BBC Safeguarding Tutor Checklist

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Tutor Checklist

Prior to Arrival:

It is the responsibility of the on-set tutor to:

- ☐ Contact the Production Co-ordinator at the earliest opportunity to introduce yourself and obtain details of the children you will be teaching (including contact details for parents/carers and schools).
- ☐ Ask for information on what facilities will be available during filming i.e., a suitable workspace, internet access.
- ☐ Send introductory emails to parents/carers explaining your role and how the On-Set tuition will work during the time their children are absent from school. Reassure them that children receiving on set tuition generally thrive.
- ☐ If requested, arrange to meet the children/parents via Zoom, prior to commencement of filming.
- ☐ Send emails to school/s introducing yourself, explaining what facilities will be available for the child's education whilst they are away from school and gather information with regards to attainment and individual needs. Make it clear to school that they will need to provide the work for the children either in a physical pack (via the child/parent), via the schools VLE system or via email to yourself.
- ☐ Establish whether any of the children have deadlines or exams that may need to be facilitated around filming. This may be something that needs to be discussed with production should exam dates/times be rigid.
- ☐ Clarify term dates for each child (however, if there are multiple children from different Local Authorities, tuition dates will be taken from the licensing borough where filming is taking place).

On Arrival:

- ☐ Introduce yourself to the production co-ordinator, 2nd AD, runners, chaperone/s, and anyone else you will have regular contact with.
- ☐ Establish whether specific times have been allocated for tuition and who you will report back to at the end of a day/week with regards to hours achieved and those still required.
- ☐ Ensure that a suitable space has been provided for tuition and each child has space to work comfortably.
- ☐ Ensure you are provided with all necessary paperwork (Child Performance Licenses if you are also the Chaperone for the shoot), Call sheets, Timesheets etc.

Upon the Child's Arrival:

- ☐ Introduce yourself and tell the children how you would like to be addressed.
- ☐ Brief the child/ren regarding expectations, behaviour, and standards – this includes informing them that they must NOT leave the tutor room without a Chaperone being present (this includes using the bathroom).