



SAFEGUARDING TRUST TRAINING - SOME FREQUENTLY ASKED QUESTIONS

Q: Who needs to do Safeguarding Trust?

A: All production personnel working on BBC commissioned content.

“Production Personnel” means any person carrying out the following roles on the Programme (irrespective of their contracted job title and unless specifically excluded for legitimate reasons by agreement with the BBC Editorial Representative): executive producer, producer, associate producer, assistant producer, director, editor, programme researcher, writer if the Programme is a factual programme or other programme genre involving the portrayal of factual matters, production manager, head of production, and any other senior editorial and senior production management roles on the Programme.

Q: Which modules do I need to do?

A: If you are working on any production for BBC Vision, you will need to complete two modules as specified by your commissioning executive in your Commissioning Specification. You may be asked to complete Competitions, Voting and Awards modules in addition if appropriate. If you're still unsure, please contact your BBC Executive Producer. You can complete other modules should you wish.

Q: How long will it take?

A: Each module should take approximately 30 minutes or less to complete

Q: How do I prove I've done the training?

A: At the end of the module, you'll be able to click for a confirmatory email. You must keep this email, as you will need to demonstrate to independent companies or BBC Vision Productions employing you on a BBC programme that you've completed the training.

Q: How long is the training valid for?

A: The training certificate is valid whilst the module is current. The training modules are likely to be updated once a year. Other genres of programmes you work on may require completion of further modules. You can undertake the training at any time.

Q: When does everybody have to do the training by?

A: All production personnel (as defined above) must complete the online training by the date of principal photography; key production personnel listed in the Commissioning Specification need to do it by signature of contract.

Q: What if some staff haven't been employed by the start of principal photography?

A: Then they should do it by the date their engagement starts.

Q: I've done a Safeguarding Trust face-to-face course. Do I need to do the online training?

A: No, you will be sent a certificate after the face-to-face course and don't need to do the online course. However, you will need to do the competitions module if your programme involves audience interactivity.

Q: What proof does the BBC need that a production team has completed the training?

A: The names of the Production Personnel (as above) who have carried out the training must be included on the Progress Report at Rough Cut stage, and copies of all of their certificates are now required as part of delivery