

Phoenix Cinema Trust

CHILDREN AND VULNERABLE ADULTS PROTECTION POLICY **STATEMENT**

The Phoenix Cinema Trust is committed to creating and maintaining the safest possible environment for children, young people and vulnerable adults.

Phoenix Cinema Trust:

- Recognises that all children and vulnerable adults have the right to freedom from abuse.
- Ensures that all our staff and volunteers are carefully selected and accept responsibility for helping to prevent the abuse of children and vulnerable adults in their care.
- Ensures security is in place at all times when holding events and activities.
- Responds swiftly and appropriately to all suspicions or allegations of abuse and provides parents, guardians, carers, children and vulnerable adults with the opportunity to voice any concerns they may have.
- Ensures appropriate vetting procedures are in place before appointments are made. These will be by internal review and in compliance with Criminal Records Bureau (CRB) regulations.
- Complies with Data Protection Act regulations.
- Holds adequate and appropriate insurance.
- Has adopted the 'Children and Vulnerable Adults Protection Policy' formally.

Phoenix Cinema Trust

PROCEDURE FOR DEALING WITH ISSUES OF CONCERN

- I. Where there is a **minor issue** of concern, the young person / vulnerable adult or the parent / guardian / carer should:
 - a. Speak to a responsible adult, or
 - b. Speak to the duty manager

Example: Minor hazard such as spilt drink

These issues will be dealt with immediately.

2. Where there is a **potentially serious issue** of concern, the young person / vulnerable adult or the parent / guardian / carer should:
 - a. Speak to the cinema manager or chief executive

Example: Contents of First Aid Box running low

The cinema manager / chief executive will address this issue as a matter of urgency.

3. Where there is a **serious issue** of concern, the young person / vulnerable adult or the parent / guardian / carer should:
 - a. Contact the chief executive in person, by telephone and / or in writing. All written communications will be treated with confidentiality (except so far as necessary for management of the issue).

AND

- b. Contact the Chairman for the attention of the Phoenix Cinema Trustees

Example: Cases of verbal or physical abuse or bullying by a participant.

Phoenix Cinema Trust takes seriously any allegations of this nature. A report will be issued to all parties concerned and discussed with them. Serious cases of abuse may lead to fixed term or permanent exclusion and involvement of Police and social services authorities. The matter will be discussed at management meetings.

Actions open to young people, vulnerable adults, parents, guardians or carers, where matters have not been dealt with to their satisfaction.

1. Contact the Barnet Council Referral & Assessment Team (020 8359 4066 / 4097) if you are concerned about a child or Barnet Council Investigation Officer (020 8359 6056) if you are concerned about a member of staff and ask that they investigate the claim
2. The NSPCC, Childline or relevant agency
3. Contact the police and ask that they investigate the claim (Police Child Abuse Investigation Team, 8am – 6pm: 020 8733 5070, out of hours: 020 8200 1212)

INTERNAL PROCEDURES

A referral which could activate a child protection investigation is a serious decision and will require careful judgement and will be considered by senior management at the outset.

1. In all cases where abuse is suspected or a sustainable allegation is made a report of the allegation should be made to the accused person.
2. The complainant will be advised that the case will be discussed at senior management team or Board level.
3. The complainant may have their allegation referred on to appropriate authorities or agencies or the police.
4. The person may be suspended if the allegation is serious and there is a chance that it is true. All evidence, including the nature of the claim and evidence on which it based will be examined critically.
5. The person accused may be offered guidance and counselling.
6. Senior management, where appropriate, will seek relevant advice from the young persons / vulnerable adults Connexions Personal Adviser, social worker, school advisers or other professionals who know the child / adult best, for comments on the allegation.

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