

Area - Framework for Independent Production Companies working on BBC Productions

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Child Protection	<p>1. Do you have an up to date Child Protection Policy which has been reviewed within the last two years?</p> <p>Does it cover key areas i.e.</p> <ul style="list-style-type: none"> ✓ Safeguarding Roles and Responsibilities including a safeguarding lead person ✓ Reference to Ofcom guidelines and need for consultation with BBC Editorial Policy and the Child Protection & Safeguarding Team where there is a risk of harm to children, or where there is the potential for child safeguarding issues to arise. ✓ Information on what constitutes abuse, including grooming ✓ The process for dealing with online risks such as grooming or child abuse images. You are expected to refer concerns/incidents immediately to the BBC Commissioning Editor. ✓ Reporting and escalation procedures for dealing with safeguarding concerns or allegations related to a child's welfare. ✓ A description of robust safeguarding measures and procedures including training, criminal background checks, a process for managing DBS/PVG certificates with content, child licensing, chaperones, children on set as guests etc., ✓ Does it include the management of guests with children on set and does it will follow BBC policy. ✓ Does it provide information on what constitutes abuse, including grooming and a process for dealing with online risks such as grooming, or child abuse images? You are expected to refer concerns/incidents immediately to the BBC Commissioning Editor. <p>2. If your policy does not meet BBC requirements you will be expected to use the BBC Child Protection policy.</p> <p>3. Do you have a Code of Conduct that explicitly states the required behaviours when working with children and is this provided to all of the production team? If not, you will be expected to adopt the BBC Code of Conduct (Ten Golden Rules) around interaction with children and young people.</p> <p>4. Do you have a system for recording safeguarding concerns? If not, you will be expected to use the BBC Incident Report Form to report child protection and safeguarding concerns to the Commissioning Editor.</p>

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Risk Assessment	<p>5. Do you have a formal risk assessment process and appropriate documentation which is reviewed throughout the production?</p> <p>The Risk Assessment document is expected to be reviewed and updated throughout the duration of the production to evaluate the potential risks to the child, record the findings and implement mitigation/action where necessary.</p>
Staff Checks	<p>6. Do you have a process for undertaking criminal background checks on people who work with children in relevant roles?</p> <p>7. Do you have a process for assessing and managing whether any content on DBS/PVG certificates poses a risk to children? You will be expected to ensure all relevant roles have DBS/PVG checks in place prior to working with children.</p> <p>8. Have you considered other ways of checking someone's criminal history where relevant such as a Basic Check via Disclosure Scotland or the Disclosure & Barring Service or is a Personal Disclosure form sufficient?</p> <p>9. While waiting for the processing of a DBS/PVG check and working with children, are there measures in place to safeguard the children i.e. appropriate restrictions and supervision, Personal Disclosure form?</p> <p>10. You will be expected to follow the BBC policy when recruiting Supporting Artists. For more information follow link below: http://www.bbc.co.uk/commissioning/tv/production/articles/working-with-children#staff-supporting-artists</p>
Training	<p>11. Do you provide appropriate child protection and safeguarding training/briefings to all staff prior to working with children on the production?</p> <p>The BBC can provide access to its Working with Children online training module on request via the BBC Commissioning Editor. The Child Protection Team can also provide pre-production briefings for staff and crew working with children on request.</p>

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Consent	12. Do you have appropriate ways of recording and storing informed consent from the child and their parent or legal guardian?
Licensing	<p>13. Have you considered whether a performance licence is required for any children under school leaving age taking part in the production and have identified who is responsible for obtaining this?</p> <p>14. Do you know the process required for obtaining a child performance licence (minimum of 21 days) and the reporting process for any breach of a child performance licence?</p>
Chaperones	<p>15. Are you aware of the BBC policy on the use of Licenced Chaperones?</p> <p>For example;</p> <ul style="list-style-type: none"> ✓ You must provide a Licenced Chaperone at all times for licenced children working on BBC productions. ✓ Under BBC Policy, even though legally parents can act as a chaperone to their own child, we promote the use of Licenced Chaperones as the most appropriate person to understand production and the legislation as it applies to a child and performance. ✓ All chaperones engaged on BBC productions must have completed the online NSPCC Protecting children in entertainment: a course for chaperones <p>16. Do you provide each Licenced Chaperones with a copy of the BBC document, 'Guidance for Chaperones working at the BBC'?</p> <p>17. The Production and Licenced Chaperones are expected to work together to ensure the welfare of the child remains paramount. The BBC Child Protection policy provides an escalation route should there be any issue that cannot be resolved locally and this should be shared with the chaperone and relevant production staff. Such a situation should not result in detriment to any party.</p>

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Children on set as guests	<p>18. Are you aware of the BBC policy on children as guests on set?</p> <p>Further information is given in section 14 of the BBC Child Protection policy.</p>
Aftercare	<p>19. Depending on the nature of the production, have you considered whether you will need to provide aftercare or appropriate advice for young contributors once they have left the production? I.e. information for children and parents on Social Media guidelines?</p> <p>20. Who will be your contact at the BBC for further information on working with children?</p>
Contacts	<p>Further information can be obtained on the BBC Commissioning website http://www.bbc.co.uk/commissioning/tv/production/articles/working-with-children</p> <p>The Child Protection Team can be contacted for further advice via email:</p> <p>Head of Child Protection & Safeguarding – caroline.brant@bbc.co.uk</p> <p>Senior Advisers Working with Children Katie.keaney@bbc.co.uk or mary-jane.crowley@bbc.co.uk</p> <p>Or</p> <p>Child.protection@bbc.co.uk</p>