



Child & Young Person Protection Policy

1. Introduction

Jet TV Ltd is committed to safeguarding the welfare of children and young people.

This policy establishes the responsibilities of everyone who works for Jet TV with regard to the protection of children and young people when working with or when brought into contact with children and young people.

In the context of child protection, children and young persons refers to anyone under eighteen years of age.

This policy reflects the principles of both UK legislation and guidance and seeks to be consistent with 'best practice' within the field of child protection.

This policy is also designed to adhere to the child protection standards established by UK broadcasters.

The key principles are:

- the welfare of the child or young person is the paramount consideration and should be at the heart of the production; and
- all children and young people, regardless of age, disability, gender, racial or ethnic origin, religious belief and sexual identity have a right to protection from harm or abuse.

It is the responsibility of all Jet TV staff to promote the protection of children and young people and to comply with this policy. Staff are always expected to maintain a sense of proportion, apply common sense to situations and protect the welfare of children and young people as a priority.

This policy is approved, supported and established by the Senior Management of Jet TV.

2. Principles of Good Practice

Jet TV undertakes to:

- treat children and young people with care, respect and dignity;
- recognise that those working for Jet TV will be perceived by children and young people as trusted persons and therefore all staff must comply with this policy;



- ensure communication with children and young people is open and clear;
- assess the risks posed to children when undertaking activities;
- ensure staff avoid physical contact with children and young people except for reasons of health and safety, or under supervision;
- respond to any allegations appropriately and implement a disciplinary process as appropriate; and
- review this policy on a regular basis.

3. Recruitment and Disclosure

3.1 New Appointments

As part of Jet TV's recruitment and selection procedures, all staff recruited to work specifically with children will complete a Child & Young Person Protection Self Disclosure Form in the form attached at Appendix B ("Self Disclosure Form") to confirm that they have no previous record of any offence against, and/or have not been subject to any disciplinary action or sanction relating to, any child or young person.

Where a position entails regularly caring for, training, supervising or being in sole charge of children, offers of employment will be subject to an acceptable Disclosure and Barring Service ("DBS") certificate and satisfactory references.

3.2 Current Staff

Current staff, whose roles do not entail working with children, may on occasion work on projects that involve supervised contact with children. In such circumstances, they will be required to complete a Self Disclosure Form. Staff who disclose that they have been convicted of any offence relating to, and/or been subject to any disciplinary action or sanction relating to, any child or young person, will not be permitted to work on any production/project which involves children and/or young people.

In cases where a role entails regularly caring for, training, supervising or being in sole charge of children an acceptable DBS certificate will be required before the role is undertaken. Such staff may require renewed DBS certificates in certain circumstances and as at regular intervals as required by the appointed Child Protection Officer. Where DBS certificates are necessary staff will be required to repeat the DBS application process at the start of each new production.

3.3 Disclosure Service



The Disclosure and Barring Service provides a regulated checking process against official data sources. The Disclosure and Barring Service is aimed at helping organisations make more informed recruitment decisions by reducing the risk of appointing someone with an unsuitable background to particular types of work.

Disclosure and Barring Service applications are checked against records of people banned from working with children held on the Police National Computer and by local police forces as well as other statutory lists.

There are two levels of disclosure, each representing a different level of checking:

- Standard Disclosures are primarily for posts that involve working with children, young people and vulnerable adults; and
- Enhanced Disclosures are for posts requiring a far greater degree of contact with children, young people or vulnerable adults. In general this type of work would involve caring for, supervising, training or being in sole charge of such people.

Enhanced Disclosures should be sought for staff whose role entails unsupervised contact with children.

4. Management Responsibility – Child Protection Officer

Yvonne Alexander will act as Jet TV's Child Protection Officer. The Child Protection Officer decides which positions require DBS certificates and is the focal point for all child or young person protection issues.

They should be contacted if Jet TV staff believe that a child or young person may be at risk of harm and/or Jet TV staff are told by a child or young person of a child welfare issue.

The procedures to follow where there are any concerns regarding children and young persons under Jet TV's control are set out in Appendix A.

5. Health and Safety

Jet TV's Health and Safety Policy gives guidance to those whose roles involve working with children and young people.

A full health and safety risk assessment will be completed before bringing any child or young person onto a location or set. Where a child or young person is involved, the risk assessment must take account of their particular vulnerabilities, which will include child protection.

The risk assessment should also set out what arrangements are in place for their care and supervision, e.g. by a school, parent, guardian or chaperone and how these arrangements will be communicated to the appropriate parties.



It is recommended that during a production an appropriate person – a child “buddy” is given responsibility to oversee, check and document the child’s or young person’s welfare throughout and it is prudent that the child or young person’s parent or guardian has access to this person throughout the production.

Jet TV will always work within statutory hours allowed for working with children. Tutoring will be provided in line with current legislation as required. Particular attention will be given to scheduling in regular rest breaks and ensuring that refreshments are provided.

