



BBC Studioworks

# Child Protection

Health and Safety Policy



## Child Protection Procedures

### 1. Introduction

BBC Studioworks is party to and adheres to the pan-BBC Child Protection Policy. BBC Studioworks are committed to safeguarding the welfare of children and young people and this document should be viewed as a Studioworks specific supplement to other BBC policy documents on the subject.

Implementation of the principles of the policy is through the following procedures:

### 2. Nominated Child Protection Representative

The nominated Child Protection representatives (“CP Advisors”) for BBC Studioworks are responsible for business adherence to the Child Protection policy and procedures. These CP Advisors are appointed to support line managers when making decisions or addressing issues relating to child protection. They are supported in their roles by the central BBC Child Protection team and members of Studioworks Management Board as appropriate.

Studioworks’ current CP Advisors are:

Business Area	Representative
Studios and Post Production operations	Geoff Ward, Operations Manager
Business Support and corporate oversight	Cathy McGrath, HR Manager

### 3. Roles Requiring Child Protection Clearance

The following approach has been agreed:

- All staff working with or who are expected to work with individuals who are under 18 (or those over 18 who are considered vulnerable adults), are required to sign a Personal Disclosure Form (PD) prior to the placement.
- Roles whether staff, freelance, or agency to be DBS checked on an exceptional basis where a specific need has been identified by the CP Advisor (e.g. role comes into close contact with children) and where the role falls within the categories where such checks are permitted by law.
- A DBS check or completion of a PD form is to be carried out on a project basis for staff, freelance or agency workers, when requested by Studioworks and/or the production, or the need is identified in the risk assessment for the project. The role should always fall within the categories where such checks are permitted by law



## 4. Processing of Clearance Forms

### Personal Disclosure Forms

The CP Advisor for each business area is responsible for liaising with the Procurement Assistant managing the hire of **freelance** workers, to ensure the sending out, logging and return of PD forms as identified above. The Studioworks HR Manager (one of the CP Advisors) is responsible for managing these forms for **staff members**. The CP Advisor for each business area is responsible for ensuring Agencies submit completed forms for their workers. Where the applicant has recorded information that may suggest they are a risk to children, this must be discussed with the CP Advisor or the Head of Child Protection & Safeguarding before the individual is engaged. The CP Advisor is responsible for ensuring that an up to date record of individuals who have signed the forms is kept for their business. All completed PD forms for **staff** should be sent to Cathy McGrath, HR Manager who will arrange for them to be scanned onto staff files



## DBS Forms

The CP Advisor is also responsible for arranging DBS checks for staff, freelancer and agency workers where a requirement is identified as per section 3 above. DBS checks are requested using the form on the Working with Children site on Gateway or by indicating the need for a check on the PeopleForm used to initiate the recruitment process. The process is managed by the HR Service Centre, who will send the applicant a link to the online system. The HR Service Centre will inform the CP Advisor of a clear check or advise them that they need to request a copy of the certificate from the individual. A decision to engage the freelancer /agency worker or to offer continuing employment will be dependent upon the outcome of the DBS check.

### **5. If Clearance Forms are not returned or are not satisfactory**

All individuals are expected to either complete the clearance forms or inform their manager or CP Advisor if they are unable to sign. If an individual does not return a clearance form then a reminder will be sent in the first instance.

If an individual does not return the form in a timely fashion (appropriate to the project in hand) after a reminder or refuses to sign, then a meeting with their manager will be arranged to discuss the issue. Refusing to complete a clearance form is a potential disciplinary issue for staff (valid reasons for non-completion are likely to be very limited) or would represent a reason not to recruit a new staff member. Freelance and agency workers who do not complete a clearance form when required to do so should not be booked to work and should not remain on the freelance list.

If an individual informs their manager or CP Advisor that they are unable to sign the PD form or the DBS check is not satisfactory, the CP Advisor in combination with the Head of Child Protection and Safeguarding will review the situation and act according to the prevailing circumstances.

### **6. Training Provided**

Key management and relevant roles within Studioworks are required to undertake the recommended **BBC Academy Working with Children online training**. These roles include the CP Advisors, Studioworks Managing Director, Head of Studios and Post Production, Head of Finance and Business Operations, and the Turnround & Operational Compliance Manager. Within Drama Services, Operations Manager, Resource Coordinators and Team Leaders will undertake the training. Within the Studios team, the Operations Manager, Resource Managers and relevant Sound staff will undertake the training.

The Studioworks HR Manager will maintain a log confirming completion of the training.

All Freelancers will be given a copy of the Studioworks Child Protection Good Practice Guide (shown in Appendix 1). The CP Advisor will be responsible for ensuring this happens within their business area. Agency workers should be aware of the BBC Child Protection policy through their agency, who will also administer their own policies.

### **7. Referral Process for Incidents & Allegations**



The BBC Child Protection Policy sets out the process for communicating and referring child protection concerns or incidents. Depending on the urgency of the situation in hand, the referral process comprises contacting a mix of a relevant manager and/or the emergency services. The BBC Child Protection policy can be found here:

<https://intranet.gateway.bbc.co.uk/policy/Documents/BBC%20Child%20Protection%20Policy.pdf>



## 8. Further Information

Further information relating to child protection can be found at the BBC Working with Children website:

<https://intranet.gateway.bbc.co.uk/fo/ssr/working-with-children/Pages/default.aspx>

or if external:

[http://www.bbc.co.uk/aboutthebbc/insidethebbc/howwework/policiesandguidelines/child\\_protectio](http://www.bbc.co.uk/aboutthebbc/insidethebbc/howwework/policiesandguidelines/child_protectio)

[n.html](#) Also, please see the Studioworks Good Practice Guide below ( Appendix 1)