

Company Information

Name: Oxygen Films

Registered: Oxygen Films CIC

Company Number: 12348242

Registered Address: 27 Old Gloucester Street, London, United Kingdom, WC1N 3AX

Aims & Outlines

Oxygen Films aims to engage young people aged 16-25 specifically, in the context of visual media, including theatre, music, performance, filmmaking, administration, production and technical access. We will work with local Education bodies to ensure that we offer valued experience and opportunity that can be used in formal study.

The media texts created will be fresh, original, and most importantly reflect the messages of the young people involved, by including accurate representations via charity partners. The films are designed to spark debate, discussion and emotion, its primary focus is to feature as a platform to raise concerns regarding the subjects covered.

Oxygen Films will work with regional organisations and partners to ensure that artists and creatives are encouraged, and given opportunity to access an artistic outlet in the North of England. We will work with regional partners (ie. Screen Yorkshire, Into Film, Creative England) to ensure this is the case.

Dissolution Clause

Upon dissolution of the organisation, any remaining assets shall be given or transferred to a registered charity or the organisation's Board for use by them in related film and media production.

Board Members

Gage Oxley - Managing Director

Sian Carry - Director of Communications

Equality and Diversity Policy

Statement

At Oxygen Films, we recognise that different cultures, experiences, and perspectives are at the heart of what we do. We actively encourage consistent and constant diversity within all aspects of the company, and monitoring this every step of the way to ensure we are positively reflecting all backgrounds and inclusivity.

Our main focus of inclusion is a reflection of individuality, offering an environment to create and be creative in a capacity personal to each individual is of utmost importance in our working environment. We will always challenge and tackle discrimination on and off our sets, just as much as we do so within the texts we create.

We are proud to lead the way in diversity, in an industry which is often plagued by normalised traditions of sexism, racism, ableism, ageism, transphobia and homophobia. I, as Managing Director, volunteer as a Diversity Ambassador at ITV, attend training courses to refresh my approach to positive inclusion and diversity, and was recently nominated for a National Diversity Award in 2017.



Lord Gage Oxley
Managing Director

Policy

Oxygen Films is committed to encouraging equality and diversity among our workforce, and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best. The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public

The policy's purpose is to:

provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time not unlawfully discriminate because of the Equality Act 2010 protected characteristics

of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

The organisation commits to:

encourage equality and diversity in the workplace as they are good practice and make business sense create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued. This commitment includes training managers and all other employees about their rights and responsibilities under the equality policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination. All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act) review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy. Monitoring will also include assessing how the equality policy, and any sporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

The equality policy is fully supported by senior management and has been agreed with trade unions and/or employee representatives - **Gage Oxley** and **Sian Carry**.

Child Protection & Safeguarding Vulnerable Adults

1. Introduction

1.1 The purpose of this document is to set out the Oxygen Films Safeguarding Policy. This document is the Safeguarding Children and Vulnerable Adults Policy for Oxygen Films which will be followed by all members of the organisation and followed and promoted by those in the position of leadership within the organisation.

1.2 Individual agencies are responsible for ensuring that their employees are competent and confident in carrying out their responsibilities for safeguarding and promoting children's welfare and vulnerable adults.

1.3 The purpose of the organisation is the delivery and management of learning and skills services.

1.4 We know that being a young person makes them vulnerable to abuse by adults. The purpose of this policy is to make sure that the actions of any adult in the context of the work carried out by the organisation are transparent and safeguard and promote the welfare of all young people.

1.5 This document is written in accordance with the Oxygen Films Safeguarding Children and Vulnerable Adults Policy and Working Together to Safeguard Children (2018).

1.6 Principles upon which the Safeguarding Children and Vulnerable Adults Policy is based: The welfare of a child, young person and vulnerable adults will always be paramount The welfare of families will be promoted The rights, wishes and feelings of children, young people and vulnerable adults and their families will be respected and listened to Keeping safe from harm requires people who work with children and vulnerable adults to share information. See the Information Sharing: Practitioners Guide published by the DfES. Those people in positions of responsibility within the organisation will work in accordance with the interests of children, vulnerable adults and young people and follow the policy outlined below;

2. Safeguarding Children and Vulnerable Adults Policy

2.1 Immediate Action

To ensure safety, Immediate action may be necessary at any stage in involvement with children and vulnerable adults and families. **IN ALL CASES IT IS VITAL TO TAKE WHATEVER ACTION IS NEEDED TO SAFEGUARD THE CHILD OR CHILDREN AND/OR VULNERABLE ADULTS CONCERNED** i.e.: If emergency medical attention is required this can be secured by calling an

ambulance (dial 999) or taking a child to the nearest Accident and Emergency Department. If a child is in immediate danger the police should be contacted (dial 999) as they alone have the power to remove a child immediately if protection is necessary, via their powers to use Police Protection.

