

Safeguarding Policy

Seagull Media House CIC

Last Updated: 2nd December 2025

Approved by the Board of Directors

1. Introduction

Seagull Media House CIC (“the Company”) is committed to creating a safe, inclusive, and supportive environment for all individuals involved in our activities, particularly children and vulnerable adults. We recognise our legal and moral duty to safeguard and promote the welfare of those we work with and to take appropriate action when concerns arise.

This policy applies to all Directors, staff, freelancers, volunteers, facilitators, visiting professionals, and anyone acting on behalf of the Company.

2. Scope of Safeguarding

This policy covers:

- Children and young people under the age of 18
- Vulnerable adults
- Participants in workshops, productions, programmes, mentoring, and events
- Filming, recording, photography, and digital engagement
- Online communications, digital platforms, and remote participation

Safeguarding applies to all physical and online spaces operated or managed by the Company.

3. Safeguarding Framework and Standards

This policy aligns with the following:

- UK GDPR & Data Protection Act 2018
- NSPCC Safeguarding Standards
- Local Authority / Essex Safeguarding Children Partnership (ESCP) guidance
- Arts Council England Cultural Sector Safeguarding Guidelines
- BFI / BAFTA / Equity safeguarding and industry standards

Where standards conflict, the Company will adopt the highest level of protection.

4. Designated Safeguarding Structure

The Company appoints:

- Designated Safeguarding Lead (DSL)
- Deputy Safeguarding Lead (DSL-D)
- Board Safeguarding Lead (oversight role)

Names and contact details will be appended in a separate Safeguarding Contact Sheet and updated as roles change.

Responsibilities include:

- Overseeing policy implementation and best practice
- Receiving and managing safeguarding concerns
- Liaising with statutory agencies when appropriate
- Ensuring incident reports are recorded securely
- Monitoring training and DBS compliance

5. Safer Recruitment and Vetting

The Company is committed to preventing unsuitable individuals from working with children and vulnerable adults.

We will:

- Conduct Disclosure and Barring Service (DBS) checks on staff in regulated activity
- Require written references and role verification for staff working with young people
- Assess roles individually to determine appropriate vetting levels
- Maintain a secure record of checks

At present, DBS checks are required for staff, and may be extended to volunteers based on programme needs.

6. Conduct and Behaviour Standards

All individuals working with participants must:

- Maintain professional boundaries at all times
- Avoid private, unsupervised contact with minors
- Communicate through approved channels only
- Treat all individuals with respect and dignity

Physical contact must be:

- Avoided where possible
- Appropriate, explained, and consent-based when required

Staff must never:

- Engage in sexual or suggestive behaviour

- Use degrading, discriminatory, or abusive language
- Give alcohol, drugs, or restricted materials to participants
- Favour individuals or create dependency relationships

7. Media, Photography & Recording

When working with children or vulnerable individuals:

- Explicit written consent is required prior to filming or photography
- Consent must be obtained from a parent/guardian for minors
- Individuals must be informed how content will be used, stored, and shared

Images must not be:

- Tagged to identify individuals by location without consent
- Shared on personal devices or social media accounts
- Stored outside secure digital systems

8. Online Safeguarding

Where delivery includes online sessions, platforms, or digital groups:

- Sessions must be hosted on approved platforms
- One-to-one communication must be avoided unless recorded or pre-approved
- Facilitators must not connect with participants on personal social media

Online misconduct will be treated with the same seriousness as in-person behaviour.

9. Reporting Concerns

Anyone may raise a safeguarding concern. All concerns must be reported to the Designated Safeguarding Lead immediately.

What to report:

- Disclosures of abuse or harm
- Signs of physical or emotional distress
- Concerns about conduct of staff or participants
- Online safety concerns
- Risk of radicalisation, exploitation, or trafficking

Emergency Procedures:

If a child or vulnerable adult is at immediate risk, contact:

- Police: 999

Reports will be documented using an Incident Report Form and stored securely.

10. Confidentiality and Record Keeping

- Information will only be shared on a need-to-know basis
- Records will be stored securely in line with Data Protection Policy
- Safeguarding records may be retained for minimum 10 years or longer where legally required

Participants will be informed if data must be shared to protect them.

11. Training Requirements

- Lead and deputy must complete accredited safeguarding training

- All staff and volunteers must complete basic safeguarding induction
- Training refresh every 2 years minimum

12. Policy Review

This policy will be reviewed annually, or earlier if:

- Legal requirements change
- New risks are identified
- The organisation expands into new programme areas

13. Approval

Last Reviewed: 2nd December 2025

Next Review Due: 2nd December 2026

Approval from Director(s):

Name: Kieran Lomas

Signature: 
Signed by:
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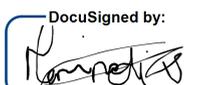
Approval from Advisors:

Name: Marina oliveira

Name: Jasmine woodard-Harris

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Signatures:


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