

SAFEGUARDING CHILDREN POLICY
for
Coptic Street Studio

1 Introduction

- I. Coptic Street Studio Limited, trading as “Coptic Street Studio”, is a company registered in England & Wales (Companies House Registration Number 2544520). We are a for-profit organisation run by:

Emily Rohan

- a. studio@copticstreet.co.za
0207 636 2030

- II. Coptic Street Studio is based at:
 - a. 9 Coptic Street
 - b. London
 - c. WC1A 1NH
- III. Coptic Street Studio is managed by a management team (the Team). One of the management team has particular responsibility for safeguarding children.
- IV. The Team has adopted this safeguarding children policy and expects every adult working or helping at Coptic Street Studio to support it and comply with it. Consequently this policy shall apply to all staff (whether employed or self-employed), managers, trustees, directors, volunteers, students or anyone working on behalf of Coptic Street Studio.

2 Purpose of the Policy

- I. This policy is intended to protect children and young people who receive any service from us, including those who are the children of adults who may receive services from us.
- II. As an organisation we believe that no child or young person should experience abuse or harm and are committed to the protection of children and young people and this policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.

3 The risks to children

Nearly every child grows up in a safe and happy environment and it is important not to exaggerate or overestimate the dangers. Nevertheless, there are situations where children need protection including:

- Sexual abuse
- Grooming
- Physical and emotional abuse and neglect
- Domestic violence
- Inappropriate supervision by staff or volunteers
- Bullying, cyber bullying, acts of violence and aggression within our schools and campuses
- Victimisation
- Self-harm
- Unsafe environments and activities o Crime
- Exploitation

4 Universality of Protection

We recognise that:

- the welfare of the child is paramount
- all children regardless of race, gender, religious belief, disability, age, sexual orientation or identity have a right to equal protection from harm.
- some children are more vulnerable to harm as a result of their circumstances, prior experiences, communication needs or level of dependency.
- working with children, young people, their parents and/or guardians, carers or other agencies is essential to protecting their wellbeing.

5 Safeguarding children at events / activities

1 There are three kinds of events/activities:

- 1.1 those open to adults and children of all ages,
- 1.2 those for children accompanied by a 'parent' or 'chaperone',
- 1.3 those for unaccompanied children, which are sometimes run alongside other events/activities.

2 At events and activities open to all ages, children under 16 must be accompanied throughout by an adult, over the age of 18 who not only brings the child but also takes the child home again afterwards. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.

3 At events and activities for children accompanied by a 'parent/chaperone', children under 16 must be supervised throughout the event by an adult over the age of 18 who not only brings the child to the event but also takes the child home again afterwards. If a lone adult brings more than one child, another permitted adult may supervise them in different areas premise. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.

4 At events and activities for unaccompanied children, children under the age of 16 must be enrolled by a responsible adult before being left with the event leader. The enrolment must record the child's name, age and address and the names and addresses of the child's parents, plus the parents' mobile telephone numbers. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.

5 Both event and activities are to be defined broadly to include any occasions where Coptic Street Studio will be providing a service.

6 Disclosure and barring

1 Coptic Street Studio offers the following activities for children:

- Casting Auditions

2 Some of our activities may therefore require adult participants or adult leaders to undergo DBS and/or police checks under the Safeguarding Vulnerable Groups Act 2006. The required level of checking (if any) will broadly reflect the degree and frequency of unsupervised access given to other people's children.

3 The Team will take very seriously any allegation of impropriety on the part of any member of Coptic Street Studio. A member of Coptic Street Studio who discovers anything amiss should get in touch immediately with the following:

Emily Rohan
studio@copticstreet.com
0207 636 2030

4 The Team will review the allegation and the likely risk to children and, if appropriate, will consider banning the member from future events or revoking his or her membership or both, but only in full accordance with the rules and procedures of Coptic Street Studio.

7 Health and safety aspects of safeguarding children

1 Before starting any event for unaccompanied children, the Team will carry out a risk assessment and then take steps to minimise all risks to health and safety. Parents and children will be made aware of any particular risks and of the steps to be taken to minimise those risks. The Team will keep a record of all risk assessments.