2.2 Recognition of Abuse or Neglect

Abuse and neglect are forms of maltreatment of a child and/or vulnerable adults. Somebody may abuse or Neglect a child and/or vulnerable adult by inflicting harm, or by failing to act to prevent harm. Children and vulnerable adults may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

2.3 Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

2.4 Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children and vulnerable adults that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children and vulnerable adults frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of Emotional Abuse is involved in all types of ill treatment of a child and/or vulnerable adult though it may occur alone.

2.5 Sexual Abuse

Sexual abuse involves forcing or enticing a child, young person and/or vulnerable adult to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children and vulnerable adults in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children and vulnerable adults to behave in sexually inappropriate ways.

2.6 Neglect Neglect is the failure to meet a child's and/or vulnerable adult basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food,

clothing and shelter (including exclusion from home or abandonment) protect a child from physical and emotional harm or danger ensure adequate supervision(including the use of inadequate care-givers) ensure access to appropriate medical care or treatment It may also include Neglect of, or unresponsiveness to, a child's and/or vulnerable adult basic emotional needs.

2.7 Individuals within the organisation need to be alert to the potential abuse of children and vulnerable adults both within their families and also from other sources including abuse by members of that organisation.

2.8 The organisation should know how to recognise and act upon indicators of abuse or potential abuse involving children and vulnerable adults and where there are concerns about a child's welfare. There is an expected responsibility for all members of the organisation to respond to any suspected or actual abuse of a child in accordance with these procedures.

2.9 It is good practice to be as open and honest as possible with parents/carers about any concerns. However, you **MUST NOT** discuss your concerns with parents/carers in the following circumstances: where Sexual Abuse or sexual exploitation is suspected where organised or multiple abuse is suspected where there are concerns a child may be at risk of Female Genital Mutilation where fabricated or induced illness (previously known as Munchausen Syndrome by proxy) is suspected where contacting parents/carers would place a child, yourself or others at immediate risk

2.10 These decisions should not be taken in isolation. Consult with your senior manager/line manager/designated teacher.

3. What to do if Children and Vulnerable Adults talk to you about abuse or neglect

3.1 It is recognised that a child and/or vulnerable adult may seek you out to share information about abuse or Neglect, or talk spontaneously individually or in groups when you are present. In these situations **YOU MUST**:

- Listen carefully to the child and/or vulnerable adult. **DO NOT** directly question the child
- Give the child and/or vulnerable adult time and attention.
- Allow the child and/or vulnerable adult to give a spontaneous account; do not stop a child who is freely recalling significant events.
- Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the child's and/or vulnerable adult's presentation as well as what was said. Do not throw this away as it may later be needed as evidence.
- Use the child's and/or vulnerable adult's own words where possible.
- Explain that you cannot promise not to speak to others about the information they have shared - do not offer false confidentiality.
- Reassure the child and/or vulnerable adult that: - they have done the right thing in telling you; - they have not done anything wrong;

- Tell the child and/or vulnerable adult what you are going to do next and explain that you will need to get help to keep him/her safe.
- DO NOT ask the child and/or vulnerable adult to repeat his or her account of events to anyone If you have a Child and/or vulnerable adult protection concern you should:

4. Consult about your concern

4.1 Because of your observations of, or information received you may become concerned about a child and/or vulnerable adult who has not spoken to you.

4.2 It is good practice to ask a child and/or vulnerable adult why they are upset or how a cut or bruise was caused, or respond to a child and/or vulnerable adult wanting to talk to you. This practice can help clarify vague concerns and result in appropriate action.

4.3 If you are concerned about a child and/or vulnerable adult you must share your concerns. Initially you should talk to one of the people designated as responsible for child and/or vulnerable adult protection within your organisation. In this organisation this person is **Gage Oxley** Tel: 07711831228

4.4 If one of those people is implicated in the concerns you should discuss your concerns directly with the relevant authorities (Regional or National).

