

B B C



# CHAPERONE PACK

BBC

Safe guarding

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# INTRODUCTION



As a Chaperone, your role is to support the BBC in ensuring that the best interest of the child is at the heart of everything it does. You must ensure that nobody, whether cast, crew, directors, or other children, does anything detrimental to a child's wellbeing.



Sometimes, fast paced production crews can forget that a child's needs are different to that of working adults, and children are not always equipped to make mature and appropriate decisions in the workplace.

It is therefore your responsibility to represent the child's best interests on and around set and take appropriate opportunities to highlight to the production SPOC if a child's needs are not being fully met.

## DUTY OF CARE

As a broadcaster, the BBC is regulated by Ofcom. The ['Broadcasting Code'](#) states the BBC has a duty of care to all vulnerable contributors, and as such 'should take due care over the welfare of a contributor who might be at risk of significant harm as a result of taking part in a programme.'

## POSITION OF TRUST

'Position of trust' is a legal term that refers to certain roles and settings where an adult has regular and direct contact with children. In line with the [Sexual Offences Act](#) (2003, updated 2022), it's against the law for someone in a position of trust (i.e., a Chaperone) to engage in sexual activity with a child in their care, even if that child is over the age of consent (16 or over).





## BBC SAFEGUARDING TEAM

The BBC has a dedicated team of [safeguarding subject-matter experts](#) (SME's) who manage serious concerns and risks across the organization, in relation to children and vulnerable adults. The BBC Safeguarding Team can be contacted via [email](#) during UK office hours (Mon-Fri, 09:00-17:00) – visit our [website](#) for more information.

The BBC advise a supervision ratio of 1:6 (one chaperone per 6 children), however, this will depend on the individual needs of each child and the level of risk involved in the contribution.

## SAFEGUARDING POINT OF CONTACT

Every BBC production, event or engagement involving children has a '[SPOC](#)' – a safeguarding point of contact. The SPOC is responsible for ensuring safeguarding requirements are met and can manage safeguarding concerns appropriately.



## SAFEGUARDING POLICY

The BBC Safeguarding Policy can be found [here](#). This policy applies to all staff, freelancers and third-parties (including chaperones) engaged for the purposes of BBC output.

## CODE OF CONDUCT

The [BBC Safeguarding Code of Conduct](#) outlines ten 'golden rules' for working with children and vulnerable adults. All adults engaged by the BBC are expected to follow these rules and may be subject to disciplinary action or termination of contract if not observed.

# REGULATORY COMPLIANCE



The BBC (and any engaged chaperones) are legally obliged to adhere to the requirements of the following UK legislation:

- [The Children and Young Persons Act 1933](#)
- [The Children and Young Persons Act 1963](#)
- [The Safeguarding Vulnerable Groups Act 2006](#)
- [The Children's Act 1989 \(2004\)](#)
- [The Children \(Northern Ireland\) Order 1995](#)
- [The Children \(Performances and Activities\) \(England\) Regulations 2014](#)
- [The Children \(Performances and Activities\) \(Wales\) Regulations 2015](#)
- [The Children \(Performance and Activities\) \(Scotland\) Regulations 2014](#)
- [The Children \(Public Performances\) Regulations \(Northern Ireland\) 1996](#)



## WORKING HOURS

Chaperones are required, by law, to record the hours that every child completes whilst part of the production or event. FAQ's regarding child performance can be found [here](#).

### Working Hours Summary Tables

- [England](#)
- [Northern Ireland \(Broadcast\) and \(Non-Broadcast\)](#)
- [Scotland](#)
- [Wales](#)
- [Isle of Man](#)
  
- [General NNCCEE Regulations](#)
- [Example Daily Record Sheet](#)



The BBC requires all chaperones to provide evidence of completion of the [NSPCC](#) 'Protecting Children in the Entertainment Industry' training (to be renewed every 3 years).

# TRAINING

Chaperones should be provided with basic training by their Local Authority (content outlined below), but may seek to undertake additional learning and development in the following areas:

- Legal Requirements
- Role Requirements
- Record Keeping
- Child Protection

## LOCAL AUTHORITY REQUIREMENTS



- Signs & Indicators
- Child Development
- Consent
- Mental Health

## GENERAL SAFEGUARDING



- Location Working
- Terminology
- Crew Roles
- Scripts

## PRODUCTION / EVENT SPECIFIC



The BBC requires all chaperones to provide evidence of completion of the [NSPCC 'Protecting Children in the Entertainment Industry' training](#) (to be renewed every 3 years).





