



THE CHILDREN'S PRODUCTION SUPPORT HUB

WELCOME TO WORKING WITH U18'S

Our ability to collaborate effectively
changes how we work together.

Arlene de Cruz



Chaperones and Tutors Limited

WWW.CHAPERONESANDTUTORS.COM



BECTU Chaperones and Tutors Branch



**Practical Accredited (Children's)
Regulations Training**

WWW.PART-UK.COM



The Children's Production Support Hub

WWW.THECPSH.COM

07535 337423

Paul Byrne



Education/recruitment/safeguarding background.

Positions held include:

Teacher's TV adviser

Pastoral Manager / Safeguarding Lead

Centre Director : large international language schools

Edexcel trainer

Education Recruitment Consultant

Chaperone and Tutor with QTS

University Study Skills Tutor

Head of Year

School Governor

Mob: 0777343605

mancpb@msn.com

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BEST PRACTICE

Bringing confidence through competence

Mitigating risk by promoting a culture of transparency and accountability means:

- Everyone working to the same standards.
- Establishing clear boundaries.
- Guidelines are followed and monitored.
- Safeguarding invested parties.
- Continuity for your package of duty of care is ensured.
- Council spot checks and regulatory compliance are more easily facilitated.

BRIDGE THE GAPS

POLICIES

All policies and regulations have to safeguard the child but still remain workable in order to encourage the use of child talent. However, navigating your way around the actual implications of regulations can seem daunting.

CLEAR UNDERSTANDING

Whether working with children directly or indirectly, it is important to have a clear understanding of child performance legislation and requirements of any local authority enforcing them .

P.A.R.T

Has a practical focus and explores both DfE regulations and the production process ; the aim is to support and encourage all those involved in production to gain a better understanding of everyone's responsibilities .

Areas where risk is attached when working is children and young people

- Castings
- Costume fittings
- Read through sessions
- Rehearsals
- Types of transport
- Types of accommodation
- Travelling to and from work
- At work and risk assessments, stunts, IC's
- Over nights
- ADR's
- Interviews and Screenings



WHY USE INDUSTRY STANDARD CHAPERONES AND TUTORS

We look to encourage a balance between a council's expectations for a chaperone and tutor and the practicality of meeting industry standards whilst at work that support productions

- Whilst ambassadors for the local authorities they are licensed to, chaperones should work proactively with a production to pre-empt any issues.
- They ensure productions remain regulatory compliant and monitor best practice
- Safeguarding is everyones responsibility and Chaperones are part of production's safeguarding support
- Check Chaperones licence/ Safeguarding Certificate/ Chaperone training certificate/ Enhanced DBS on the update service
- ISCAT is available on the CPSH website

OFCOM CODE

Rule 128:

"Due care must be taken over the physical and emotional welfare and the dignity of people under eighteen who take part or are otherwise involved in programmes. This is irrespective of any consent given by the participant or by a parent, guardian or other person over the age of eighteen in loco parentis"

Rule 129:

"People under eighteen must not be caused unnecessary distress or anxiety by their involvement in programmes or by the broadcast of those programmes"

EXPLORING IN LOCO PARENTIS

- Regulations state that chaperones should be acting in loco parentis. As all parents differ in the way they choose to bring up their children, this is difficult at times.
- Sometimes a parent would make a judgement call that a chaperone should not and would not allow such as allowing a child to go to the bathroom unaccompanied.

LEGALITIES OF THE CHILD LICENCE APPLICATION FORM

- Part 1 of the licence application form is for production to complete.
- Part 2 is for the parents.
- Ensuring all regulatory compliance is then the legal responsibility of the person who signs the licence application form.
- By naming the parent as the chaperone, production have agreed to the council that the parent is able to cover all regulatory compliance.
- If the parent is not a registered licensed chaperone ,then this falls to the signatory of the licence application form.
- Engaging a licensed chaperone to accompany a parent will support the terms of your licence and proactively mitigate your risks prior to and during council spot checks

