organisation regularly works with a youth group such as a young board or young programmers or you offer unaccompanied holiday workshops for under 18 year olds, you will need to gain parental/guardian consent before the young people participate in the activity. It’s also a good way to gather information about the child in order to keep them safe during the activities i.e. allergies or medical conditions.

You can download an [example consent form](https://learning.nspcc.org.uk/research-resources/templates/example-consent-form) from the NSPCC and there is also guidance on involving young people in the consent as well as advice on what to do if parents/guardians refuse to give consent. You’ll also find information on use of photography and sharing images.

# Safeguarding for working with adults

You should ideally have separate policies for safeguarding adults, children and young people.

As with children and young people, all adults have the right to be protected from abuse and poor practice. This is regardless of their:

* Age.
* Ability or disability.
* Gender.
* Race.
* Religion.
* Ethnic origin.
* Sexual orientation.
* Marital status.
* Transgender status.
* Class
* Socio-economic background
* Status as a carer/guardian

As with the NSPCC, the Ann Craft Trust has [a comprehensive set of resources](https://www.anncrafttrust.org/resources/a-guide-to-safeguarding-adults/) to help you put together your safeguarding plan and policies for working with adults and particularly adults at risk. They also have a checklist tool to help you better understand what you need to have in place for your organisation. It takes roughly 15 minutes, with a simple yes or no questionnaire and at the end you’ll be guided towards the resources you need to create the policies and procedures you’re lacking.

The resources guide you through the process under the following headings:

* [Terminologies and acronyms](https://www.anncrafttrust.org/resources/terminology-acronyms/)
* [A guide to common conditions](https://www.anncrafttrust.org/resources/common-conditions/)
* [The key legislation and government initiatives](https://www.anncrafttrust.org/resources/safeguarding-adults-legislation/)
* [Your evaluation and action plan for safeguarding adults at risk](https://www.anncrafttrust.org/resources/organisation-evaluation-safeguarding-adults/)
* [The safe recruitment process](https://www.anncrafttrust.org/resources/safe-recruitment-process/)
* [How to write and implement a safeguarding adults policy](https://www.anncrafttrust.org/resources/tips-safeguarding-adults-policy-procedure/)
* [Creating a process to respond, record, and refer](https://www.anncrafttrust.org/resources/respond-record-report-refer/)

# Working with adults at risk of harm online

[Culture, Health & Wellbeing Alliance](https://www.culturehealthandwellbeing.org.uk/sites/default/files/Guide%20to%20working%20online%20FINAL.pdf) have created this informal guide. It’s not designed to replace the formal policies previously outlined. It covers two areas: a general guide to meeting online, and how to make the space as welcoming and safe as possible; and online safeguarding if you are working with vulnerable participants or groups.

Don’t forget that the use of Trigger warnings is applicable to all audiences.

# Access considerations

This guide from [Drake Music](https://www.drakemusic.org/blog/becky-morris-knight/accessibility-in-video-conferencing-and-remote-meetings/) takes you through how to make online activity and events more accessible. It considers pace, audio, visual and security perspectives offering suggestions of how to improve the experience of online activity for those with access requirements.

You will find more information about access considerations on the [Inclusive Cinema website](https://inclusivecinema.org/).

# Working with volunteers

The Government (England and Wales) website has [guidance on Safeguarding for volunteers](https://www.gov.uk/guidance/enabling-safe-and-effective-volunteering-during-coronavirus-covid-19#safeguarding-volunteers) with links to more resources.

## Working with young volunteers (under 18)

The Tower Hamlets Volunteer Centre [Guide to managing volunteers](https://www.vcth.org.uk/files/Factsheet%203%20-%20Involving%20young%20volunteers.pdf) covers what you need to think about when engaging 16-18 year olds as volunteers. As does the NSPCC resource on [on safeguarding in and out of school settings](https://learning.nspcc.org.uk/news/2020/november/department-for-education-new-guidance-for-out-of-school-settings).

# Creating safer spaces and code of conduct policies

It’s important to think about the safer space you want to create for your audiences, your staff and volunteers. When you create a safer space you’re demonstrating that it’s an environment that is intended to be free of bias, conflict, criticism and is respectful of all participants. Most organisations prepare a Safer Spaces statement which is backed up by the use of a Code of Conduct.

When thinking about Codes of Conduct (sometimes also referred to as Behaviour Codes) you should consider having separate ones for your staff and volunteers and for your audiences depending on the activity that you’re undertaking. Being clear about standards of behaviour is an important part of safeguarding.

A key element of the Code of Conduct is communicating to participants that should someone violate the code, there’s a process in place and support available for them from the organisation. This really helps to cement the idea that the event, project, workshop or workspace you’re running, really is an inviting, welcoming, and safer space.

Tips for how to create and use a code of conduct

* + Involve staff, volunteers and even your participants in creating the code so you can make sure people feel it protects everyone.
	+ Make sure everyone in the organisation is aware it applies to them and they must follow all its standards.
	+ Be clear about what will happen if someone doesn’t follow it.
	+ Keep a record to show that all your staff and volunteers have seen and understood it and agree to follow it.
	+ Make sure the code allows participants to question staff and volunteers if they think they’re doing something wrong.