“ Safeguarding is the action that is taken to promote the welfare of children and protect them from harm ”

CLICK EACH LINK FOR MORE INFORMATION



**SEXUAL ABUSE:** When a child is forced or persuaded to take part in sexual activities. This may involve physical contact or non-contact activities and can happen online or offline



**EMOTIONAL ABUSE:** The ongoing emotional maltreatment of a child, which can have a severe and persistent negative effect on the child's emotional health and development



**PHYSICAL ABUSE:** Deliberately hurting a child and causing physical harm. Physical abuse may also happen when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.



**DOMESTIC ABUSE:** Any type of controlling, coercive, threatening behaviour, violence or abuse between people who are, or who have been in a relationship



**NEGLECT:** Not meeting a child's basic physical and psychological needs. Neglect can happen at any age, sometimes even before a child is born



**GROOMING:** A process that "involves the offender building a relationship with a child, and sometimes with their wider family, gaining their trust and a position of power over the child, in preparation for abuse" (CEOP,2022)



**PEER-ON-PEER ABUSE:** Where sexual abuse takes place between children of a similar age or stage of development.



**CSE:** Child sexual exploitation (CSE) is where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child under the age of 18 into sexual activity



**HSB:** Harmful sexual behaviour (HSB) is developmentally inappropriate sexual behaviour displayed by children which is harmful or abusive



**BULLYING:** Bullying is when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable



**FGM:** Female genital mutilation (FGM) is the partial or total removal of the external female genitalia for non-medical reasons.



## 1. RESPOND

### Show you care, help them open up



Give them your full attention and keep your body language open and encouraging. Be compassionate, be understanding and reassure them their feelings are important. Phrases like “you’ve shown such courage today” help. Remember, NEVER promise confidentiality.



### Take your time, slow down

Respect pauses and don’t interrupt them – let them go at their own pace. Recognise and respond to their body language. And remember that it may take several conversations for them to share what’s happened to them



### Show you understand, reflect back

Make it clear you’re interested in what they’re telling you. Reflect back what they’ve said to check your understanding – and use their language to show it’s their experience.

RESPOND

RECORD

REPORT

## 2. RECORD

Detailed record-keeping is vital to effective safeguarding practice. You should record details of the disclosure as soon as possible to ensure nothing is forgotten. As a minimum you should record:



The child’s details (name, age, address)



That the child said or did that gave you cause for concern (if the child made a verbal disclosure, write down their exact words)



Any information the child has given you about the alleged abuser/s





RESPOND

RECORD

REPORT

Effective safeguarding is based upon information sharing. This is done in a confidential manner and on a need to know basis. If you have concerns about the behaviour of any adult towards a child or vulnerable adult, whether this adult is a parent, BBC staff, freelancer or volunteer at an event, you must notify the SPOC and/or the BBC Safeguarding Team immediately.



**If you believe a child is at imminent risk of serious harm or death, do not delay – call 999**



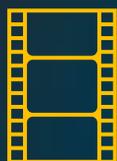
### Report to your SPOC

The SPOC should be available at all times whilst a child is on site (including out-of-hours for overnights). The SPOC is equipped to manage disclosures and escalate concerns to the BBC Safeguarding Team (or BBC Commissioner for Indies). Provide all your notes.



### Scan the QR Code to Report Online

By clicking or scanning the QR code on the left of the page, you can report concerns directly to the BBC Safeguarding Team during working hours (Mon-Fri, 09:00-17:00). A Safeguarding Specialist will triage the information you provide against the BBC Safeguarding Escalation Framework, and decide what action is required in order to keep all parties safe.



### Video Guide

Click to view a helpful 'how-to' animation about reporting a safeguarding concern



### Written Guide

Click to view a helpful 'how-to' guide to reporting a safeguarding concern



1

## PRIOR TO ARRIVAL

- Read the BBC (or Production Company) Safeguarding Policy
- Read the BBC Safeguarding 'Code of Conduct'
- Provide evidence of your chaperone license, criminal records check, and completion of NSPCC 'Protecting Children in the Entertainment Industry' course
- Read this guide
- Refamiliarise yourself with relevant legislation and best practice guidance

2

## ON ARRIVAL

- Find out who the SPOC and get their contact details
- Understand the needs of the child/children you will be chaperoning
- Familiarise yourself with the environment / location
- Ensure you are provided with relevant forms/timesheets, call-sheets, scripts, etc.
- Make sure you are across all essential information, including any alternative arrangements for 16/17-year-olds