Appropriate clothing and facilities will always be provided according to the conditions involved for filming, i.e. warm, dry shelter if filming in cold weather; water/sunscreen/shaded shelter from sun if filming in hot weather.

6. Transport

6.1 Children

When children are being transported on behalf of Jet TV they should be accompanied by a parent, guardian, chaperone or teacher.

All children for whom a licence is required during engagement with Jet TV must be accompanied by their registered chaperone or parent whilst travelling. The registered chaperone is the name that appears on the LEA licence.

In the very exceptional cases where a child who does not require a licence is to be transported unaccompanied by their parent, guardian, chaperone or teacher, this must be with taxi companies that provide drivers with suitable background checks and satisfactory DBS certificates (i.e. approved taxi companies), or by a member of staff who has a satisfactory DBS certificate, and in either case only with the specific prior consent of their parent or guardian.

6.2 Young Persons

A young person is someone who is over school leaving age, so does not require a licence, but who is under eighteen.

Young people engaged on productions who may travel unaccompanied, on behalf of Jet TV, should be transported by approved taxi companies or by a member of Jet TV staff who has a satisfactory DBS certificate. Written parental/guardian consent should be sought.

7. Accommodation

7.1 Children



Any child will be accompanied by a registered LEA chaperone if required to stay overnight on any production. Should a parent prefer to accompany and stay overnight with their child then this wish should be respected.

7.2 Young People

Written parental/guardian consent will be sought before a young person is asked to stay unaccompanied overnight in accommodation.

8. Other general welfare considerations set out under the Ofcom Broadcasting Code

In addition to having in place appropriate essential child protection procedures, Jet TV shall seek to comply with the general welfare obligations for children set out for broadcasters under the Ofcom Broadcasting Code (“the Code”). The Code sets out the following duties of care for broadcasters:

- 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;
- Children and young people under eighteen must not be caused unnecessary distress or anxiety by their involvement in programmes or by the broadcast of those programmes;
- Prizes aimed at children and young people must be appropriate to the age range of both the target audience and the participants.

In order to ensure compliance with the Code, Jet TV shall also seek to adhere to any guidance issued by Ofcom from time to time that underpins these broadcaster duties (see www.ofcom.org.uk). In addition, Jet TV should also liaise closely with those editorially responsible for the programme and with the broadcaster’s compliance and legal officers, as appropriate.

Appendix A

1. Concerns regarding children and young people under Jet TV’s control.

Any person working on behalf of Jet TV who is concerned about a child or young person involved with Jet TV should refer the matter to the Child Protection Officer.

Based on the circumstances, allegations of harm shall be dealt with in the following way:

- Where it is believed that a child or young person may have been abused, harmed or may be at imminent risk of harm: contact the police and/or social services;



- Where it is believed the child or young person is not at imminent risk of harm, but there are concerns: the Child Protection Officer will clarify the concerns, record information and alert line management and the programme's commissioning broadcaster and decide on an appropriate course of action which may include the following:
 - contacting the police;
 - seeking guidance from social services and/or child protection agencies;
 - investigation, followed by course of action agreed and implemented;
 - if concerns remain, agree to monitor and review the situation; and
 - record concerns, but further action not taken.

2. Allegations made against Jet TV staff.

Allegations made against Jet TV staff shall trigger an investigation and formal disciplinary process (as appropriate).



**APPENDIX B
Self Disclosure Form**

Jet TV Media Limited (“Jet TV”) is committed to safeguarding the welfare of children and young people. As part of that commitment, Jet TV requires that those persons who we required to work with or be in contact with children and/or young people complete and return this Self Disclosure Form to their Production Manager. Accordingly:

1. I confirm I have read and agree to comply at all times with Jet TV’s Child & Young Person Protection Policy.
2. I declare that I have never been:
 - cautioned or convicted of any offence relating to children or young people; and/or
 - subject to any disciplinary action or sanction relating to children or young people*

*i.e. that my name does not appear on the Sex Offenders’ Register, DBS Barred List or that I am not otherwise known to the police, any Local Authority Social Services Department, or any employer as being an actual or potential risk to children or young people.

3. I consent to this personal data being processed and kept by Jet TV in accordance with GDPR and applicable data protection legislation for the purposes of the production of the programme and for the protection of children and young people. I acknowledge and accept that Jet TV reserves the right to verify the information I have given on this form.
4. I acknowledge that it is a serious offence to make a false declaration on this form and that any such false declaration may be referred to the appropriate authorities.
5. I acknowledge that if I am unable to make this declaration I must inform the programme’s Producer or Executive Producer and that I will not be asked to work on any programme which entails working with, or being in contact with, children.

This is in pursuance of Jet TV’s Child & Young Person Protection Policy.

Full Name (block caps):

Signature:

Address:

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Date: