

Risk Assessment Form – Part A			
Reference		Confidential?	
Assessment title			
Division		Department	
Series / Prod / Unit		Prog / Area	
Responsible Manager		Contact Office	
Assessment Outline	<p>This generic risk assessment considers child protection issues for children involved in productions or events managed by the BBC. It is not compulsory to use this template, but the issues covered here need to be addressed in your production risk assessment. If you do use this template, you will need to edit it to suit your specific circumstances. [Square brackets] suggest areas where your input is most likely required. To avoid confusion, you should also remove any control measures which are clearly not relevant.</p>		
Start Date		End Date	
Location Details			
Key Team Members			
Distribution			
Attachments			
Assessor		Competence	
Authoriser		Date Authorised	
<p><b>Data Protection Act:</b> Personal information collected for the purposes of risk assessment will be used to identify those at risk, and those involved in controlling risk, from this or similar activities and to fulfil the BBC's obligations under Health and Safety policy and legislation. It will be retained for up to 6 years after the expiry of the activity. It may be shared with other organisations, including our agents and contractors, with whom the risk or the control of risk is shared.</p>			

Hazard Checklist – use this to help you identify the hazards to be considered					
Situational Hazards	Tick	Physical / chemical hazards	Tick	Health hazards	Tick
Asphyxiation/hypoxia		Cold surface – contact with		Allergic reaction	
Assault by person		Cold exposure		Disease / infectious agent	
Attack by animal		Electric shock		Fatigue / exertion	
Crush by load		Explosive release of stored pressure		Lack of food/water	
Drowning		Fire		Repetitive actions	
Entanglement in machinery		Hazardous substance		Static body posture	
Falls from height		Heat exposure		Stress / anxiety	
Impact / collision		Hot surface – contact with		<b>Human factors</b>	
Manual handling		Radiation (ionizing)		Lack of management control	
Object falling, moving or flying		Radiation (non-ionizing, incl. lasers)		<b>Security hazards</b>	
Obstruction/exposed feature		Noise		Abuse / threats	
Sharp object / material		Stroboscopic light		Bomb threat / explosion	
Slippery surface		Vibration		Kidnap	
Trap in moving machinery		<b>Environmental hazards</b>		Shot by firearm	

Trip hazard		Environmental damage / pollution		Torture	
Wind / air pressure		Environmental nuisance			

Location comments / amendments

Risk Assessment Form – Part B	
Activity Title / Description	Safeguarding Children on Productions and Events - Children may be involved in an event or programme in a variety of ways, including: as an actor or presenter, a contributor, a viewer, as a bystander or member of the audience, or as the subject of a programme or online content. In addition to knowing their role in the production, to be able to assess and manage risks effectively, it may be necessary to know such things as their age, gender, physical and mental capacity, maturity, their cultural, religious or ethnic background. This assessment is aimed at protecting the child from all forms of harm and abuse. Applied properly, it could also have the secondary benefit of protecting staff and others from accusations of wrong-doing, possibly through misinterpretation of their actions, however well-intentioned they might have been.
List those in charge	
List those at risk	

Hazards	Control measures
<p><b>1. Management arrangements</b>                      Child protection arrangements aim to protect children and young people from deliberate or accidental harm. Deliberate harm includes all forms of abuse - physical, sexual and emotional. It also includes neglect (failure to provide adequate welfare). Failure to comply with the BBC Child Protection policy could lead to these forms of harm occurring, or an inability to demonstrate us taking an appropriate duty of care towards the child.</p>	<p>The BBC’s Child Protection Policy and Code of Conduct have been consulted and procedures relevant to the production are understood and being adopted. The production’s departmental Child Protection Advisor has been consulted on any relevant queries or plans.</p> <p>The involvement of children in the production has been editorially justified by Senior Managers.</p> <p>Responsibilities for ensuring child protection issues within the production have been assigned and made known to all, including identifying the point of contact on the production team for child protection issues [list here].</p> <p>Even if unrelated to the purpose of their involvement with the production, the child will be safeguarded from exposure to language or actions by others which they may not understand and which could result in emotional distress.</p> <p>Beyond the child protection measures identified here, the involvement of any children in the production has been described in full in the programme risk assessment, including the various ways they may come to harm and the control measures required to minimise the risk of that harm occurring. Divisional requirements for editorial signoff of these risks has been identified and followed.</p>