2 Sufficient adults must be present at any event for unaccompanied children to enable one adult to deal with any emergency while another adult supervises the children not directly affected by the emergency.

3 In all relevant circumstances the rules attached under section 12. Other Policies will be applied.

8 Policy on the prevention of bullying

We will not tolerate the bullying of children either by adults or by other children. If any incident of child-on-child bullying should arise at a Coptic Street Studio event, those involved will be separated immediately and the parents of the children involved will be asked to deal with the matter. The Team will review all incidents of child-on-child bullying and assess the likely future risk to children. If appropriate, the Team will consider banning a child from future events, but only in full accordance with the rules and procedures of Coptic Street Studio. Allegations of adults bullying children will be dealt with under paragraph 6.3 above.

09. Filming & Photographing children

Parents or guardians with parental responsibility of children and/or young adults/children over 16 consent to Coptic Street Studio using their personal data (including photographs/film clips/name description etc) for the purpose of promoting and securing work for those children young adults. Consent for this purpose is given to transfer such data to third parties including to countries outside the EU. Coptic Street Studio may also edit, store and use personal data for their own lawful purposes under GDPR- see Data policy for further details. Coptic Street Studio do not accept any liability for data breaches caused by third parties in relation this this purpose but will ensure that such third parties have GDPR compliant policies and practices before transferring any data to them.

10 Managing behaviour, discipline and acceptable restraint

1 Adults supervising children at Coptic Street Studio events must never use any form of corporal punishment. If physical restraint is absolutely necessary to prevent injury to any person or to prevent serious damage to property, then the minimum necessary restraint may be used – but for that purpose only.

2 Unacceptable behaviour at Coptic Street Studio events for unaccompanied children will generally be stopped by separating the children from each other and from the group. The miscreants will be suitably supervised and will be returned as soon as possible to the care of their parents.

3 Coptic Street Studio may apply a further disciplinary sanction; namely the banning of the child from one or more future events over the following 18 months. Any such sanction would be determined and applied by the following officer:

Emily Rohan
studio@copticstreet.com
0207 636 2030

4 A parent who is aggrieved by this ban may appeal to Coptic Street Studio who will hear the views of all relevant persons. The decision of Coptic Street Studio is then final. Any such appeals should be made to, and will be determined by the following officer:

Emily Rohan
studio@copticstreet.com
0207 636 2030

11 Other Policies

This safeguarding policy should be read together with the following policies and resources:

Code of Conduct:

- All Coptic Street Studio staff on Reception and Camera will be on hand to facilitate the running of Casting Directors and/or Production Companies and Model Agencies Casting Sessions.
- No Coptic Street Studio staff member will be left alone with a child at any time.
- In reception children must always be accompanied by a parent or chaperone. All toilet areas are single occupancy and children must be accompanied by a parent or chaperone in these areas.
- In the studio, all children must be accompanied by a parent or chaperone or in the presence of a Casting Director or Casting Assistant with an up-to-date DBS check.

Employee Background Check Policy:

- No Coptic Street Studio staff member will be left alone with a child during a casting session in reception or in the studio and therefore DBS checks are not relevant for Coptic Street Studio staff members. However a core team of camera operators do have basic DBS checks to further safeguard children attending sessions.
- In reception, children must be accompanied by a parent or chaperone at all times.
- In the studio children must be accompanied by either their parent or chaperone or with a Casting Director and or their assistant who has adequate DBS checks in place.

Health & Safety:

- Coptic Street Studio is fully fitted and holds certificates for Fire Safety. These assessments and certificates are renewed yearly.
- When in session Coptic Street Studio reception is always manned by an employee to welcome casting attendees and their parent(s) or chaperone. Coptic Street Studio has

an active COVID-19 and Risk Assessment in place to adhere to Government Guidelines during the pandemic.

12 Legal Framework

This policy has been drawn up in accordance with the following:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- General Data Protection Regulation
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice - Guidance on the special educational needs and disability (SEND) system for children and young people aged 0 to 25, from 1 September 2014
- Information sharing: advice for practitioners providing safeguarding services
- Working together to safeguard children (2017)

NOTE: This Policy was approved by the following officer on 13/01/2022 and is due for review every 1 year:

Emily Rohan

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