

What To Expect From A Safeguarding Assurance Visit

Pre-Visit

Around a week before the scheduled visit, a BBC safeguarding specialist will reach out to their production contact (usually the SPOC) and instruct them to complete a short 'Pre-Visit Questionnaire'. This is in an online form which asks you to provide basic production information and confirm compliance to each of the areas that will be assured during the visit.

At this stage, the safeguarding specialist will also request copies of relevant production documents relating to children, for example:

- Risk assessments
- Relevant duty of care protocols
- Examples of comms between parents/production

If easier, any documents can be stored on an online service such as Dropbox; you can grant temporary access to the safeguarding specialist and send the password via email. As soon as it is available, production should forward a copy of the daily call sheet to the safeguarding specialist for the day of the visit.

The safeguarding specialist will confirm details prior to the visit, but will need to know the following:

- Preferred arrival time
- Arrival location (unit base or set/studio?)
- Who will meet them upon arrival
- Any ID verification requirements
- Number of children on set during the visit
- Any location-specific requirements i.e. outdoor clothing etc

During the Visit

Assurance visits generally last around two hours, but this can differ depending on the type of output. Visits consist of:

- A tour of the site / location / studio / set in order to observe facilities such as children's dressing rooms/space, green rooms, toilets, tutor room etc.
- A discussion with the SPOC and any other relevant stakeholders i.e. parents (if available), chaperone/s, tutor and child/ren.
- Informal chats with other members of the crew / cast / production team as naturally occurring.
- Review of key documents / systems such as training records, recruitment documents, child performance licences.
- Observation of children and their chaperone/s on set / stage.

Post-Visit

Once the visit is complete, the safeguarding specialist will compile their notes and review any documents you have provided to support the visit. The safeguarding specialist will review their findings against the [BBC Safeguarding Assurance Framework requirements](#), grading each criterion as 'achieved' or 'working towards'. Once each section grade is established, an overall visit grade will be determined. Findings are recorded and returned on a written report which is made available to production and the BBC commissioner.

Any areas graded as 'working towards' will have actions that must be achieved within an identified date. The safeguarding specialist who conducted the visit will monitor completion of such actions, with non-compliance being escalated to the BBC commissioner for follow up.

Helpful Links

[BBC Safeguarding Assurance Framework](#)

[BBC Safeguarding Tutor Guidelines](#)

[QR code for reporting a concern to the BBC](#) (to be placed on call sheets etc)

[BBC Safeguarding Production Pack](#)

[BBC Safeguarding Chaperone Pack](#) (to be provided to chaperones)

[Risk Assessment guidance](#) (BBC Safeguarding website)

[Information for Parents](#) (BBC Safeguarding website)

[Information for SPOCs](#) (BBC Safeguarding website)