3

## ON CHILD'S ARRIVAL

- Introduce yourself to the child and their parent / guardian
- Ensure they are aware of who to report a safeguarding concern to
- Provide details of the BBC Safeguarding Team
- Provide a short tour to include toilets and fire exits
- Brief them on expectations and behaviour

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## DURING THE ENGAGEMENT

- Maintain regular comms with the SPOC so you are across timings
- Monitor working and break hours – guidance [here](#)
- Ensure behaviour is always appropriate - always be in earshot/eyeline
- Escalate any concerns to the SPOC immediately - do not deal with safeguarding concerns yourself

# THE BASICS: UNDER 5'S



Children under the age of 5 may be accompanied by their parent/ guardian, in addition to a licensed chaperone being in place.

You should feel confident to report any concerns about the child's wellbeing and welfare to the SPOC, even if the parent/ guardian disagrees.



If you are working with babies or toddlers (under 4), you must always have the child physically in your sight and not just via a monitor.

Even if parents or guardians are present, you have a responsibility under licensing conditions to ensure the safety and wellbeing of every child in your care



Children under 5 can share mixed-gender changing rooms, however, best practice is for production to provide each child with their own private changing space.



Changing a child's nappy or to taking a child under 5 to the toilet should be done by the child's parent/ guardian and should not be your responsibility.

## Licensing Conditions

Some Local Authorities may specify that a child's parent / guardian must be present during the performance – this may be included as part of the child's licensing conditions. In this instance, whilst the parent / guardian may be on-hand for personal care or to administer medication, the Chaperone still acts in 'loco parentis' to impartially support the best interests of the child in their care.

## Meet The Parents

Where possible, it is best practice to meet the child and their parent / guardian prior to their arrival on site (even if this is through an online meeting like Zoom or Skype). This is particularly relevant if you will be caring for a child who has additional needs or a medical condition. Ask your SPOC if they can set mm meeting up – this will give you the opportunity to conduct introductions and understand the child's individual needs more.



# THE BASICS: 5-16 YEARS



Children should be met by you (their chaperone) on arrival.

They should be introduced to members of the production crew and cast that they will work closely with.

They should be shown key areas and fire exits.



All children should receive a briefing, outlining the timetable for the day, expected behavior, licensing requirements (if relevant), and this should be delivered in an age-appropriate way.

Children should also be briefed on who they can report any issues or concerns to.



Children should be provided with:

- Suitable changing rooms
- Separate child-only toilets
- Green Room
- Tutoring area (where applicable)



At the end of the day/shoot, you should:  
be present to 'handover' the child back to their parent/guardian and provide feedback on any concerns/ actions

## Respectful Space

Production should provide children over the age of five same gender changing rooms or their own private changing space. For children who identify as a different gender to which they were born, or as 'gender neutral' - non-gendered facility should be available.

## Privacy

When accompanying the child to the toilet, you should respect their privacy as much as possible. For single units, wait outside the door. For facilities with multiple cubicles, it may be preferable to wait inside the toilets, but outside the cubicle.

## Individual Needs

Full consideration should be given to the individual needs of each child, including any learning disabilities or difficulties, neurodiversity, medical needs, or mental health concerns they may have.

# THE BASICS: 16 & 17 YEAR OLDS



As part of your role as a chaperone, you might be asked to supervise children who are 16 - 17 years old who are beyond compulsory school leaving-age. These children will not have licenses; however, it is important to remember that the BBC still has a duty of care towards these children.

It is essential that everyone, including adult cast and crew, know that although they are out of licensing age, under law they are still children until they turn 18.

## BOUNDARIES

- Leniency and flexibility can be given to this age group in terms of supervision and additional privileges during down-time. However, you must ensure that these are clear and consistent for all children of this age.
- We recommend establishing clear rules in agreement with parents/guardians and the children, at the start of the production. These should be documented in risk assessments.
- Parental preferences regarding bedtime routines, internet access, and mobile phone use should be upheld.
- A detailed briefing on rules, boundaries, and behaviour expectations should be given on arrival to the children by the SPOC and chaperone.

## ON - SET

- Chaperones should always supervise 16 - 17-year-olds whilst they are performing on set.
- Chaperones should never leave 16 - 17-year-olds alone with any other adult.
- 16 - 17-year-olds should not interact socially during rest periods with adult cast and crew. They should be provided a separate Green Room away from adult cast and should not socialise after wrap.

