**Mandatory referrals**

If a programme includes any of the below points then a mandatory referral is required to the Director, Editorial Policy and Standards.

- Broadcast a serious allegation resulting from our own journalism without giving those concerned an opportunity to reply.
- Portray a real person in a significant way in a drama against the wishes of the individual portrayed, or their surviving near relatives.
- Use unattended recording equipment on private property without permission of the owner, occupier or agent.
- Broadcast any recording, including a telephone call, originally made for note-taking purposes.
- Except for daily news gathering, door-stepping by phone, or in person, without prior approach.
- Include people on the phone, or in person, on a live entertainment programme without their knowledge.
- Broadcast secretly recorded material made by others and not gathered according to BBC Editorial Guidelines.
- Gather material illegally outside the UK by disregarding privacy or other laws.
- Interview a criminal, escaped prisoner or anyone wanted by the police in the UK.
- Grant anonymity to anyone seeking to evade UK law.
- Enter a UK prison to interview a prisoner for broadcast without permission from the prison authorities.
- Publish the name, picture or address of a paedophile or sex offender who has served a sentence but whose name has not been made public by the UK police.
- Witness or record a specific and serious illegal activity.
- Payment, promise of payment or payment in kind to criminals or former criminals for an interview or other contribution relating to their crimes.
- Pay, or promise to pay, a witness or anyone who may reasonably be expected to be called as a witness.
• Payment or payment in kind to people whose behaviour is either seriously anti-social or whose activities have attracted serious notoriety.

• Hand over transmitted material in connection with litigation.

• Play or hand over un-transmitted recordings or rushes to a third party.

• Employ someone known to have a criminal record or background of illegal activity to work on a BBC investigation into crime or serious anti-social behaviour.

• If a BBC investigative reporter is to work undercover, Director, Editorial Policy and Standards must approve their job application.

• Any potential breach of or obligation under the Terrorism Acts.

• Broadcast material recorded at staged events in the UK, or overseas where threats are made against UK citizens.

• The Director, Editorial Policy and Standards must be informed of any approach from the Defence Advisory Notice Secretary.

• Any proposal to rely on a single unnamed source making a serious allegation or to grant anonymity to a significant contributor must be referred to Director Editorial Policy and Standards and Programme Legal Advice.

• Material likely to encourage or incite the commission of crime, or lead to disorder, must not be included in our services, except where a clear public interest can be demonstrated. Approval must be obtained from Director Editorial Policy and Standards at the earliest opportunity.

• Any proposal to approach an individual or an organisation (including an individual member of the organisation) responsible for acts of terror to participate in our output.

• All requests for un-transmitted or otherwise unused material, including notes, by the police and/or in connection with court proceedings, possible court proceedings or other procedures which may regard the material as evidence (such as disciplinary hearings by regulatory bodies), must be referred to Programme Legal Advice and Director, Editorial Policy and Standards.

• Any proposal, in any circumstances, to carry output which requires signalling for product placement on licence fee funded services, must be considered in advance by the relevant divisional director and the Director Editorial Policy and Standards in the first instance, who will refer the proposition to the Director-General for approval.

• Any proposal for a factual programme about talent to be produced by an independent production company owned by that talent or an associated agent must be referred to the relevant divisional director and Director Editorial Policy and Standards.
• Any proposal for a BBC commissioned current affairs production to accept a grant from the EU Media Fund.

• Any decision to proceed with a programme despite legal advice must be referred to the most senior editorial level in the relevant division and Director Editorial Policy and Standards.

• Any proposal to broadcast footage where drone operation has put the safety of people or property at risk, or has been carried out illegally.

• Any proposal to pay for such footage must be referred before negotiations on payments are conducted. For English Regions, referral must be made to HRLP through Nations Heads of News and Current Affairs.