Hazards	Control measures
<p><b>2. Suitability / Competent Staff</b> Those working with children on productions should be suitable to do so and understand the arrangements put in place to safeguard the child's safety and welfare – to not only guide their own actions but also to help them monitor the actions of others.</p>	<p>All production team members should have read and understood the information provided by the programme risk assessment form in relation to child protection issues. All production team members who meet the criteria in the BBC Child Protection Policy for either disclosure and barring checks (DBS) or the protection of vulnerable group checks (in Scotland) (PVG) have completed these successfully prior to working directly with children.</p> <p>Those production team members who work with children but who do not meet the criteria for a DBS/PVG check have completed the Personal Disclosure Form and this has been confirmed to be completed satisfactorily.</p> <p>All staff members who may come into contact with children in any capacity, even on an ad hoc basis, will have completed the BBC's "Working with Children (2015)" online course, and anyone working directly with children, or on a project / production involving children, will have completed the BBC's "Working with Children" face to face course. [Specific child protection training for people involved in this project are described here]</p>
<p><b>3. Consent</b> Children are below the age where they can give their own informed consent to take part as a contributor to our programmes. Failure to obtain informed consent may not only result in breach of law, it demonstrates a failure to suitably assess and manage the risks involved in them taking part. If under 16, consent can only be given by someone with legal parental authority, though Head-teachers can give consent for non-contentious activity in a school.</p>	<p>The proposed involvement of the child in the production has been discussed with the parents of the child, they have been made aware of the risks involved and they have given their consent to them taking part by signing the child contributor consent form, with records kept.</p> <p>A written record of consent has been obtained from schools or statutory bodies (for example the local authority).</p> <p>The authority of any person, including a parent, to give consent has been confirmed / verified.</p> <p>Self-consent by young persons (16-17 years old) has been obtained subject to requirements of the BBC's Child Protection Policy and Editorial Guidelines.</p> <p>Where required, performance licences for the child have been obtained from the Local Authority and the conditions of issue can / will be met.</p> <p>[The following specific consents / licences have been obtained in connection with this activity:]</p>

Hazards	Control measures
<p><b>4. Supervision</b>                      The opportunity for any form of abuse is very much reduced where the child is supervised by at least two people at any one time and these persons include either a parent or guardian, or other suitably disclosure-checked adult. Think carefully about situations where children could be alone with someone who isn't their parent / guardian, including for example, during make-up and costume changes, when being driven, receiving first aid, or being collected at 'lost child' points, etc.</p>	<p>Ensure that any child on the production will be supervised at all times either by their parent, guardian or licensed chaperone / teacher. A duty plan or roster should be in place whenever the production is responsible for supervising the child and this ensures the child will not be alone with a single adult at any one time.</p> <p>Licences for professional chaperones have been checked and they are engaged to cover the supervisory needs of the production, including whenever their parent or guardian is unavailable. The chaperone has been provided with a copy of the BBC's "Guidelines for Chaperones".                      [Specific responsibilities for supervision for this activity are described here:]</p>
<p><b>5. Premises appropriate to child needs</b>                      If not in their own home or school, the premises in which the child will be involved on the production need have provision for their security and privacy, for example, when changing clothes, washing, sleeping on an overnight, or going to the toilet.</p>	<p>Where the child will remain under the care of the production overnight, any sleeping accommodation will provide:</p> <ul style="list-style-type: none"> <li>• Reasonable security from access by unauthorised persons – either through physical barrier to entry or through appropriate supervision</li> <li>• Privacy from view by others, including segregation of boys and girls (no mixed gender rooms)</li> <li>• Chaperone rooms located adjacent to child rooms - parents can share rooms with their own children only</li> <li>• Suitable toilet / washing facilities must be provided, including showers / baths, and these must offer privacy and security, with separate facilities for girls and boys.</li> </ul> <p>Children must have access to suitable welfare provision, including toilet facilities which offer adequate privacy and security, including segregation between boys and girls. Where changing / dressing rooms are required, those over 5 years old must have same sex rooms.</p> <p>Supervision should be such that safeguarding of children is assured - those not involved with supervising children must not access these areas.                      [Further premises arrangements are in place:]</p>