## REPORTING

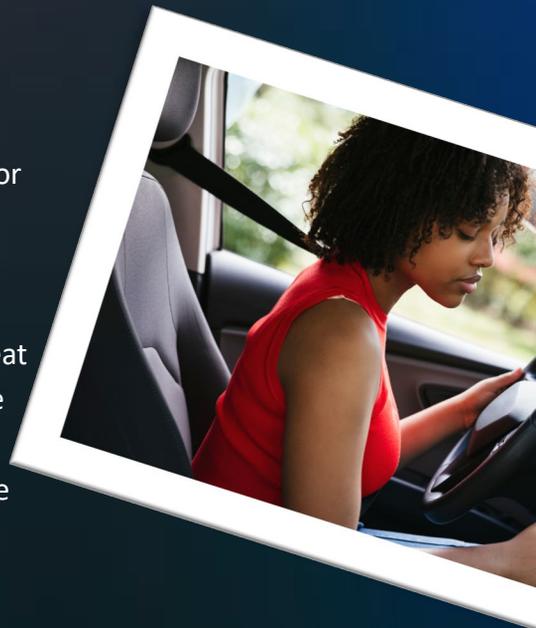
- It is your responsibility to report any situation where a child is found to be abusing the additional privileges given to them to the SPOC.
- Parent/Guardian Notification: The SPOC must inform the parent/guardian of any child found purposely breaching rules and boundaries about the concern.
- BBC Safeguarding Team Involvement: The SPOC is required to contact the BBC Safeguarding Team to report any breaches by children, allowing for appropriate next steps to be advised.





As a professional chaperone, your duties may vary depending on the type of BBC production or event you have been engaged to work on.

You might be required to travel with a child to production. When you are travelling with a child, (hire/private car, public transport) you will be on duty from the moment the child is in your care. Depending on the production, you might travel in a BBC vehicle or public transport (including train or plane) with the child.



## Expectations:

- You must not smoke or vape whilst you are chaperoning a child or young person travelling.
- No other individual must be allowed to travel in the vehicle, unless it is another child from the production/project/event.
- Ensure that all children travelling in vehicles are wearing their seat belts and have been provided with booster seats (or appropriate child seats) where required.
- If you experience any problems with the transport or private hire car, please inform production/project SPOC without delay.
- You must never leave a child in a vehicle unattended.
- If travelling on public transport, ensure you are sat next to, or in close proximity of the child - they should be in your eyeline at all times



## Children aged 16+

- Children aged 16+ may travel to and from their homes to production/event without a chaperone (if they are capable of doing so). However, this is only applicable if the child and their parent has specifically requested it and is not a general rule.
- Production/event must take account of any late finish times as well as the general safety and security of the journey.
- Children 16+ must keep their chaperones updated with their travel plans, and the child must always have an emergency contact (either a chaperone or, if no chaperone is on duty while they are travelling, the SPOC) to call if they encounter any problems.



You should be aware of dietary requirements of the children. It is the responsibility of the SPOC to ensure that this information has been obtained from parents/guardians prior to the child arriving on set.



You should also be aware of any religious food observations and the SPOC should ensure that catering are able to meet these needs.



Allergies should be considered - if there is a child with a severe allergy, then the SPOC should manage this appropriately. It might be necessary to ban foods of that type on set/in accommodation. All cast/crew should be briefed on this with the consent of the child's parent/guardian.



If the child has a severe reaction and is required to carry an epi-pen, the device should be easily accessible at all times – identified adults should be fully trained to administer the device in an emergency. It may be beneficial to keep a spare device locally in case of loss or malfunction.



You should ensure that children under 16 are accompanied by you or another chaperone during all mealtimes.



Children, regardless of age, should not dine/socialise with adult cast or crew under any circumstances.



Children 16+ may be allowed to eat a meal with their peers (other 16/17-year-olds) without chaperone supervision, with parental permission. Risks should be appropriately assessed and recorded in the production risk assessment.

For more information about unsupervised dining for 16-17 year-olds, see [‘Free Time’](#)

# OVERNIGHTS



As part of your role as a chaperone, you might be required to supervise children overnight. This could include supervising them in production provided accommodation (such as a shared house or hotel), providing dinner, and any evening activities. All children should be chaperoned overnight, regardless of age.

**Best practice is to engage separate day and night chaperones to limit long working hours.**

Production are responsible for sourcing the accommodation and ensuring its suitability –if you have any concerns about the accommodation, you must raise them with the SPOC or the BBC Safeguarding Team.



You should ensure you have either adjoining rooms to children (locked on the child's side) or are located adjacent / opposite the child's bedroom when staying in hotels.



