

CHILD PROTECTION POLICY

Warsaw Film School

Introduction and Aims

Warsaw Film School takes its responsibilities in terms of safeguarding children seriously; in doing so we aim to act in reference to the highest standards required in Poland, as well as the EU. Our overriding aims are to ensure our students are protected from harm and feel safe, and all staff are aware of the potential risks to student welfare as well as the mechanisms available for reporting these. This policy has been agreed with senior management of Warsaw Film School and takes account local legislation, international best practice: Working Together to Safeguard Children (2018) and Keeping Children Safe in Education (2023).

This policy is addressed to all members of staff, volunteers, and anyone working on behalf of Warsaw Film School and is applicable to operations that occur at the school both inside and outside.

Warsaw Film School will:

- ensure the protection and welfare of children is of paramount importance at all times and is the responsibility of all staff.
- ensure all staff are aware of their statutory responsibilities with respect to safeguarding.
- ensure all staff are properly trained in recognising and reporting safeguarding issues.
- fully co-operate with the relevant authorities and parents/legal guardians in relation to child protection and welfare matters
- adopt safe working practices to reduce the chance of harm coming to students.
- respect confidentiality requirements when dealing with safeguarding concerns.

Warsaw Film School will take a preventative approach to keeping children safe, incorporating student health and safety; behavioural management and preventing bullying; providing emotional and medical support to children involved in any project.

People and Accountability

For the purposes of this policy and Warsaw Film School approach to safeguarding has defined clear roles for agents involved in any of its projects:

- Staff means all those working for or on behalf of Warsaw Film School.
- Parent means birth parents and other adults who are in a parenting role.
- Child means all students and children under the age of 18 who are part of the school or who come into contact with the school for the purpose of the project.

Safeguarding and child protection is everyone's responsibility. This policy applies to all staff and volunteers. Our policy and procedures also apply to extended school and off-site members.

Warsaw Film School will promote its culture of zero tolerance to child abuse, violence and bullying. Therefore, all staff members and volunteers will:

- attend annual safeguarding training.
- sign a declaration at the beginning of each project to say that they have attended the training and reviewed the recommended guidance materials.
- be vetted through background checks before they are hired.

All staff will be aware of:

Our systems which support safeguarding, including this child protection and safeguarding policy, the staff code of conduct, the role and identity of the designated safeguarding lead (DSL) and wider safeguarding team, the student code of conduct. Moreover, the reporting process and their role in it will be explained thoroughly, including identifying emerging problems, liaising with the DSL and reporting.

Designated Safeguarding Lead

The DSL is a member of the senior leadership team. The DSL takes lead responsibility for child protection and wider safeguarding in the school. This includes online safety and understanding our filtering and monitoring processes on school devices and school networks to keep students safe

online.

The responsibilities of the Designated Safeguarding Lead (DSL) are:

- To support and advise all staff on matters of safety and safeguarding.
- Take part in strategy discussions and inter-agency meetings and/or support other staff to do so.
- Contribute to the assessment of children.
- Refer suspected cases, as appropriate, to the relevant body the relevant authorities, and support staff who make such referrals directly (wider Safeguarding Team).
- To ensure the safeguarding policy is fit-for-purpose and updated annually or whenever necessary.
- To ensure the correct procedures for reporting child protection and safeguarding concerns are adhered to internally, as well as ensuring concerns are recorded and stored properly and securely.
- Keep their understanding up to date with regards to harmful sexual behaviour and the most effective filtering and monitoring systems and processes.
- Keep the headmaster informed of any issues.
- Be confident that they know what local specialist support is available to support all children involved (including victims and alleged perpetrators) in sexual violence and sexual harassment, and be confident as to how to access this support.

The wider responsibilities of the Safeguarding Team are to:

- Make referrals for all cases of suspected abuse to the relevant authorities.
- Support children and families who are subject to a safeguarding concern.
- Contact the Police in cases where a crime might have been committed.

- Ensure all staff receive relevant information in order to carry out their responsibilities.
- Work with the school's legal advisor regarding issues with legal implications.

Procedures

All staff are made aware:

- Timely information sharing is essential to effective safeguarding.
- Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of children.
- That 'special category personal data' may be shared without consent if: it is not possible to gain consent; it cannot be reasonably expected that a practitioner gains consent; or if to gain consent would place a child at risk.
- Parents or carers should normally be informed (unless this would put the victim at greater risk)
- The basic safeguarding principle is: if a child is at risk of harm, is in immediate danger, or has been harmed, a referral should be made.
- Be aware of anonymity, witness support and the criminal process in general where an allegation of sexual violence or sexual harassment is progressing through the criminal justice system.
- Do all they reasonably can to protect the anonymity of any children involved in any report of sexual violence or sexual harassment, for example, carefully considering which staff should know about the report, and any support for children involved,
- Consider the potential impact of social media in facilitating the spreading of rumours and exposing victims' identities.

If staff are in any doubt about sharing information, they should speak to the DSL or another member of the Safeguarding team.

All staff are made aware of how to recognise types of abuse through training. During annual training guidance documentation and links to such guidance are shared. Guidance material includes documents such as *Working Together to Safeguard Children* (2018) and updates.