Full guidance on [creating a code of conduct](https://learning.nspcc.org.uk/research-resources/templates/behaviour-codes-adults-children) can be found on the NSPCC’s site. They have adaptable templates of codes for adults working with children and for children and young people themselves.

Here are some more examples of Safer Spaces and Code of Conduct policies for audiences and event participants:

* [glasgowfilm.org/code-of-conduct-for-digital-spaces](https://glasgowfilm.org/code-of-conduct-for-digital-spaces)
* [cinemaforall.org.uk/safe-spaces-policy](https://cinemaforall.org.uk/safe-spaces-policy)
* [everydayfeminism.com/2017/10/safe-spaces-on-social-media](https://everydayfeminism.com/2017/10/safe-spaces-on-social-media%20)
(this is a guide for how to create a safer spaces policy online)
* [irisprize.org/code-of-conduct](https://irisprize.org/code-of-conduct)
* [www.heartofglass.org.uk/safer-spaces-policy](https://www.heartofglass.org.uk/safer-spaces-policy)
* [www.arthouseconvergence.org/index.php/code-of-conduct](http://www.arthouseconvergence.org/index.php/code-of-conduct)
* This example from [the Nerve Centre](https://filmlondon-my.sharepoint.com/%3Aw%3A/g/personal/moira_mcvean_filmlondon_org_uk/EW32PqYp4U1DgQbPJyh-jy4BVYO-TW4ghoS3aeR5kymhFw?e=qGSJNX) gives guidance for facilitators and well as the code of conduct that is shared with participants in the session
* [Dismantling Structural Inequality In Your Cinema](https://inclusivecinema.org/how-to-guides/dismantling-structural-inequality-in-your-cinema/)

# Bullying and harassment

You can find more information on bullying and harassment guidelines in both the NSCPCC and Ann Craft Trust resources. In addition this guidance on [bullying, harassment and racism prevention](https://www.bfi.org.uk/inclusion-film-industry/bullying-harassment-racism-prevention-screen-industries) within the screen industries was developed by the BFI in partnership with BAFTA, in consultation with organisations including guilds, unions, industry member bodies and key agencies as well as employees and freelancers across all roles.

# Training providers

## Safeguarding children and young people

* + [learning.nspcc.org.uk/training](https://learning.nspcc.org.uk/training)
	+ [www.childprotectionuk.co.uk](https://www.childprotectionuk.co.uk/) (predominantly the courses are about child protection but there is also an introduction to safeguarding adults’ course)

## Safeguarding adults at risk

* + [www.anncrafttrust.org](https://www.anncrafttrust.org/) (includes safeguarding training for working with disabled children and young people)

## Safeguarding for both defined groups

* + [www.scie.org.uk/training/safeguarding](https://www.scie.org.uk/training/safeguarding)
	+ [artswork.org.uk/programmes/training](https://artswork.org.uk/programmes/training/) (This training provider focuses more specifically on safeguarding for children, young people and adults at risk (18-30) in a cultural context)

## Bullying & harassment

Screenskills has created this e-module on [tackling harassment and bullying at work](https://www.screenskills.com/online-learning/learning-modules/tackling-harassment-and-bullying-at-work/)

## More Examples of sector best practice

* + [Oska Bright/Carousel child and adult at risk (DBS) policy](https://drive.google.com/file/d/1CEmyI1EKdbpdgoQX60lBU55MvnlUD5TO/view)
	+ [Watershed public safeguarding statement and commitments](https://www.watershed.co.uk/policies/safeguarding)
	+ [Trinity Theatre – Tunbridge Wells, policy example](https://filmlondon-my.sharepoint.com/personal/moira_mcvean_filmlondon_org_uk/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fmoira%5Fmcvean%5Ffilmlondon%5Forg%5Fuk%2FDocuments%2FSafeguarding%2FTYT%20Online%20Safeguarding%2Epdf&parent=%2Fpersonal%2Fmoira%5Fmcvean%5Ffilmlondon%5Forg%5Fuk%2FDocuments%2FSafeguarding&originalPath=aHR0cHM6Ly9maWxtbG9uZG9uLW15LnNoYXJlcG9pbnQuY29tLzpiOi9nL3BlcnNvbmFsL21vaXJhX21jdmVhbl9maWxtbG9uZG9uX29yZ191ay9FUTUxSGxGNGNUdEZwZ25rb2dVOW5UZ0J5Nkg1by15aGJaNzBGbHIyMnJBY01RP3J0aW1lPVg5WWg0R3dxMlVn)
	+ [Storyhouse Chester safeguarding resources for working remotely and in person with young people, including a code of conduct and guidance for young people directly](https://filmlondon-my.sharepoint.com/personal/moira_mcvean_filmlondon_org_uk/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fmoira%5Fmcvean%5Ffilmlondon%5Forg%5Fuk%2FDocuments%2FSafeguarding%2FStoryhouse%20Safeguarding&originalPath=aHR0cHM6Ly9maWxtbG9uZG9uLW15LnNoYXJlcG9pbnQuY29tLzpmOi9nL3BlcnNvbmFsL21vaXJhX21jdmVhbl9maWxtbG9uZG9uX29yZ191ay9Fc0FRd1FSS3VRMUloX1dVb1ZSX3U2VUJxSExhQWg0V0w0alN6S05XR19VRFRnP3J0aW1lPWNfeVcxV3dxMlVn)