TYPES OF CHILD LICENCES AND EXEMPTIONS

- **Child licence application** – working on licensed premises / receiving payment either directly or via third party/gifts / absent from school/ broadcast on any platform/ ages 10-16 up to the last Friday in June of their Year 11.
- **Body of persons** – could be used for filming large groups of children where no time off school is required or payment being received directly or via a third part.
- **4 Day Rule Exemption Certificate** – if a child has not performed on more than 3 days in the last 6 months, they will not need a licence for performance on a fourth day provided: the child is not absent from school/ being paid ,apart from expenses/ not working on licensed premises.
- **Unscripted/Doc/Docu/Factual** - usually licensed
- **International Licensing** - is granted by a Magistrates court

NB: You must apply to the council for any of the above in advance apart from International Child Licences.

9.5 HOUR WORKING DAY

1. Performance Time - 5 Hours
2. Tuition Time - 3 Hours
3. Lunch Break - 45 Minutes
4. Rest Breaks (2 X 15) - 30 Minutes

After you remove the regulated performance time, education and breaks this leaves you with 15 mins

WHAT IS STILL UNACCOUNTED FOR ?

1. Costume
2. Make-up
3. Mic up for sound
4. Travel to location/studio

Where is this time taken from?

TUITION

BE PROACTIVE , NOT REACTIVE - PLAN TUITION INTO YOUR DAILY SCHEDULES



CHOOSING YOUR TUTOR

The regulations state it is the responsibility of the license holder to ensure that someone suitable is engaged.

Councils will request their teaching certificates.

- Differences between a tutor and a teacher:
Tutoring is not regulated teaching is.
- Enhanced DBS check on the update service
- Teaching certificates
- QTS certificates

AGGREGATING TUTOR HOURS

- Create blocks made up of 1, 2, 3, or 4 weeks but not no more than 4
- Bank holidays
- 15 hours per week
- Minimum of 6 per week
- No less than 30 mins per session
- Take your total hours and divide by how many working days to average your daily expected hours to help you stay on target and schedule hours in advance

REGULATED ACTIVITY

- Only the chaperone and/or tutor are performing a regulated activity, requiring an enhanced DBS with children's barred list check.
- Crew with direct contact with a child, for example, costume, make-up, and sound, are not performing a regulated activity and as such production cannot complete the same level of checks.

This highlights the need for safeguarding policies and practice to be fit for purpose .

CODE OF CONDUCT

Whilst working with under 18's I agree :

Create a production code of conduct for cast & crew

- Dress code
- Language
- Social Media
- Gifts
- Contact details
- Acceptable behaviours

Signing: I also agree that I have never been cautioned/convicted of offences
(or incurred any disciplinary action) for any behaviour related to ULB's.

SAFEGUARDING OUR YOUNG ARTIST

16-18's

- In the eyes of the law 'children' refers to anyone who has not reached their 18th birthday. Safeguarding remains a productions responsibility
- Have you considered creating an appropriate Code of Conduct for this age group and employing a YPC (Young Person Chaperone) to support safeguarding both the young person and all production crew at work ?
- Who is recording the monitoring of their wellbeing at every stage of the production process ?

Working with IC's and chaperones

- When working on a production which involves children with intimacy and close contact, both a Chaperone and an IC should be in attendance. The IC and Chaperone collaborate to ensure the safety of the children on set.
- An IC cannot do the job of a Chaperone and a Chaperone cannot do the job of an IC due to significant power dynamics in place with both of these roles.

Types of intimacy may include:

- Close bodily contact/kissing with other children
- Close bodily contact/kissing with adults (eg. on screen parents)
- Scenes which include undressing of children
- Scenes of a sexual nature with children present
- Scenes containing adults in underwear/shirtless adults
- Portrayal of sexual abuse including children
- Child birthing scenes



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To book courses: WWW.THECPSH.COM

- BECTU members discounts available
- Apply to ScreenSkills for bursaries for ScreenSkills courses

Course details:

- Certification: Accreditation lasts for 3 years
- Platform: Zoom
- Duration: One day 9.30am - 4.30pm