Children should not be unaccompanied in each other's bedrooms – games consoles and shared toys should be placed in communal areas and these activities should be monitored for suitability whilst being played.





## EXPECTATIONS

- Prior to arrival, the SPOC should have visited the accommodation to ensure its suitability for the age range of the children who will be staying in it.
- Accommodation should be chosen with the individual needs of the child in mind - access arrangements and evacuation procedures should be considered.
- Where possible, adult crew/cast and children should be accommodated in separate hotels/facilities. Where this is not possible, adults and children should not be accommodated on the same floor/corridor as each other.
- Separate chaperones should be engaged for day and night duties. It is not suitable for the same chaperone to cover a day and night shift within the same 24-hour period.
- Where there are large, mixed-gender groups of children, same gender children should be accommodated together (separated by a locking corridor door, for example).
- Best practice is for overnight chaperones to supervise children of the same gender.



Regulation 16 states that the licensing authority must approve the accommodation where the child will be staying if they are unable to live at home while taking part in a performance or activity. It goes on to state the licensing authority may impose certain conditions regarding transport to and from the place of performance to the accommodation, arrangements for meals and any other conditions to ensure the child's welfare while at the accommodation.

## RELATIONSHIPS

Relationships may develop between child contributors. It is important to remember that it is illegal for children under the age of 16 to engage in sexual intercourse.

- Where you are aware that children have formed a romantic relationship, you must notify the SPOC who will discuss the situation with you and agree next steps.
- In cases of children under 16 who have formed a romantic relationship, parent/ guardians should be informed with the child's full knowledge.
- In cases of children who are over the age of consent (16) forming a relationship, you and SPOC should consider if it would be appropriate to separately accommodate each child to prevent unsupervised contact during out of hours.

# FREE TIME



You always have a duty of care for children, including during any 'free time' and overnight (if the production is residential). This includes when they are playing games, cooking, watching TV or having some downtime - any activities that involve an element of risk should be fully documented on the risk assessment.



You should brief the children on leisure time activities, rules and boundaries.



You are responsible for ensuring that you know what the fire escape routes, assembly points and local environmental risks such as roads, proximity to entrances, etc. are.



You are not permitted to purchase or consume alcohol prior to or whilst on duty, and this includes overnight duties. You must not purchase alcohol for those in your care or others on the Production, including but not limited to members of cast.



The SPOC should brief you on how to contact them 'out of hours'. You should document details of any observations or low-level concerns raised during 'out of hours' time and report them to the SPOC as soon as possible.



Any serious concerns should be reported to the SPOC immediately via their emergency contact number so they can advise on suitable actions and next steps.



In an emergency, always dial 999.



- It is important that we take steps to ensure that children are unable to access age-inappropriate content on the internet using Wi-Fi services provided by the production or when staying overnight in accommodation associated with the BBC.
- Whilst we have little control over what children access on their personal devices, we have a duty of care to protect them from accessing inappropriate material including material with violent/explicit content.
- Inappropriate material could be accessed on gaming devices, tablets, laptops, mobile phones or any device with internet access.
- If you are aware of children accessing inappropriate or concerning material online, you must report this to the SPOC immediately. Parents/guardians should be informed at the earliest opportunity.
- Be vigilant to older children sharing images/content with younger children; most social media platforms have a lower age limit of 13, although we are aware that children younger than this access these platforms regularly.
- Adults should not friend/follow/like or accept social media requests from the children they work with, without exception.
- Under no circumstances should a child use a chaperones mobile phone or personal device.



# PERSONAL DEVICES



Production should have a clear policy on the use and confiscation of mobile devices/high-cost items, and this should be made clear to parents/guardians and children prior to arrival on set.



Confiscating a personal device overnight for a child who is older and is not otherwise vulnerable is likely to be seen as more reasonable than a younger child, or one with additional needs, whose phone/device may be an important 'safety blanket' item.

Please be aware, if you confiscate a child's mobile device, there is a certain amount of personal and production risk involved - a child could easily allege you accessed their device without them present, or that you damaged it. Always ask the child to turn their device off before they give it to you.

Temporary confiscation should only be undertaken with the prior approval of parents/guardians and should be made clear to children from the start of their involvement. Temporary confiscation should be included in the risk assessment as a preventative measure.

If you confiscate personal devices, reasonable steps should be taken to ensure the security of the item - the item should be placed in a lockable drawer/cabinet/locker until a defined return time. Details, including the condition of the device, should be recorded and retained.

