

BBC Safeguarding Tutor Guidelines

Role Responsibilities

The role responsibilities of an on-set tutor include:

1. **Providing educational support:** The on-set tutor is responsible for providing educational support to children who are working on set. This involves helping them keep up with their schoolwork and ensuring they receive a quality education while balancing their acting commitments.
2. **Creating a learning environment:** The on-set tutor must create a conducive learning environment on set, ensuring that the children have a quiet and comfortable space to study. They may also need to provide necessary educational materials and resources.
3. **Collaborating with teachers and parents/carers:** The on-set tutor works closely with the child's regular schoolteachers and parents to understand the curriculum and educational requirements. They collaborate to ensure the child's educational needs are met while they are working on set.
4. **Developing individual lesson/learning plans:** On-set tutors often develop customised lesson plans based on each child's educational needs and the demands of their shooting schedule. They must adapt the curriculum to fit the unique circumstances of working on a live set.
5. **Providing one-on-one instruction:** The on-set tutor offers individualised instruction to each child, tailoring the teaching methods and pace to their individual learning style and ability. They may also provide additional support in specific subjects or areas where the child requires extra attention.
6. **Monitoring progress and assessments:** The on-set tutor keeps track of the child's academic progress and conducts assessments to evaluate their learning. They provide feedback to the child, their parents/carers, and school to ensure ongoing educational development.
7. **Ensuring compliance with education law:** On-set tutors must ensure compliance with education laws and regulations, such as obtaining necessary permissions or exemptions for the child to work on set while maintaining their educational requirements. In addition, on-set tutors must comply with child performance licensing legislation.
8. **Supporting social and emotional well-being:** In addition to academic support, on-set tutors may also provide support for the child actor's social and emotional well-being. They may act as a mentor or counsellor, helping the child navigate the challenges of balancing work and education.

Suitability

In accordance with Regulation 13(3)(c) of the Children (Performances and Activities) (England) Regulations 2014, as a tutor, you will need to provide the following evidence to production either prior to, or on, your first day:

- Proof of identity (driving licence, passport etc)
- Proof of qualifications (this may include your DfE Teacher Ref number, QTS/QLTS certificate or other suitable evidence of continued professional development)
- DBS Enhanced (with Child Barred List) Certificate (issued within the last 3 years)
- Evidence of suitable training¹

The Basics

- Each child requires 15 hours of tuition per week. This can be aggregated over a 4-week period if all 4 weeks are licensed. Therefore, 60hrs in 4 weeks with a minimum 6hrs in any one week.

¹ The NSPCC provide [child protection training](#) for tutors at a cost of £25 per person, delivered online. Alternatives may be available.

- Each day a child attends school instead of having on-set tuition counts as 5 hours towards their tuition requirements (half a day in school is equal to 3hrs).
- No child can be in tuition for longer than 5 hours in any one day
- Tuition must take place within a child's 9.5 hours licensed day
- Tuition times (as per NNCEE Guidelines) should be during the daytime and no later than 4-5pm
- Tuition may only be carried out on a normal school day (Monday-Friday); tuition would not be required for a Bank Holiday and the 3hrs for that day can be removed from the aggregated total required.
- BBC guidelines are a tutor may only be left alone with children if they are also a licensed Chaperone (in receipt of a current Chaperone Licence) otherwise a Chaperone must remain present at all times.

Safeguarding

- As an on-set tutor, you play an important role in safeguarding the children in your care by ensuring their well-being, safety, and protection is prioritised in the following ways:
 1. **Supervision:** The on-set tutor should provide constant supervision and ensure that the child is always in a safe and secure environment.
 2. **Compliance with child performance legislation:** The on-set tutor ensures that the child's working conditions comply with licensing laws and regulations. You must work with the Chaperone to verify that the child's working hours, breaks, and rest periods are in accordance with legal requirements to prevent exploitation or overwork.
 3. **Communication with parents and guardians:** The on-set tutor maintains open and regular communication with the child's parents or guardians. They share information about the child's well-being, progress, and any concerns that may arise. This collaboration helps ensure that the child's best interests are always prioritised.
 4. **Emotional support:** An on-set tutor provides emotional support to the children they teach, especially during challenging or demanding situations. They create a safe and nurturing environment where the child feels comfortable expressing their feelings and concerns.
 5. **Collaboration with production team:** The on-set tutor works closely with the production team to ensure that safeguarding policies and guidelines are followed. They advocate for the child's safety and well-being, raising any concerns or issues that may arise.
 6. **Confidentiality and privacy:** The on-set tutor respects and maintains the confidentiality and privacy of each child they teach, communicating any safeguarding disclosures in a timely and secure manner. Tutors manage personal information with care, in line with the GDPR and Data Protection Act 2018 and ensure that sensitive matters are handled appropriately and discreetly.
 7. **Recording & Reporting Concerns:** The on-set tutor must report any safeguarding concerns as they arise to the production SPOC, or directly to the BBC Safeguarding Team. Any notes must be passed to the production SPOC or BBC Safeguarding Team.

Safeguarding concerns can be reported to the BBC Safeguarding Team [online](#), or by emailing safeguarding@bbc.co.uk.

Visits and Inspections

If production is inspected by the Local Authority, the inspector is required to evidence the following:

- a) Tutors name
- b) Is the teaching accommodation satisfactory?
- c) Inspect and initial tuition records?

- d) Does the teaching seem adequate?
- e) Has the tutor any problems? If so, how

Inspection by the LA may result in the tutor being spoken to, being asked to provide examples of the children’s work, observation of the work the children are doing, and checking of tutoring record sheets to ensure the correct amount of tuition is being given at the appropriate time. The inspector will provide their contact details should you wish to speak to them in confidence at a later date.

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