Following a report of an incident, the DSL will hold an initial review meeting with appropriate staff – this may include the staff member who reported the incident and the safeguarding team. This meeting will consider the initial evidence and aim to determine:

- Whether there is an immediate risk to children
- If a referral needs to be made.
- If it is necessary to view the image(s) in order to safeguard the young person (in most cases, images or videos should not be viewed)

- What further information is required to decide on the best response.
- Whether the image(s) has been shared widely and via what services and/or platforms (this may be unknown).
- Whether immediate action should be taken to delete or remove images or videos from devices or online services.
- Any relevant facts about the students involved which would influence risk assessment.
- Whether to contact parents or carers of the students involved (in most cases parents/carers should be involved).

The DSL will inform parents/carers at an early stage and keep them involved in the process, unless there is a good reason to believe that involving them would put the student at risk of harm.

Reporting and Action

Warsaw Film school has put systems in place for children to confidently report abuse. These include:

- ensuring the reporting systems are well reported, easily understood and easily accessible for children.
- making it clear to children that their concerns will be taken seriously, and that they can safely express their views and give feedback.
- Reaching out to any of the staff members, including teachers, volunteers, team members.
- Reaching directly to the Safeguarding Team members.
- Writing a letter and place it in a complaint box.

Staff

All Warsaw Film School staff have a responsibility to provide a safe environment in which children can learn.

We are equally committed to the protection and welfare of our staff, who are expected to adhere to high standards of professional behaviour.

Each member of staff is expected:

- to protect students from abuse.
- to be aware of the Warsaw Film School child protection procedures and to follow them.
- to report any matters of concern to the DSL, or another member of the Safeguarding team

Recruitment

Warsaw Film School practices safe recruitment in checking the suitability of staff and volunteers who work at or with the school. Procedures are outlined in detail in the school's Safer Recruitment Policy.

All staff members and involved volunteers have to:

- Listen carefully to the disclosure.
- Record what they are told as faithfully as possible.
- Reassure the student and take the disclosure seriously.
- Place the immediate safety of the child before all other considerations.

Record keeping and information sharing

Warsaw Film School will ensure written records of all safeguarding and child protection concerns are kept.

Information about children at risk of harm is shared with members of staff on a "need to know" basis, with the Safeguarding Team making a judgement in each case.

We are committed to working in partnership with parents and carers and will typically discuss initial concerns with them. However, we may not share information where there are concerns that if so doing would:

- place a child or staff member at increased risk of harm.
- prejudice the prevention, detection or prosecution of a serious crime.
- lead to an unjustified delay in making enquiries about suspected harm.

Whistleblowing

Whistleblowing refers to a situation when a staff member reports any case of suspected wrongdoing, which may put a child's or staff members' health (physical and mental) and safety in danger. Staff can raise concerns about unsafe practice and potential failures in the school safeguarding procedures.

Allegations against staff

All staff must remember that the welfare of a child is paramount and must not delay raising concerns because of concerns relating to a colleague's career. Any allegation of abuse will be dealt with in a fair and consistent way that provides effective protection for the student and supports the member of staff who is the subject of the allegation.

If any staff member suspects any other member of staff of behaving in such a way as to harm, commit an offence against or in relation to a child, or behave in an inappropriate manner towards a child, should report their concerns to the designated staff member. The following steps should be taken:

- Staff should record their concerns
- Staff should immediately report the issue to the DSL unless the allegation is about one of the members of the Safeguarding team. The designated person will lead an internal investigation, seeking evidence if necessary.

Staff member who has been reported, will be asked to attend an official meeting⁽²⁾ with the designated authority figure and another senior staff member to provide an explanation of the issues raised. The reported staff member may bring a witness to the meeting, if they wish. During the meeting, notes will be taken to prepare a formal document describing the course of the meeting. The document should be signed by all participants of the meeting.

Depending on the outcome of the meeting, further steps will be taken. If allegations are found to be substantiated, the reported staff member will face disciplinary consequences (including written warning, and/or suspension or immediate dismissal). Where appropriate, external institutions (e.g. the police) will be informed.

The circumstances should be kept strictly confidential, and all parties involved should make every effort to ensure confidentiality while an allegation is under investigation, unless abuse should be referred to the police.

Parents

Where appropriate, we will discuss any concerns about a child with the child's parents or carers. The DSL will normally do this in the event of a suspicion or disclosure. Other staff will only talk to parents or carers about any such concerns following consultation with the DSL.

If we believe that notifying the parents or carers would increase the risk to the child, the above steps made not be followed and the school will seek advice from relevant agencies as outlined.

In the case of allegations of abuse made against other children, we will normally notify the parents or carers of all the children involved. We will think carefully about what information we provide about the other child involved, and when.

If parents need to report safeguarding concerns that may do so by speaking directly with the DSL or another member of the Safeguarding team or emailing direct to sekretariat@liceumfilmoweigier.pl

Designated Reporting Team

Piotr Łukomski – Head director piotrlukomski@szkolafilmowa.pl +48 887 555 109

Edyta Łukawska-Mazur – Vice Director edytalukawska-mazur@szkolafilmowa.pl

Dorota Bąk-Hadrami - Counselling teacher dorotabak@szkolafilmowa.pl

Anna Koszałka Psychologist psycholog@annakoszalka.pl +48 690 209 179

Designated Reporting Team must be contacted in case there are any concerns regarding child abuse within the school.

DYREKTOR
Liceum Filmowego i
Kreacji Gier Wideo

Piotr Łukomski

29.03.2024 r