Hazards	Control measures
<p><b>6. Transport arrangements</b> It may be necessary for the BBC to arrange transport from children to and from locations, either using production vehicles or through taxi services. The BBC will not be responsible for child protection / safety where it is agreed that their parent or nominated guardian will be providing transport to and from location.</p>	<p>Children should always be accompanied by a parent, guardian or professional chaperone when being transported to and from location. Older children (16-17 years) may travel unaccompanied but only with written parental consent. In these circumstances, only reputable drivers / taxi firms who have completed DSB / PVG checks may be used. Journey times are considered when planning the shooting day, with suitable rest / toilet breaks incorporated for long journeys. Where such facilities are in public places, children must continue to be suitably supervised. Transport has been arranged, even for short distances, when travel has to be undertaken at night or in areas where children might be especially at risk. [The following transport arrangements are in place:]</p>
<p><b>7. Child working hours</b> There are legal controls on the hours that children can work. Working at night may cause additional safeguarding issues such as requiring overnights or night-time transport.</p>	<p>Working hours for children, including any specific licensing requirements, are to be considered during the planning for the production – wherever practical, avoid causing additional pressure on safeguarding issues, such as need for over-nights, transportation late at night, lack of availability of suitable chaperones / supervisors, etc.</p>
<p><b>8. Emergencies and incidents</b> Planning for emergencies and incidents ensures that if something does go wrong you are able to deal with it appropriately and without any further loss of control over child protection issues.</p>	<p>Contact details of divisional Child Protection Leads will be recorded in call sheets / event files. For any situation where a child may become accidentally separated from their parent / chaperone and become 'lost', for example, at a large event or in a public space, there must be a 'lost child' procedure in place, known and understood by all (including the children). This should stipulate such information as the location of a suitable meeting point, who will co-ordinate the search, and who co-ordinate comms and announcements with premises owners and others, and if necessary the Police. Lost child meeting points should be attended by no fewer than two staff, at least one of whom should have a DBS / PVGS in place, and a lost child should never be left alone with a member of staff. If the parent or chaperone of the child is not known to the production, the identity of any adult coming to collect a lost child must be checked and verified. In the event of any child protection incident, suspected incident or related concerns (e.g. raised by the child themselves), this must be reported to the Child Protection Adviser for the production immediately. If satisfied that there is cause for concern, the Child Protection Adviser must report it immediately to the Head of Child Protection and Safeguarding who will co-ordinate any contact with the Police and/or Local Authorities. The Child Protection Adviser must also report the incident on the child protection reporting process on myRisks as soon as possible.</p>

Hazards	Control measures
<p><b>9. Social media / internet</b>                      The internet, and particularly social media, play a big part in a lot of children’s lives, as well as for tv / radio productions. The accessibility of these platforms can lead to unwanted consequences for children, such as internet trolling, internet grooming, stalking, bullying by peers and uncontrolled circulation of images or personal data. Any personal data we reveal about the child could be pieced together with other information sources to reveal identities / homes of children.</p>	<p>When engaging children contributors / actors, make sure that they and their parents / guardians are aware of any likely implications their contribution may have on their internet presence. If necessary, children (and their parents) should be briefed or advised on how to keep themselves safe when using social media, and what to do if they suspect suspicious activity involving the child. Guidance documents are available on the Working with Children website.</p> <p>Adults engaged in productions must follow the BBC Code of Conduct and not ‘friend’ or follow children on social media. If they become aware of anyone doing this this must be referred to their Working with Children Adviser or, in the case of Indies, to their Commissioning Executive.</p> <p>A way of contacting the production team or the BBC should be given for the purposes of reporting any serious abuse, bullying or unwanted attention on social media as a result of their participation in a production.</p> <p>Productions must not engage on social media with children who are under 13 years of age. Presenters and performers should avoid interacting with young people known to be under 16 on social media.</p> <p>Data protection laws must be adhered to and furthermore, productions should be conscious of providing information about children which, taken together with other information sources, could result in revealing identifying information about a child e.g. name, home location, membership of a traceable club, etc.</p> <p>User generated content (UGC) – make sure that if soliciting for UGC from those under 18 years of age, this will be done in compliance with the BBC’s Child Protection Policy, Editorial Policy and Data Protection policy, especially with regard to parental consent. If sent any UGC which is indecent or which suggests some form of child abuse, report it immediately to the Child Protection team – do not reveal it to others, nor forward it with specific authorisation from the Child Protection team or the Police.</p>
<p><b>10. Exposing children to inappropriate content</b>                      Children may be present on productions or at performances when adult themes are being discussed, acted or displayed. Such exposure, possibly inadvertent in nature, may alarm or distress them</p>	<p>The minimum age limit for the audience will be set in accordance to the editorial content of the show. When it is foreseen that productions or events contain adult themes or topics, ‘age appropriateness’ will be flagged on promotional content, at the ticket application stage and on the ticket itself. The age limit may include the need for the child to be accompanied by an adult. These requirements must be communicated to the audience service provider for the show. Except in exceptional circumstances, a child under 18 years of age must be accompanied by an adult. Any variance to this must be agreed in advance with the Head of Child Protection &amp; Safeguarding.</p> <p>Providing and checking proof of age will be put in place at entry to the recording / event.</p>
<p><b>Risk Level:</b> After controls applied, what are the residual risks? (High/Medium/Low)</p>	