## ONLINE SAFETY



The internet and particularly social media platforms change daily; it is almost impossible to stay up-to-date with all the new updates to have an awareness of what the current risks to children are. The NSPCC works in collaboration with industry professionals to provide online safety advice in an accessible format:

[Resources for Children](#) | [Resources for Adults \(inc. Parents\)](#)

# VISITS AND INSPECTIONS



## BBC ASSURANCE VISITS

The BBC Safeguarding Team will seek assurance that the production / event is adequately safeguarding the welfare of any children & vulnerable adults involved, as a matter of course. In order to do this, the BBC may review production arrangements and facilities on a random basis. These visits and checks will take into consideration adherence to the BBC Safeguarding Requirements as outlined [here](#), with a written report of findings made available shortly afterwards.

## LOCAL AUTHORITY INSPECTIONS

The local authority has responsibility for enforcement of the licensing requirements and has a number of powers (section 28 1933 Act) to carry out inspections to ensure a child's welfare is maintained.

The Children and Young Person Act 1933 (Section 28) states that an authorised officer may enter any place used as a broadcasting or film studio to make enquiries about any children performing to which section 37(2) of the 1963 Act applies.

Subsection (3) states that any person who obstructs an authorised officer or refuses to answer or answers falsely any enquiry is committing an offence.

## CHAPERONE INVOLVEMENT

Visitors from both the BBC and the local authority will expect to speak to any chaperones who are present during the visit. In addition, they will want to see:

- Chaperone licences
- Evidence of criminal records checks
- The correct chaperone-child ratio
- Daily Timesheets (+ previous days)
- Facilities
- Confirmation that the chaperone is aware of fire exits, first aid and individual needs



## FURTHER SUPPORT

The BBC Safeguarding Team work closely with the NNCEE to ensure all chaperones we engage are working to the highest possible standards, and are adhering to all licensing conditions.

The NNCEE provide clear guidance in relation to child performance licensing legislation as well as a range of information in relation to child employment and regulations within each of the UK jurisdictions.

Visit their [website](#) for more information.



# ARRIVAL CHECKLIST

- Identify who the production safeguarding point of contact (SPOC) is
- Confirm the process for reporting a safeguarding concern
- Ensure you understand how to escalate a safeguarding concern (if required)
- Check total number of children to be supervised
- Check total number of chaperones on-site
- Acquire list of children's names
- Check each child's performance license; raise any discrepancies
- Ensure you have emergency contact details for each child
- Ensure you have details of each child's individual needs and care plans
- Check on meal arrangements in line with children's dietary requirements
- Ensure there is a signing in and out procedure
- Confirm hand-over arrangements for wrap
- Familiarise yourself with the venue/location/studio layout
- Locate all fire exits and rendezvous points
- Ask to hear fire alarm (if possible)
- Arrange a fire drill (with alarm) for children (if possible)
- Locate first aid facilities and introduce yourself to the first aider / medic
- Confirm arrangements for administration / storage of any medication
- Inspect dressing rooms (separate for children 5 years and over)
- Locate and inspect toilets (separate for children and adults)
- Locate and inspect rest rooms / green rooms (separate to adults / older children)
- Locate and inspect school room (where relevant)
- Report any concerns / discrepancies to the SPOC

# CHAPERONE DECLARATION

I \_\_\_\_\_ (name) confirm that on \_\_\_\_\_ (date) I have:

- Provided production with a copy of my Chaperone Licence
- Provided production with details of my Criminal Records Check
- Provided production with evidence of completion of relevant training (NSPCC)
- Read and understood the BBC Safeguarding Policy
- Read and understood the BBC Code of Conduct (Safeguarding)
- Read and understood the requirements of the BBC Chaperone Pack
- Completed all relevant Arrival Checklist actions (see above)

**SIGNED:** \_\_\_\_\_ (Chaperone)

# CONTENT CONTROL



<b>DOCUMENT NAME</b>	BBC Chaperone Pack		
<b>VERSION</b>	8.0		
<b>SOURCE</b>	BBC Safety, Security & Resilience		
<b>OWNER</b>	BBC Safeguarding Team		
<b>ARCHIVE HISTORY:</b>			
<b>DATE</b>	<b>VERSION</b>	<b>AUTHOR</b>	<b>CHANGES</b>
13 May 2024	6.0	BBC SGT	Full review and revision
19 June 2024	7.0	BBC SGT	Inclusion of Working Hours Information
14 October 2024	8.0	BBC SGT	Amends to declaration box