

# HEATHER BASTEN CASTING

CASTING DIRECTOR | CDG | CSA

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## Safeguarding children, young people and adults at risk of abuse: Policy and Procedure 2021

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### HEATHER BASTEN CASTING

Heather Basten Casting, **Mainyard Studios**, 90 Wallis Rd, Hackney Wick, London E9 5LN  
[www.heatherbastencasting.com](http://www.heatherbastencasting.com)



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*The purpose and scope of this policy statement is to ensure a safe casting process for children, young people and adults.*

## The purpose of this policy statement is:

- To protect children and young people who receive Heather Basten Casting's services from harm. This includes the children of adults who use our services
- To provide staff, freelancers and production, as well as children, young people, adults and their families, with the overarching principles that guide our approach to child protection.
- This policy applies to anyone working on applying for a casting, or auditioning for Heather Basten Casting, including actors, non-actors, dancers, singers, performers, parents, chaperones, production companies and more.

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## Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children and vulnerable adults in England.

## We believe that:

- Children, young people and adults should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children, young people and adults to keep them safe within the film industry, and to practise in a way that protects them.

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## We recognise that:

- The welfare of children and adults is paramount in all the work we do and in all the decisions we take all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- Some children and adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, parents, carers and other agencies is essential in promoting welfare.

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## We will seek to keep children, young people & adults safe by:

- valuing, listening to and respecting them
- appointing a nominated safeguarding protection lead for all projects and castings
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- recording, storing and using information professionally and securely, in line with our privacy policy.
- sharing information about safeguarding and good practice with children, adults and their families when they apply for our casting calls / visit our website.
- making sure that children, young people and adults and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place

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- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

## Contact details

**Nominated child, young person and vulnerable adult protection lead**

**Name:** HEATHER BASTEN - Casting Director

**Phone/email:** 07380 994 997 | [casting@heatherbasten.com](mailto:casting@heatherbasten.com)

This policy was last reviewed on: 23-06-21

**Signed:**  .....

**Date:** 23-06-21

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