4.5 You should consult with your local Social Care Duty & Investigation Team in the area where the child and/or vulnerable adult resides, in the following circumstances:

- when you remain unsure after internal consultation as to whether child and/or vulnerable adult protection concerns exist
- when there is disagreement as to whether child and/or vulnerable adult protection concerns exist
- when you are unable to consult promptly or at all with your designated internal contact for child and/or vulnerable adult protection
- when the concerns relate to any member of the organising committee

4.6 Consultation is not the same as making a referral but should enable a decision to be made as to whether a referral to Social Care or the Police should progress.

5. Make a Referral

5.1 A referral involves giving Social Care or the Police information about concerns relating to an individual or family in order that enquiries can be undertaken by the appropriate agency followed by any necessary action.

5.2 Parents/carers should be informed if a referral is being made except in the circumstances outlined in section 2.9.

5.3 However, inability to inform parents for any reason should not prevent a referral being made. It would then become a joint decision with Social Care about how and when the parents should be approached and by whom.

5.4

- If your concern is about harm or risk of harm from a family member or someone known to the children and/or vulnerable adults, you should make a telephone referral to the Social Care Duty & Investigation Team in the area where the child and/or vulnerable adult resides (see Section 8: Useful Telephone Numbers).
- If your concern is about harm or risk of harm from someone not known to the child and/or vulnerable adult family, you should make a telephone referral directly to the Police.
- If your concern is about harm or risk of harm from an adult in a position of trust see Section 6: Allegations Against Adults Who Work With Children.
- If your concern is that a child and/or vulnerable adult or their family need additional help or support, you should contact the appropriate Locality Team (see Section 8: Useful Telephone Numbers).

5.5 Information required when making a referral

Be prepared to give as much of the following information as possible (in emergency situations all of this information may not be available). Unavailability of some information should not stop you making a referral.

- Your name, telephone number, position and request the same of the person to whom you are speaking.
- Full name and address, telephone number of family, date of birth of child and/or vulnerable adult and siblings.
- Gender, ethnicity, first language, any special needs.
- Names, dates of birth and relationship of household members and any significant others.
- The names of professionals known to be involved with the child/family and/or vulnerable adult e.g.: GP, Health Visitor, School.
- The nature of the concern; and foundation for the concern.
- An opinion on whether the child may need urgent action to make them safe.
- Your view of what appears to be the needs of the child and/or vulnerable adult and their family.
- Whether the consent of a parent with Parental Responsibility has been given to the referral being made.

5.6 Action to be taken following the referral

- Ensure that you keep an accurate record of your concern(s) made at the time.
- Put your concerns in writing to the Social Care Duty & Investigation Team following the referral (within 48 hours)

- Accurately record the action agreed or that no further action is to be taken and the reasons for this decision.

6. Allegations against Adults who work with Children and/or vulnerable adults.

6.1 If you have information which suggests an adult who works with children and vulnerable adults (in a paid or unpaid capacity) has: behaved in a way that has harmed or may have harmed a child and/or vulnerable adult. possibly committed a criminal offence against, or related to, a child and/or vulnerable adult. behaved towards a child/children and/or vulnerable adult/s in a way that indicated s/he is unsuitable to work with children and/or vulnerable adults.

6.2 You should speak immediately with your line manager or senior manager who has responsibility for managing allegations. The senior manager will consult with/make a referral to the LADO (Local Authority Designated Officer) via the LSCB

6.3 If one of those people is implicated in the concerns you should discuss your concerns directly with the LADO (Local Authority Designated Officer) via the LSCB

7. E-Safety

Oxygen Films has a policy that covers the use of all ICT related activities including the use of social media, email and internet.

7.1 If you experience or are subject to any form of abuse via any form of ICT communications we take this matter very seriously and all and any incidences are required to be reported immediately

8. Confidentiality

8.1 The organisation should ensure that any records made in relation to a referral should be kept confidentially and in a secure place.

8.2 Information in relation to child protection concerns should be shared on a "need to know" basis. However, the sharing of information is vital to child protection and, therefore, the issue of confidentiality is secondary to the need for protection.

8.3 If in doubt, consult:

9. Useful Telephone Numbers:

Oxygen Films Main Office 07923 873755

LADO (Local Authority Designated Officer) via the LSCB 0113 3789687

West Yorkshire Police Service 0113 241 3259

Leeds Safeguarding Children Board 0113 3786018

Health and Safety Policy

Statement

The Company fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. The Company requires its Chief Executive to ensure that the following policy is implemented and to report annually on its effectiveness.

Policy

MANAGEMENT ORGANISATION AND ARRANGEMENTS

Introduction

This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all managers, supervisors, and other employees through the normal line management processes.

