

# STAR AND SHADOW CINEMA CO-OP – SAFEGUARDING POLICY

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The purpose of this policy statement is:

- to protect children and young people who attend S&S events and/or use our premises for activities programmed by other organisations or individuals.
- to provide co-operative members, volunteers, participants and external organisations with the overarching principles that guide our approach to child protection and safeguarding.
- to encourage familiarity with this safeguarding policy and procedures and to ensure autonomous collectives and external programmers are also aware.
- to form the basis of the safeguarding collective's practice.
- to provide everyone with the overarching principles to safeguarding and child protection.

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England.

This Safeguarding policy applies to all members, workers, volunteers, tenants, visitors, customers, friends and autonomous collectives of the Star and Shadow Cinema Co-operative (S&S), anyone working on behalf of the S&S or programming events anywhere in our name.

## What does safeguarding children and young people mean?

Safeguarding children means having procedures in place to protect children and young people from any potential harm or abuse. It is more than child protection although child protection is one important aspect of safeguarding. Child protection involves recognising signs of neglect and physical, sexual or emotional abuse and acting on it. Safeguarding children applies to all children under the age of 18.

S&S will take measures against anyone found in violation of this policy. This may include:

- initiating the S&S accountability process.
- refusal or cessation of S&S membership.
- denial of entry into S&S premises and involvement with S&S programming activities.
- reporting complaints, incidents and individuals to Newcastle Children's Social Care Services.

S&S strives to maintain a culture of honesty, openness and inclusivity. We will actively support children and young people to work co-operatively with adults to identify what they consider likely to affect them and their safety.

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## What does safeguarding adults at risk mean?

Safeguarding adults at risk means having procedures in place to protect adults at risk from any potential harm or abuse. The Care Act 2014 has discontinued the definition of 'Vulnerable Adult' as specified in No Secrets 2000. There is no longer a definition of 'Vulnerable Adult'; instead we refer to the indicators of an 'Adult at Risk'.

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 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.

## S&S Safeguarding Principles

Our underlying safeguarding principle is that everyone should feel welcome, safe, respected and able to be themselves at Star & Shadow.

We recognise that:

- children, young people and adults at risk should never experience abuse of any kind and we have a responsibility to promote the welfare of all children, young people and adults at risk to keep them safe and to practise our work in a way that protects them.
- Welfare is paramount in all the work we do and in all our decisions
- all children and adults at risk, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation/identity have an equal right to protection from all types of harm or abuse
- some children and adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, adults at risk, their parents, carers and other agencies is essential in promoting people's welfare.

We are all responsible for keeping children, young people and adults at risk safe by:

- valuing, listening to and respecting them
- never assuming that "someone else" is dealing with concerns or issues
- building a safeguarding culture where everyone treats each other with respect and everyone is comfortable about sharing concerns
- appointing a named safeguarding volunteer for children, young people and adults at risk; a second named volunteer and a steward representative for safeguarding
- adopting, developing and implementing child protection and

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safeguarding best practice through our policies, procedures and code of conduct for all S&S members<sup>1</sup>, volunteers and other organisations that use our spaces both physical and online.

- providing effective induction process for volunteers through support, training and quality assurance measures so that all S&S members and volunteers know about and follow our policies, procedures and behaviour codes (safer spaces) confidently and competently
- recruiting and selecting volunteers safely, ensuring all necessary DBS checks are made for those volunteering to cover events for children, young people and adults at risk
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance.
- sharing information about safeguarding and good practice with family members and carers via leaflets and posters.
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- creating and maintaining an anti-bullying environment through our safer spaces policy and survivor-led conflict resolution complaints procedure to help us deal effectively with any bullying that does arise.
- ensuring that we have whistleblowing measures in place
- by applying health and safety measures in accordance with law/regulatory guidance

## The Star and Shadow Commitment to safeguarding

S&S believes that children, young people and adults at risk should never experience abuse of any kind, that they should be supported to feel comfortable and confident when participating in our activities and our wider communities. We have a responsibility to promote the wellbeing of children, young people and adults at risk to keep them safe. We are committed to developing our programming in a way that protects people and supports them to engage in activities that reflect our aims and principles.

S&S will not tolerate any behaviour which may harm children, young people or adults at risk emotionally, physically or psychologically. Such behaviour includes physical, emotional, verbal or sexual abuse, bullying, harassment, undue or harsh criticism or violence directed towards individuals or groups. We consider our anti-oppression/safer space policy to be applicable to children and young people as well as adults.

## Who is responsible for safeguarding children, young people and adults at risk at S&S?

S&S members are all responsible for:

- becoming familiar with this safeguarding policy and child protection

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<sup>1</sup> Membership of S&S falls into Class 1 (full members of the co-operative) and Class 2 (users of the venue).

