

# SAFEGUARDING AND CHILD PROTECTION POLICY

## Flying Elephant Films Limited

2026 Version

### 1. Policy Statement

Flying Elephant Films Limited is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults who participate in, contribute to, or are featured in our productions.

We recognise that:

- The welfare of the child is paramount
- All children and young people, regardless of background, have the right to protection from harm
- Safeguarding is everyone's responsibility
- Film production environments can present unique safeguarding risks, including location work, travel, filming, and digital exposure

We are committed to creating safe, respectful, and supportive environments across all our productions and activities.

### 2. Scope of the Policy

This policy applies to:

- All employees, freelancers, and contractors
- Cast, contributors and participants
- Volunteers and trainees
- Production partners and collaborators
- Any individual working on behalf of Flying Elephant Films Limited

For the purposes of this policy:

- **Children** are defined as anyone under the age of 18

- **Young people and vulnerable adults** may require additional safeguarding consideration depending on context

### **3. Our Safeguarding Commitment**

Flying Elephant Films Limited will:

- Promote the safety and wellbeing of all participants
- Ensure safeguarding is embedded across all stages of production
- Take all concerns seriously and act appropriately
- Work in partnership with relevant agencies where necessary
- Ensure compliance with UK safeguarding legislation and best practice

### **4. Key Responsibilities**

#### **Designated Safeguarding Lead (DSL)**

Flying Elephant Films Limited will appoint a **Designated Safeguarding Lead (DSL)** responsible for:

- Overseeing safeguarding across all productions
- Acting as the main point of contact for safeguarding concerns
- Ensuring appropriate action is taken in response to concerns
- Maintaining records securely and confidentially
- Liaising with external agencies where required

#### **All Staff and Crew**

All individuals working with Flying Elephant Films Limited must:

- Understand and follow this policy
- Maintain professional boundaries at all times
- Report any safeguarding concerns immediately
- Avoid behaviour that could be misinterpreted or harmful
- Treat all participants with dignity and respect

## **5. Safer Recruitment and Vetting**

We are committed to safe recruitment practices, including:

- Identity verification
- References and employment checks
- Disclosure and Barring Service (DBS) checks where required
- Assessment of suitability to work with children

Safeguarding awareness will form part of recruitment and onboarding processes.

## **6. Working with Children in Film Production**

We recognise that working with children in film settings requires additional care.

We will ensure:

- Appropriate supervision at all times
- Licensed chaperones where required
- Compliance with child performance regulations
- Safe working hours and rest periods
- Clear communication with parents/carers
- Consent obtained for participation and filming

Children will never be placed in situations that may compromise their safety, dignity, or wellbeing.

## **7. Code of Conduct**

All staff and crew must:

- Treat all participants with respect and professionalism
- Avoid being alone with a child unless absolutely necessary and appropriately supervised
- Not share personal contact details with children
- Not engage in inappropriate conversations or behaviour
- Not take photographs or recordings outside authorised production processes
- Maintain clear professional boundaries at all times

## 8. Online Safety and Media Use

Given the nature of film production, special attention is given to digital safeguarding:

- Personal data and footage must be handled securely
- Images of children must only be used with consent
- Social media sharing must be authorised
- Editing and distribution must respect dignity and context

## 9. Recognising Safeguarding Concerns

Concerns may arise through:

- Direct disclosure from a child or young person
- Observed behaviour or emotional distress
- Concerns about another adult's behaviour
- Information from third parties

All concerns must be treated seriously.

## 10. Responding to Concerns

If a safeguarding concern arises:

- 1. Listen carefully and remain calm**
- 2. Do not investigate or ask leading questions**
- 3. Do not promise confidentiality**
- 4. Record the information accurately**
- 5. Report immediately to the DSL**

If there is immediate danger, emergency services must be contacted.

## 11. Reporting and Escalation

The DSL will:

- Assess the concern
- Record and store information securely

- Refer to appropriate authorities (e.g. Children’s Services, Police) where required
- Inform relevant stakeholders where appropriate

Concerns about the DSL should be reported to a senior member of the company or external authority.

## **12. Confidentiality and Data Protection**

- All safeguarding information will be handled confidentially
- Information will only be shared on a need-to-know basis
- Records will be stored securely in accordance with data protection laws

## **13. Training and Awareness**

Flying Elephant Films Limited will ensure that:

- Staff receive safeguarding awareness training
- Key personnel are trained to appropriate safeguarding levels
- Safeguarding is discussed during production briefings

## **14. Working with Partners**

We will ensure:

- Clear safeguarding responsibilities are agreed with partners
- Appropriate policies are in place across all collaborations
- Safeguarding standards are maintained across all projects

## **15. Risk Management in Production**

We will assess and manage safeguarding risks including:

- Filming locations
- Travel and transport
- One-to-one interactions
- Working hours and conditions

- Emotional impact of content

Risk assessments will be conducted for all productions involving children.

## **16. Allegations Against Staff**

Any allegation against a member of staff will be:

- Taken seriously
- Reported immediately to the DSL
- Investigated in line with safeguarding procedures
- Referred to appropriate authorities where required

Appropriate action may include suspension or removal from production.

## **17. Policy Review**

This policy will be reviewed annually or updated as required in line with legislation and best practice.

## **18. Key Principle**

**Recognise – Respond – Record – Refer – Reflect**

## **Contact**

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