HEALTH AND SAFETY MANAGEMENT PROCESS

The Company believes that consideration of the health, safety and welfare of staff is an integral part of the management process. The provision of the Health and Safety at Work etc Act, associated Codes of Practice and E.C. Directives will be adopted as required standards within the Company. Responsibility for health and safety matters shall be explicitly stated in management job descriptions.

The Company requires managers to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of health and safety needs will be met from locally held budgets as part of day-to-day management, although many health and safety problems can be rectified at little additional cost.

For major additional expenditure, cases of need will be submitted by Directors to the Chief Executive. If unpredictable health and safety issues arise during the year, the Chief Executive must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

HEALTH, SAFETY AND WELFARE GUIDELINES

It is the policy of the Company to require departmental managers to produce appropriate health and safety policies or guidelines. These should embody the minimum standards for health and safety for the department and the work organised within it.

It shall be the responsibility of the manager to bring to the attention of all members of his or her staff, the provisions of the guidelines, and to consult with appropriate Health and Safety Representatives about the updating of these guidelines. The model contents of a guideline are:

- a clear statement of the role of the department;
- regulations governing the work of the department;
- clear reference to safe methods of working, for example nursing procedures, manufacturers' manuals;
- information about immediate matters of health and safety concern, such as fire drills, fire exits, first aid;
- training standards;
- the role and identity of the Health and Safety Representative;
- names of specialist advisers who can be approached about the work of the department;
- the manager responsible for organisation and control of work;
- accident reporting procedures;
- departmental safety rules;
- fire procedures;

These policies are agreed by the Company.

IDENTIFICATION OF HEALTH AND SAFETY HAZARDS ANNUAL AUDIT AND REGULAR RISK ASSESSMENTS

It is the policy of the Company to require a thorough examination of health and safety performance against established standards in each department, **at least** annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of:

- standards laid down in the policy;
- departmental guidelines;
- relevant regulations;
- environmental factors;
- staff attitudes;
- staff instructions;
- methods of work;
- contingency plans;

Managers have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular **risk assessments** in line with the Health and Safety Executive Guidelines; that is follow the 5 steps:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the Risks and decide on precautions
4. Record the findings and implement the precautions

5. Review the assessment and update when necessary

FIRST AID

It is the policy of the Company to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Safety Officer is responsible for ensuring the Regulations are implemented and for identifying training needs.

FIRE

The Chief Executive is responsible for ensuring that the staff receive adequate fire training, and that nominated fire officers are designated in all Company premises. The Chief Executive delegates these responsibilities to the Directors.

In addition the Company will nominate a Fire Officer (this may be the Safety Officer or someone external to the Company) report and advise on the standard of fire safety in the Company's premises and the standard of fire training of its staff; undertake overall responsibility for fire training; assist in the investigation of all fires in the Company's premises and to submit reports of such incidents.

LIFTING AND HANDLING

Managers are responsible for informing staff of safe lifting techniques. The Safety Officer will identify specific training needs. The HR Office / Head Office will ensure training in lifting and handling is provided to staff who require it.

NON-SMOKING ON COMPANY PREMISES

The Company has agreed that there will be no smoking in its buildings. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability. The rules relating to smoking on Company premises are available from the HR Department / Head Office.

HEALTH AND SAFETY AND THE INDIVIDUAL EMPLOYEE

The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Company for Health and Safety at Work.

The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

PEOPLE WORKING ON COMPANY PREMISES NOT EMPLOYED BY THE COMPANY

Persons working in the Company premises who are employed by other organisations are expected to follow Company Health and Safety Policies with regard to the safety of Company employees, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work. This responsibility will be included in contracts or working arrangements. Similarly seconded Company employees working in other host premises will be expected to follow the host employers Health and Safety Policy.

VISITORS AND MEMBERS OF THE PUBLIC

The Company wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to Company establishments will be of the highest standard.

Any member of staff who notices persons acting in a way which would endanger other staff, should normally inform their Head of Department. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

CONTRACTORS

The Company wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in the Company's establishments will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.

Contractors must also observe the Company's Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the contract document issued to them. In addition a Company Manager will be identified in the contract as having authority to stop the work of Contractors who are placing themselves, other staff, or visitors at risk. Any member of staff who judges there is a risk where contractors are working, should inform their Manager immediately. In tendering, Contractors will be asked to confirm they have a written Health, Safety and Welfare Policy. The Company's Manager letting the Contract will be responsible for monitoring the Health and Safety performance of the Contractor and the Contractor's performance will be a factor in deciding whether or not to invite the Contractor to tender again.