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PRODUCTION PACK

BBC

Safe guarding

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INTRODUCTION



Safeguarding is a cross department network of processes that align to protect all vulnerable groups and to work collaboratively to meet the strategic aims of the wider BBC organisation. Within UK law, a child is defined as anyone under the age of 18 years. The BBC has a Safeguarding policy and clearly aligned processes for keeping everyone safe.



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 The responsibility of the chaperone 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](#)



TRAINING

All BBC staff and engaged freelancers must complete the mandatory 'Safety, Security and Safeguarding' online module; this short online course explains the basic principles that everyone who engages with the BBC must adhere to. In addition:

Anyone who is in a role that requires 'close contact' with a child should have a Enhanced DBS Check, or Membership to the PVG Scheme, and therefore must complete the 'Safeguarding Advanced' course.

This course is run by a BBC Safeguarding Specialist and should be booked via My Development within the BBC Academy.

*Not available to Indies

CLOSE CONTACT



Chaperones should be provided with basic training from their local authority; this training should cover safeguarding basics and regulatory compliance.

In addition, chaperones should complete the **NSPCC 'Protecting Children in Entertainment'** online course every 3 years and should provide you with evidence of completion upon engagement.

CHAPERONES



SAFER RECRUITMENT



Safer recruitment is a set of practices to help make sure the adults you engage are suitable to work with children. It's a vital part of creating a safe and positive environment and making a commitment to keep children safe from harm. It is important to conduct due diligence on the individuals you engage.



CRIMINAL RECORDS CHECKS

Criminal records checks enable the BBC to ensure that people aged 16 or over have nothing on their criminal record that makes them unsuitable to work or volunteer in roles that have contact with children.

Each nation in the UK uses a different criminal records check process, but they are all aligned and recognise each other's decisions. A person who is barred from working with children in one nation will be barred across the UK.

The BBC does not recommend the use of self-disclosure forms as they do not mitigate risk

REFERENCES

References can help you make an informed decision about an adult's suitability to work or volunteer with children.

Make sure information provided in the reference is consistent with the information already provided by the adult.

RESTRICTED DUTIES

All relevant staff must work under restricted duties until they are in receipt of their approval Criminal Records Check certificate.

Compliance to working under restricted duties is the responsibility of the Hiring Manager.

Any checks returned with 'positive content' will be confidentially managed by the BBS Safeguarding Team (Indies should have a process in place for managing adults who have a criminal record).





“ 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



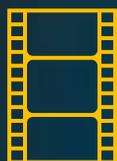
Report to your SPOC

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 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



A standard for the future

Professional standards for safeguarding children in the broadcasting industry serves multiple purposes, ensuring that children's rights, safety, and well-being are protected in all aspects of media production, distribution, and content creation.

The BBC Safeguarding Team conduct assurance visits to test evidence of adequate and appropriate safeguarding provision in place for children and vulnerable adults.

Assurance is measured against widely acknowledged 'best practice' UK production safeguarding standards in ten key risk areas through the implementation of a specified checklist of controls.



About The Report

This report is split into four sections;

1) Visit Summary

Introduction and details of the visit, plus overall awarded grade.

2) Standards Matrix

BBC Safeguarding Standards for Production provide clear guidelines for stakeholders, helping you to navigate your ethical, legal, and operational responsibilities for working with children and vulnerable adults on BBC output.

3) Grade Summary

Breakdown of overall and summative grades per requirement.

4) Identified Actions

Any requirements that gain a 'working towards' grade will be allocated risk actions for completion within the agreed timeframe.



More Information: safeguarding@bbc.co.uk www.bbc.com/safeguarding

SAFEGUARDING STANDARD: ASSURANCE



Governance

A safeguarding policy is in place, or the production is using the BBC Safeguarding Policy.

The policy has an owner

The policy is updated at least annually

The policy includes:

- types of risk / abuse
- actions to keep children safe
- SPOC contact details
- responding to a disclosure
- who to report a concern to
- who to escalate a concern to if you are not happy with the response

The policy is easily accessible to engaged adults, parents/carers or the local authority

Professional Boundaries

A Code of Conduct is in place that all engaged adults follow when working with children

Engaged adults are aware of the Code of Conduct and model expected behaviour

SAFEGUARDING STANDARD: ASSURANCE



Safe Recruitment

Adults (16+) recruited for roles working with children are asked to declare any unspent convictions at hiring stage, plus any new convictions obtained during their period of employment.

Adults engaged to deliver education for children can provide evidence of their suitability i.e. qualifications, references and an enhanced DBS (with Child Barred List) check / PVG membership, in line with the BBC Safeguarding Tutor Guidelines

Criminal record checks are requested for identified roles that work in close contact with children.