# Further Resources

## Online/Offline safeguarding

* + [Youth Link Scotland](https://digitalyouthwork.scot/how-to-create-safe-spaces-for-digital-youth-work/) has created a checklist of things to consider when working with young people online
	+ [Arts Council England commissioned this webinar](https://www.youtube.com/watch?v=HVwx6AIlMBY) and accompanying resources from the Digital Culture Network. The webinar takes you through everything you need to think about and the policies you need to have in place before working with children and young people online.
	[The downloadable resource](https://digitalculturenetwork.org.uk/wp-content/uploads/2020/08/Online-Safeguarding-Resources-and-Training-12.06.2020-Update_0.pdf) includes all the organisations and links
	shared in the original presentation. This guidance is all equally
	applicable to working with adults at risk.
	+ The National Youth Agency has created this [Safeguarding and Risk Management Hub](https://nya.org.uk/skills/safeguarding-and-risk-management-hub/) with resources arranged in 4 focus areas – Safe
	People; Safe Policy, Process and Procedure; Safe Places and Activity;
	Safe Equipment and Resources.

Helplines for support with a safeguarding concern - with thanks to Ann Craft Trust

## Supportline

Support for children, young adults and adults including those affected by sexual, emotional and physical abuse.

01708 765200

[www.supportline.org.uk](http://www.supportline.org.uk)

## NSPCC

Help for adults concerned about a child.

0808 800 5000

## Childline

Line for children to talk about anything. No problem is too big or too small.

0800 1111

## Learning disability

### Challenging Behaviour Foundation

For families & professionals caring for children & adults with severe learning disabilities & challenging behaviour.

0300 666 0126

### National Autistic Society

For impartial, confidential advice and support on autism for anyone affected by, or researching autism.

0808 800 4104

## Sexual abuse

### The Survivors Trust

Support & advice for anyone who has experienced rape or sexual abuse.

0808 801 0818

[www.thesurvivorstrust.org](http://www.thesurvivorstrust.org)

### MOSAC (Mothers of Sexually Abused Children)

Supporting all non-abusing parents and carers whose children have been sexually abused.

0800 980 1958

www.mosac.org.uk

### National Association for People Abused in Childhood (NAPAC)

Support line for adults who have suffered any type of abuse in childhood.

0808 801 0331

www.napac.org.uk

## Elder abuse

### Action on Elder Abuse

Help and advice on all aspects of elder abuse.

080 8808 8141

### National Dementia Helpline

Information, support and advice about dementia.

03002221122

## Domestic abuse

### National Domestic Violence Helpline

Freephone 24hr national domestic violence helpline.

England: 0808 2000 247

Bright Sky UK

A directory of resources to help you find support in your area.

[www.bright-sky.org.uk](https://www.bright-sky.org.uk/%20)

## Mental health

### Thinkaction

Support for people with mild to severe mental health difficulties.

0300 012 0012

### Mind infoline

Information on mental health and where to get help.

0300 123 3393

## Addiction

### Drinkline

A free helpline for people concerned about their drinking, or someone else’s.

0300 123 1110

### FRANK

Friendly, confidential advice about drugs and drug use.

0300 123 6600

## Advocacy

### POhWER

Information, advice, support and advocacy services in England – to help
your voice be heard.

0300 456 2370

### VoiceAbility

If you need support, VoiceAbility will help you to speak up and be heard, have rights respects & be at the heart of decisions.

01223555800

## Other

### Victim support

For anyone affected by crime in England or Wales.

08 08 16 89 111

### Samaritans

Emotional support for people who are experiencing feelings of distress, despair or suicide.

08457 90 90 90 (24hrs)

### Stop Hate Crime

Reporting + support for victims, witnesses & third parties.

0800 138 1625

# Document sources

NCVO

NSPCC

Ann Craft Trust

Childnet

National Youth Agency

Keeping Children Safe

Cinema for All

Everyday Spaces

Youth Link Scotland

Arts Council England

BFI

BAFTA

Child Protection UK

Artswork Ltd.

Heart of Glass

Arthouse Convergence

Everyday Feminism

Iris Prize

Volunteer Centre, Tower Hamlets

Screenskills

Drake Music

Culture, Health and Wellbeing Alliance

Revelist

Tumblr

IVE

The Children’s Society

UK Youth

The Mix

Dandelion Training and Development

Real Safeguarding Stories

Social Care Institute of Excellence

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