



PRAGUE FILM SCHOOL CHILD PROTECTION POLICY

I. PRAGUE FILM SCHOOL MISSION

Prague Film School offers courses in the disciplines of filmmaking and acting for film. Accredited by the Czech Ministry of Education, the school trains post high school age students from all over the world. The mission of the school is to inculcate the technical and creative skills to operate professionally in the film industry.

II. RULES OF CONDUCT AT PRAGUE FILM SCHOOL

1. Prague Film School aims to foster and preserve standard principles of academic conduct. The student body is international with students coming from different ethnic, social and economic backgrounds. Bias or discrimination on the basis of ethnicity, gender or other factors related to individual's background is not to be tolerated. Prague Film School seeks to ensure that the interests of each student are respected by his/her colleagues and to guarantee that each student has equal rights to the academic and technical resources of the school.

2. The nature of studies at the Prague Film School requires team work and cooperation, especially in the implementation of school exercises and projects. Given the importance of group work in the program, the conduct of students during the course of the program is of utmost importance. Prague Film School students are expected to be attentive, cooperative and helpful towards each other. Students must conform to the highest standard of conduct and adhere to the following: a) observe standard rules of academic conduct b) fulfill tasks proscribed in the study program and assigned by teachers c) attend classes and program activities in a punctual manner and respect deadlines d) assist other students in implementing their exercise or project work e) respect the property of the school and other students f) heed official information communicated through school information system, e-mails or notices posted at the school g) observe Study Regulations, Regulations for Access and Use of Equipment, Library Regulations, Regulations for Access and Use of the School Facilities

3. Misconduct and actions that may jeopardize the student's own welfare or that of other students, and/or interferes with interests and implementation of the whole study program includes, but is not limited to the following: a) plagiarism and academic dishonesty b) use of physical, verbal, or psychological abuse towards fellow students, faculty, staff or other individuals involved in program activities, including actors, assistants for production, and other c) obstruction to activities listed in the Study Program, including unauthorized absences from classes, program exercises and projects.

d) premeditated obstruction to regulations listed herein

e) fomenting discord among students, faculty and staff

f) theft, vandalism, deliberate damage and misuse committed to facilities, property and information resources of the school and other students

g) ignorance of safety regulations

h) defamation of school, staff, faculty or students

i) violating the laws of the country



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4. The student will under no circumstances engage in behavior deemed risky to himself or herself or another during film productions undertaken during the course or while on film set. Such behavior includes but is not limited to: placing oneself or another in precarious settings, i.e. on ledges, rooftops, trees or other unprotected heights in general; in areas subject to injury by car, electricity, fire, drowning, hostile persons, animals or other. The school is not responsible for bodily or property harm incurred filming school projects or other. The student acknowledges full liability for damages to him or herself or other parties during film productions undertaken during the course.

5. Failure to conform to appropriate standards of conduct may result in, among other consequences, the termination of student's participation in the program. In the event the school, at its exclusive discretion, shall determine that the conduct or academic standard of the student are detrimental to the best interests of the program, the school may be obliged to suspend or terminate the participation of student in the program.

III. CHILDHOOD PROTECTION POLICY ON SET

Prague Film School works with children in the capacity of actors in student films. While the vast majority of Prague Film School films do not involve children, for the films that do, Prague Film School is deeply committed to preventing harm to children and ensuring safe-space according to the rights of children to protection from abuse and exploitation as outlined in the United Nations Convention of the Rights of the Child (UNCRC). These rights apply universally irrespective of ability, ethnicity, faith, gender, sexuality and culture.

Prague Film School implements the following policies to ensure the well-being and safety of each child on set:

- 1) A parent or guardian must be with the child on set
- 2) All scripts involving children are vetted to ensure that the child actor is not exposed to physical or emotional distress, sexualization, or to adult content that would prove psychologically troubling.
- 3) All students in the school receive training on working with children in a specific workshop addressing safety, well-being and performance issues.
- 4) Children are cast in films through two media – the school acting database, requiring parental consent; or by invitation from the school production office, from vetted school employees trained in aspects relating to working with minors in film.
- 5) Children up to the age of three cannot be requested to be on set for more than 2- hours daily. Older children cannot exceed seven hours on set, cannot be requested to work more than 2 consecutive days and must have at least a 16-hour break between production days.
- 6) Food and drink must be available along with access to bathroom facilities
- 7) In the event of an accident, a school representative in the student affairs office is available at all hours to coordinate immediate medical intervention.



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IV. School Protocols, Procedures and Accountability

GDP - The school complies with European Union General Data Protection regulations. Prague Film School is committed to transparency and the right to privacy of our students, teachers, actors and staff members.

Select personal data and academic records of enrolled students and actors, including minors, are stored in our systems for strict internal school use. The school requests the following: • Full name • Permanent residence address • Date of birth • Contact (telephone and email address) • Citizenship • Passport details • ID Photo • Healthcare and Insurance Information • Contacts to relatives

This information is archived in both paper and digital formats. The data is shared only with relevant Prague Film School staff for internal purposes. The information is not provided to third-party entities, except upon the formal request by institutions authorized to do so.

When a student or actor registers at Prague Film School, the school creates a record in its internal information system called Alice. The file includes a first name, a last name and an email address to identify the person and allow the student to access information through a log-in system. A student or actor can add to the file providing his/her telephone number, personal address and/or photo ID. This data is shared exclusively with the Prague Film School student body, staff and faculty.

Student films are archived on a server for school reference. They are typically shared with students and faculty allowing for both faculty evaluations of student works and the sharing of films with school cast and crew. The links to the works are private links and are not made available to individuals or organizations unrelated to the Prague Film School program. If a student wishes to remove his/her student film from the online archive, he/she can send a request to our data protection officer. By agreeing to such request, it is understood that Prague Film School will not be able to provide an archived copy of the film to that student in the future.

People

All staff, faculty and students are vetted for suitability to work with youth from different cultural and social backgrounds. This includes ensuring no one at the school has been convicted of or is under investigation for crimes against children.

Production staff involved in casting child actors are trained in matters ranging from legal requirements related to minors on set to safety measures to ensure the safety, well-being and non-exploitation of children.

Procedures

All students, staff and faculty at Prague Film School are required to read and sign Prague Film School Rules and Regulations where the child protection policy above is stated. The childhood protection policy document is also published on the school web site.

Adhering to the rules and regulations, in particular in relation to child actors, is rigorously monitored and enforced. Follow-up production evaluation forms are provided members of crew where behavioral



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issues on set can be reported. In the event of an issue, the matter is brought immediately to the attention of the school management, which initiates an inquiry right away.

Accountability

In the event of a transgression, disciplinary measures ranging from censure to expulsion are considered. If a crime may have been committed, the matter is given over to the municipal police.