Criminal record checks requested by any organisation other than the BBC are not accepted; adults who subscribe to the DBS Update Service or who have PVG Membership are asked to provide their check details for cross-referencing any positive content.

Production have a secure record of criminal records check information for all eligible adults which includes:

- Type/level of check
- Date of check
- Disclosure number

Adults who are awaiting the results of their criminal records check are placed under restricted duties and supervised by another adult who has a valid Enhanced DBS check, or PVG scheme membership. This process is tracked and monitored regularly.

There is a documented process in place for managing criminal record checks that are returned with 'positive content'

Training & Development

The completion of basic safeguarding training is tracked and monitored by production for all engaged adults

The SPOC has completed advanced safeguarding training within the last 3 years, in line with BBC requirements. Evidence of completion is tracked and monitored by production.

Chaperones have completed the NSPCC 'Working With Children in the Entertainment Industry' online course within the last 3 years and evidence of completion is tracked and monitored by production.

SAFEGUARDING STANDARD: ASSURANCE



Risk Management

The production risk assessment identifies specific risks associated with safeguarding in relation to the production and/or individual children

The production risk assessment includes controls to mitigate identified safeguarding risks

Each risk mitigation has an owner assigned

The production risk assessment is dynamic and updated as new safeguarding risks emerge

The production risk assessment is signed and dated by key personnel

Supervision

Professional chaperones are engaged to supervise children in line with BBC safeguarding policy

The chaperone to child supervision ratio meets or exceeds the BBC's suggested 1:6 ratio

There are supervision arrangements in place for 16 and 17 year olds

Chaperones are asked to provide the following prior to their engagement:

- An emergency contact
- A copy of their Local Authority licence (Eng/Wales/NI only)
- Evidence of a DBS Enhanced (with Child Barred List) check / PVG scheme membership (issued within the last 3 years)

Qualified adults are engaged to provide educational support to eligible children and they are compliant to the BBC Safeguarding Tutor Guidelines.

Chaperones are provided with access to the BBC Safeguarding 'Chaperone Pack' prior to commencement and sign to acknowledge receipt.

Chaperones have the child/ren they are supervising in their eyeline at all times.

Chaperones provide suitable activities for the child/ren they are supervising which are age/ability appropriate.

Chaperones are briefed about the individual needs of the children they will be supervising at the earliest opportunity.

Chaperones are provided with the remit and contact details of the BBC Safeguarding Team.

SAFEGUARDING STANDARD: ASSURANCE



Supervision (Continued)

Production has access to alternative chaperone/s in the event that a chaperone is unable to fulfil their duties due to emergency/illness etc.

There are separate chaperones in place for overnight supervision of children

Chaperones have a daily (or regular) briefing to remain informed of plans involving the children they are supervising

Regulatory Compliance

All eligible children have the correct performance licence/BOPA in place or are working under an official exemption

The person applying for the Child Performance Licence has a thorough understanding of the consequences of breaching licensing conditions

Copies of each child's licence are available for inspection on-site

Working hours, including tuition periods and rest breaks, are recorded by the Chaperone and stored securely for inspection, in line with official retention periods

Facilities & Welfare

Children are provided with separate toilets to adults, or, where restricted due to location, toilets are clearly signed and monitored for child use.

Children have an individual, private space to dress/change, away from adults and for those aged 5+, other children

Children have a child-only space to relax in which is relevant to their age-group and individual needs (supervised by chaperone).

This space has:

- comfortable seating
- access to drinking water
- temperature control
- age-appropriate activities / toys

Children have a dedicated space to complete tutoring hours that provides adequate desk-space and room to complete activities

SAFEGUARDING STANDARD: ASSURANCE



Facilities & Welfare (Continued)

Access to on-site Wi-Fi is restricted with suitability controls in place, or Parents/Carers are advised to equip their child's internet-enabled device with parental controls prior to arrival

Children are provided with age-appropriate onboarding information that includes who to talk to if they are worried about something or someone

The call sheet contains the SPOC's contact details

The call sheet contains contact details for the BBC Safeguarding Team (including QR code/link to report a concern via Navex: Ethicspoint)

The individual needs of children are established at the earliest opportunity in conjunction with the child and their parents/carers. Reasonable adjustments are documented and shared with children, parents/carers and relevant production adults.

Managing Concerns

Safeguarding concerns/incidents are recorded on a central, secure system with access controls in place.

