

# SAFEGUARDING CHILDREN & VULNERABLE PERSONS



Updated: December 2015

Applicants and service providers working with children, young and/or vulnerable persons as may be the case under our film education and/or film exhibition initiatives must provide evidence of a satisfactory Child & Vulnerable Persons Protection Policy and Disclosure & Barring Service (DBS) checks compliance, prior to any funds being released.

On application for Film Education funding you must:

- Supply Ffilm Cymru Wales with copies of an appropriate Child & Vulnerable Protection Policy
- Demonstrate you have a rigorous recruitment and selection process for paid staff, freelancers and for volunteers who will be working with and/or supervising children, young people and vulnerable adults. This includes providing copies of DBS checks for key staff members/volunteers if applicable.
- Include planned staffing for the project indicating the numbers of children, young people or vulnerable adult per supervisor.

DBS checks should be carried out as a matter of good practice where project staff or volunteers' normal duties include caring for, training, supervising or being in sole charge of children and/or involve unsupervised contact with children.

Evidence of DBS checks, where required, and information pertaining to selection of those supervising children or vulnerable adults should be supplied prior to commencement of the project and prior to draw down of funding.

More information about DBS checks can be found below:

[www.gov.uk/disclosure-barring-service-check/overview](http://www.gov.uk/disclosure-barring-service-check/overview)