

Daily Safeguarding Briefing

<p>Key message for today <i>A short statement to set expectations and remind staff of the safeguarding priority.</i></p>	
<p>Who is here today <i>Include:</i></p> <ul style="list-style-type: none"> • Number of children, age ranges • Chaperones on duty (names, main contact point) • SPOC (name, phone, location) • Deputy SPOC (if needed) • Identified risks (animals, vehicles etc) • Visitors (names, roles, purpose) 	
<p>Roles and responsibilities <i>Reinforce non-negotiables from the BBC Safeguarding Code of Conduct:</i></p> <ul style="list-style-type: none"> • You safeguard every child on site, not only the ones you work directly with • Follow chaperone direction on all matters relating to a child's welfare • Never be alone with a child in an isolated or unsupervised space • Maintain professional boundaries at all times • Use open, observable spaces for interactions • Photography, personal devices, and social media: never take or share images of children on personal phones, and never post details about children or the production • Report concerns immediately, do not investigate yourself 	
<p>Today's schedule and movement plan <i>Highlight points of risk or transitions:</i></p> <ul style="list-style-type: none"> • Call times • Transport arrangements • Studio floor moves • High-contact areas (make-up, wardrobe, green rooms) • Locations where children and adults mix • Known pinch points or delays <p><i>Add any safeguarding controls for the day:</i></p> <ul style="list-style-type: none"> • Supervision ratios • Who escorts children to toilets or costume areas • Zones that are adult-only or child-only • Breaks, rest areas, meal arrangements 	
<p>Behaviour, boundaries, and communication <i>Remind staff of expected behaviour:</i></p> <ul style="list-style-type: none"> • Use clear, age-appropriate language • Avoid physical contact unless essential for safety • Do not tease, joke inappropriately, or comment on appearance 	

<ul style="list-style-type: none"> • Support children to feel safe, respected, heard • If a child is upset, seek a chaperone • If you must intervene physically for safety, report it immediately 	
<p>Specific risks for today</p> <p>Include anything unusual or heightened, for example:</p> <ul style="list-style-type: none"> • Stunts or action scenes (and safety measures) • Filming near water, heights, vehicles, or crowds • Emotional scenes that may affect children • Late finishes, long waits, hot or cold weather • Any concerns shared by parents, teachers, or chaperones 	
<p>Health, welfare, and licensing reminders</p> <ul style="list-style-type: none"> • Maximum working hours and break requirements • Education needs if tutors are present • Medical needs, allergies, medication procedures • Refreshments, hydration, and rest facilities • Protocol for illness or injury (first aider location, how to summon help) 	
<p>How to raise a concern</p> <p>Give clear, immediate steps:</p> <ol style="list-style-type: none"> 1. Report immediately to the Production Safeguarding Contact or Chaperone. 2. Use the BBC Safeguarding Helpline when needed. 3. If urgent and a child is at immediate risk, call emergency services. 	
<p>Housekeeping that affects safeguarding</p> <ul style="list-style-type: none"> • Signing in and out • Access passes • Who is permitted in child areas • Location of welfare spaces • Vehicle and parking restrictions • Any construction or technical hazards on set 	
<p>Final check-in</p> <p>Close with:</p> <ul style="list-style-type: none"> • “Is anyone aware of anything today that might affect a child's welfare or safety?” • Encourage a speak-up culture and reinforce that concerns are always welcomed. 	