

SAFEGUARDING POLICY STATEMENT

WORLD OF FILM INTERNATIONAL FESTIVAL (WOFF GLASGOW)

LAST REVIEWED ON 1 SEPTEMBER 2023

Purpose

The purpose of this policy statement is:

- to protect children, young people and vulnerable, who attend our events, from harm. This includes the children of adults who use our services or attend our events.
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of World of Film International Festival (WoFF) including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff, freelancers, trainees and students.

Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in Scotland. A summary of the key legislation and guidance is available from <https://nspcc.org.uk/childprotection>

Supporting Framework

This statement goes in line with our code of conduct that applies to all our staff and volunteers, along with our audience members and any members of the public attending our events.

It is also in line with our *Equity, Diversity & Inclusion* policy, following guidelines by the BFI, Screen Scotland and relevant regulatory bodies in the sector. These policies, along with our accessibility commitment apply to our recruitment policy and to services we provide to all members of the public and our audiences.

All our staff is trained for anti-bullying and anti-harassment, and in line with the most up-to-date data protection and online safety regulations, when it comes to handling digital content and public data. Same applies to photography and video recording during our events, which is publicly announced and appropriate carer permissions granted when under 18s and vulnerable are in attendance.

Our our venues also comply with necessary health and safety protocols and local regulations, and individuals who work directly with children and vulnerable hold up-to-date enhanced Disclosures.

Our commitment

- children and young people should never experience abuse of any kind.
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that

- the welfare of children is paramount in all relevant events and work we do and in all the decisions we take.
- working in partnership with organisations and institutions that represent children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse, such as children who need additional support in learning and education, children from disadvantaged backgrounds and communities, LGBTQIA+.

We will seek to keep children and young people safe by

- valuing, listening to and respecting them.

- appointing a nominated child protection lead for children and young people, a deputy and a lead trustee/board member for safeguarding.
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers.
- developing and implementing an effective online safety policy and related procedures.
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently.
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the Information Commissioner's Office: ico.org.uk/for-organisations]
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- making sure that children, young people and their families know where to go for help if they have a concern.
- 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.
- using our procedures to manage any allegations against staff and volunteers appropriately.
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- ensuring that we have effective complaints and whistleblowing measures in place.
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

Contact Information

Our Nominated Child Protection Lead is our staff and volunteers coordinator Miss Becky Trotter, who can be contacted on becky@woffglasgow.com with any questions or concerns.

Chair, Founder and Lead Trustee for our organisation is Mr Martin I. Petrov, who can be contacted on martin@woffglasgow.com

For any urgent assistance or needs, contact the NSPCC Helpline on 0808 800 5000.

We are committed to reviewing our policy and good practice annually.

Last Reviewed on **1 September 2023**.

Reviewed and signed by Lead Trustee / Chair

Martin I. Petrov