



# MANCHESTER ANIMATION FESTIVAL

## Child Protection and Safeguarding Policy

Manchester Animation Festival (MAF) intends that this policy and contained procedures should apply to all staff, including senior managers and the board of trustees, paid staff, volunteers, freelance workers and anyone else deemed to be working on behalf of MAF.

Manchester Animation Festival expects that individuals or groups visiting the festival that would be classed as children or vulnerable adults would be accompanied by a parent, guardian or carer at all events. It is not the responsibility of MAF to provide individuals with specific care needs.

For the purpose of this policy children are defined as young people under the age of 18, and a vulnerable adult is defined as a person over the age of 18 "Who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care of unable to protect him or herself against significant harm or exploitation". ***"Who Decides?" Lord Chancellor's Department 1997***

### **What is Child Protection and Safeguarding?**

Child Protection is an important area of safeguarding and refers to the process of protecting specific individual children who may be identified as being at risk of suffering harm or who are suffering harm.

The word "safeguarding" refers to the process of protecting children, young people and vulnerable adults from harm. This harm may be from accidents, through abuse (see definitions) or from bullying and harassment. It may also cover areas of inclusion and access.

### **Safeguarding Policy**

Manchester Animation Festival acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age,

ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children:

- Have a positive and enjoyable experience of the arts at Manchester Animation Festival in a safe and child centred environment.
- Are protected from abuse whilst participating in any Festival events.
- Manchester Animation Festival acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy Manchester Animation Festival will:

- Promote and prioritise the safety and wellbeing of children and young people.
- Ensure anyone working for Manchester Animation Festival understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern.
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- Prevent the employment/deployment of unsuitable individuals.
- Ensure robust safeguarding arrangements and procedures are in operation.
- The policy and procedures will be widely promoted and are mandatory for everyone involved in Manchester Animation Festival. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

## **Monitoring**

The policy will be reviewed a year after development and then every three years, or if there are any changes in legislation and/or government guidance, or as a result of any other significant change or event.