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procedures.

- ensuring autonomous collectives and external programmers are aware.
- ensuring children and young people as well as parents and carers are aware of our safeguarding policy and procedures.
- Promoting the importance of safeguarding across the organisation.
- Receiving basic safeguarding training
- ensuring that the organisation meets the requirements of its insurers regarding its safeguarding responsibilities.

Safeguarding Collective are responsible for:

- being familiar with Newcastle Child Protection and Adult at Risk procedures and reporting procedures
- receiving up to date level 3 safeguarding training
- acting as the first point of contact for anyone concerned about the safety and wellbeing of a child or adult at risk, following legal reporting and recording data procedures
- ensuring that all S&S volunteers know where they can find the safeguarding policy and child protection procedures.
- to support S&S members and volunteers after they have reported concerns to safeguarding collective members.
- to liaise with autonomous collectives and programmers regarding safeguarding information, including updating policies.
- to liaise with appropriate local agencies for support and advice and keep an accurate list of local contacts
- keeping accurate records of concerns about children and actions taken that are compliant with the S&S Confidentiality and GDPR policy.
- developing, reviewing and updating safeguarding policy and procedures every year.
- making decisions about appropriate volunteer roles for someone who discloses a criminal record.
- Please see page 1 for current members of the safeguarding collective

7cz collective and Safeguarding collective:

- implementing S&S conflict resolution policy.

The General Meeting of The Star & Shadow Cinema Cooperative:

- nominating members of safeguarding collective.
- supporting safeguarding collective in their role.
- evaluating the effectiveness of safeguarding within the S&S.

### Commitment to Review

This policy will be reviewed annually to ensure it reflects emerging good practice and legislative requirements.

### Legal framework of S&S Children & Young People Safeguarding Policies and Procedures:

- Children Act 1989

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- UN Convention on the Rights of the Child 1992
- Family Law Act 1996
- Human Rights Act 1998
- Data Protection Act 1998 & GDPR 2018
- Education Act 2002
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Equality Act 2010
- Children and Families Act 2014
- Children and Social Work Act 2017
- Working together to Safeguard Children 2018

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## Safeguarding: Recommended practice in programming and events

This guidance is to be used when programming any activities with children, young people and adults at risk

S&S ensures groups/organisations hiring our space are keeping children, young people and adults at risk safe by:

- Asking them to share their safeguarding child protection or adult at risk policy
- Making sure groups have carried out risk assessments and have adequate insurance
- Letting groups using the space know if other people are on the premises at the same time as them
- Provide contact details for our safeguarding group, sharing our safeguarding policy and asking them to sign an agreement stating they comply with it
- When external programmers do not have a comparable Safeguarding Policy in use, they may be requested to adopt and use S&S'.
- When planning an event there are a number of things to consider and assess, as each may increase risk to children, young people and adults at risk
  - o How the event is promoted
  - o Venue and location
  - o Type and duration of activity
  - o Age and individual needs of group members
  - o Style of group/event e.g. parent led, co-operative, youth-led, youth-worker led
  - o Experience of group/event workers & volunteers
  - o Transport use
  - o Use of computers and the internet
  - o Communication with volunteers, children and parents
  - o Access to first aid or additional support

The following are recommendations based on NSPCC good practice and are required actions for all S&S events for children, young people and adults at risk:

- Operate a signing in/out process. This supports communication with parents & carers, but importantly enables the group to manage when they take responsibility for children as well as know who is in attendance.
- Event workers/volunteers should avoid being alone with children at any time. However, if there are times when this is not possible, this should be talked about with colleagues and not kept as a secret



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- meeting.
- If a confidential conversation is necessary, it should occur out of hearing of the group, but preferably within sight. The person conducting the conversation must make sure their colleagues are aware of the situation and support their actions.
- Activities/events held outside of the S&S space should take place in easily accessible premises with open, well-lit approaches.
- Lifts and shared transport should only be given with prior agreement with all relevant people e.g. child/young person, parent/carer and driver. The driving licence and insurance documents of the driver should be checked to ensure they are adequately insured to provide transport.
- Workers/volunteers should know the safe arrangements for children (under 13 years) making their way home. Get written permission from parents/carers for children to go home alone. If you are not happy for children to go home unaccompanied then raise it with parents or carers and encourage appropriate alternative arrangements.
- Arrangements for young people (under 16 years) making their way home should be discussed with the young person and parent/carer if appropriate.
- Volunteers and workers should not instigate individual relationships with a child or young person met through an event that is in addition to group activities.
- An adult of the gender a child or young person is comfortable with should be available whenever possible.
- Where events involve children, young people or adults at risk and their parents/carers, then it remains the responsibility of the parent/carer for the safeguarding of the child/young person.