Parents/Carers are informed of any concerns relating to their child within 24 hours of the SPOC receiving the initial concern (where appropriate to do so)

A record of all communications between parents/carers and the SPOC/Chaperone is stored securely

The SPOC conducts a safeguarding briefing with all engaged adults prior to commencement, plus a separate age/ability-appropriate briefing for children

Engaged adults, children and their parents/carers know who to report a safeguarding concern to

The SPOC is aware of how to escalate a safeguarding concern about a child on production, or an adult working with children on production, within their own organisation, to the BBC and to the Local Authority

Aftercare & Wellbeing

The outcome of psychological suitability testing is shared with the SPOC to allow for any identified risks to be discussed and mitigations implemented

Where required, children have access to ongoing psychological support throughout the production and for a determined period of time post-TX

A named person from production is identified to provide support to children and their parents/carers, for a determined period of time for any queries that arise post-TX.

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 for the SPOC and chaperone/s 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 have cast a child who has additional needs or a medical condition. The SPOC should set a meeting up – this will give you the opportunity to conduct introductions and understand the child's individual needs.



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 chaperones accompany a child to the toilet, they should respect their privacy as much as possible. For single units, they should 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.

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.

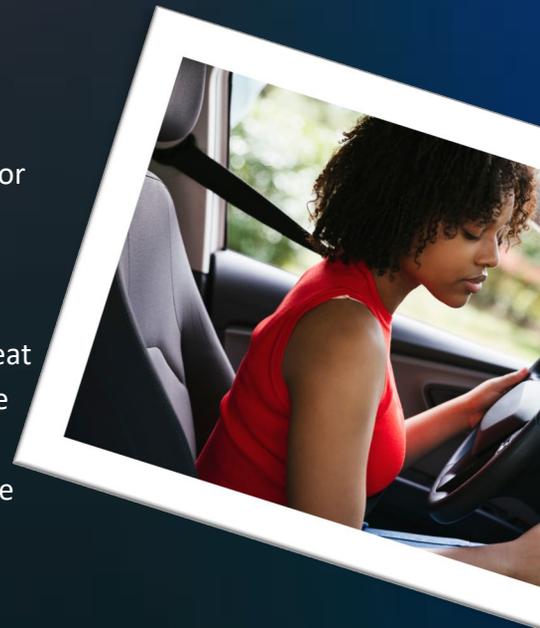




If you are providing travel for a child, please ensure suitable arrangements are in place. A chaperone might be required to travel with a child to production; in this case the chaperone will be on duty from the moment the child is in their care. Depending on the production, chaperones may travel in a BBC vehicle or public transport (including train or plane) with the child. The 'unit driver' should ALWAYS have an Enhanced DBS check (even with a chaperone or parent present).

Expectations of chaperones / adults accompanying children:

- 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.

FACILITIES



RELAXATION AREAS - children should have separate 'green room' facilities to adults. Where space/budget allows, productions with children across age ranges should have a younger/older split.



TOILETS - children should have separate toilets to adults. Also, consider having a 'nongendered' facility.



CHANGING ROOMS - Under 5's can share a changing room but over this age separate gendered facilities are needed



SIGNAGE - The Safeguarding Code of Conduct should be made available to all staff/crew and where possible, displayed in communal working areas. In addition, it is expected that the contact details of the production/event SPOC will be clearly displayed in all communal areas for cast and crew so everyone knows who to report a concern to.



CALL SHEETS - Call sheets for productions involving children should be age-appropriate and contain the contact details of the SPOC, the BBC Safeguarding Team and relevant support organisations such as Childline.

NON-GENDERED FACILITIES

Transgender and non-binary children Using gendered changing facilities can be a source of stress for transgender and non-binary children.

Production staff should consider how to support these young people to use the changing rooms that they feel comfortable with. Your policies should reflect that decisions need to be made on a case by case basis, and be guided by the individual, taking into consideration all children's safety.





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



If your production has a residential element, chaperones may be required to supervise children overnight if it is not suitable for parents to do so. 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 chaperones have any concerns about the accommodation, they must raise them with the SPOC or the BBC Safeguarding Team.



Chaperones should ensure they 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.



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



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



Chaperones and other production adults 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 chaperones and other key adults on how to contact them 'out of hours'. Details of any observations or low-level concerns raised during 'out of hours' time should be documented and reported 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 you 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 you have little control over what children access on their personal devices, you 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 or other adults' 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.

PRODUCTION REQUIREMENTS

The BBC Safeguarding Team outlines key requirements that must be implemented when working with children. Each of these requirements will be reviewed against a set of criteria during an assurance visit.

Safeguarding requirements for productions or events can be found [here](#).



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.

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.



National Network for Children in Employment & Entertainment

CONTENT CONTROL



DOCUMENT NAME	BBC Production Pack		
VERSION	6.0		
SOURCE	BBC Safety, Security & Resilience		
OWNER	BBC Safeguarding Team		
ARCHIVE HISTORY:			
DATE	VERSION	AUTHOR	CHANGES
13 May 2024	5.0	BBC SGT	Full review and revision
28 August 2025	6.0	BBC SGT	Addition of safeguarding standards