



## CONTRIBUTOR & DATA PROTECTION CHECKLIST

SKY KIDS

# SKY KIDS CONTENT: CONTRIBUTOR CHECKS & ASSESSMENTS

---

## **PLEASE COMPLETE THIS FORM AND RETURN TO SKY COMPLIANCE AT LEAST 3 DAYS BEFORE YOUR PRODUCTIONS START-UP MEETING.**

It is the responsibility of the production company from the outset and prior to the commencement of production to undertake necessary checks on all contributors and/or crew, as appropriate.

**The Compliance team will require the completed checklist form in order to give advice as the production develops so please make it a priority.**

- If any checks or tests reveal anything about a contributor or their background that could lead to any legal or compliance issues, conflicts of interest, or anything that could put the contributor or other contributors or production staff at risk, or any other factor that might compromise the integrity of the programme, or cause any adverse public relations issues, then the producer(s) should immediately raise and discuss these with their Sky Compliance contact and commissioning editor at the earliest opportunity/the first compliance meeting.
- Checks may include (*where appropriate*) proof of identity and personal/professional references; checks on the Police National Computer/local police records (*basic Disclosure and Barring Service checks or 'DBS'*), and the producer(s) should endeavour to carry out similar checks for foreign nationals/non-UK residents/when filming overseas.
- In particular, DBS are likely to be necessary where there is interaction with vulnerable people. Checks on crew may be necessary as well. All crew and staff interacting with children or vulnerable adults must be fully DBS checked.
- As DBS checks take time, it is the Producer's responsibility to ensure that any checks that are required are carried out at the earliest opportunity and factored into budgets and schedules to enable, whenever possible, all relevant information to be obtained prior to the contributor's participation in the programme.
- As a precaution, the Producer should obtain information from contributors about their criminal record, by way of a self-declaration form, prior to receipt of any checks. If there is any discrepancy between the results of the self-declaration and other background checks this must be discussed with compliance and your commissioning exec. If the discrepancy is of a serious nature this may result in the contributor's involvement in the programme being terminated. N.B In some Factual/Doc cases a contributor to a show will have been chosen to appear by the producers because of their background in which case the above will not be applicable. Please discuss with your SKY Compliance executive in this instance.
- If the programme has contestants/contributors on standby, it is advisable that the Producer conducts the necessary and appropriate checks should any of the initial contributors drop out or not be suitable. It is advised that these include both self-declaration and DBS checks where needed.
- When carrying out the above checks, the Producer should also consider whether contributors should undergo a test with a **suitably qualified psychologist prior** to their participation in a programme and whether the psychologist would need to provide support during filming and after care.
- The Producer should keep records of all checks/tests carried out (*subject to relevant data protection laws*).

# CONTRIBUTOR AND DATA PROTECTION CHECKLIST: SKY KIDS CONTENT

This form can also be completed via Adobe Acrobat Reader using the 'Fill & Sign' option.

We have outlined below the different checks, releases and other paperwork that may be required for your programme/series to ensure that you cover off all the relevant informed consent, duty of care and due diligence elements with your contributors and remain compliant throughout production. Please review and tick the sections that you feel are applicable, might be applicable or should be considered.

Once completed, please send this form to the Sky Production Executive and Commissioning Editor looking after your programme/series **at least 3 days prior to the Start-Up Meeting** so that any budgetary implications can be discussed. Sky's Commissioning Editors, Compliance and Legal departments will discuss these with you at the Start-Up Meeting.

**Programme Title:**

**Production Company:**

**Genre:**

<b>CHECKS/RELEASES:</b>	<b>REQUIRED:</b>
<p><b>1. Contributor Self-Certification</b> - this should be completed at an early stage and can be included as part of a production research questionnaire. It must ask if they have any criminal convictions that the production company should be aware of, and it must be signed and dated.</p>	<p><i>Mandatory for all Ent/ Fact Ent/Kids and where applicable specific Factual content.</i></p>
<p><b>2. Contributor Consent/release form + where appropriate Parental Consent form</b> - this should include all relevant information regarding the Contributor's participation in the programme and must include the Briefing Document referred to in 3 below.</p>	<p><i>Mandatory</i></p>
<p><b>3. Briefing document</b> - this should explain the editorial of the series/programme in plain English (<i>or where applicable translated into the local language</i>) and set out full details of how the Contributor will be featured; this will form part of the Contributor Consent/release form.</p>	<p><i>Mandatory</i></p>

<p>4. Are <b>children</b> included in the programme?</p>	
<p>5. <i>(If the answer is YES to 4)</i> Will you be creating a child welfare and safeguarding protocol which includes (for example):</p> <ul style="list-style-type: none"> <li>– Parental/legal guardian consent – if the child’s parents do not live together, both parents still need to sign consent unless one of them has sole custody.</li> <li>– Knowledge of child’s participation must be given to both parents/guardians regardless of custody.</li> <li>– If the child is aged between 11 – 18 years, they should be asked to sign their own consent form (in age-appropriate language) in addition to the form signed by the parents/guardians.</li> <li>– Parents/chaperones where appropriate</li> <li>– Separate changing and toilet facilities on set/location</li> <li>– Appropriate breaks and mealtimes</li> <li>– Appropriate working hours</li> <li>– Appropriate behavior around under 18s</li> </ul> <p><b>Please forward the Child welfare protocol documents to your compliance contact at your earliest convenience.</b></p>	
<p>6. Will a <b>licence</b> be required from the local authority for the child’s performance/contribution?</p>	
<p>7. Will you be carrying out <b>DBS/Disclosure Scotland checks</b> required for Parents or other Contributors as well as production personnel? Kids</p>	
<p>8. Is filming during <b>term time</b>? (You will need to seek permission from the child’s school if so).</p>	
<p>9. Will contact be made with <b>Social Services</b> regarding a child contributor?</p> <ul style="list-style-type: none"> <li>– If it is this consideration is needed about whether this is done before, during and/or after filming?</li> </ul>	

<p>10. Will the Programme include details of the <b>Contributor's medical conditions</b> or include them receiving treatment?</p>	
<p>11. <i>(If answer to 5 is YES)</i> Are you going to obtain consent from the Contributor for permission to access their medical records?</p>	
<p>12. Are you going to contact the Contributor's <b>doctor</b>?</p>	
<p>13. Will you be contacting <b>social workers, police, care worker, or any other authority</b> relating to the Contributor/s?</p>	
<p>14. Is a <b>DBS/Disclosure Scotland check</b> being carried out? <i>(for Sky Kids content this may be relevant for teenagers/young people taking part in the programme as well as adults.)</i></p>	
<p>15. Will the Contributor be asked to provide any one or more of the following, as additional checks:</p> <ul style="list-style-type: none"> <li>- <b>Employer's Reference?</b></li> <li>- <b>Proof Of Identity?</b></li> <li>- <b>Proof Of Address?</b></li> </ul>	
<p>16. Will you be carrying out <b>psych evaluations</b> as part of your contributor selection process?</p>	
<p>17. Will a <b>psychiatrist</b> be required to be on call?</p> <ul style="list-style-type: none"> <li>- <b>During Pre-Production?</b></li> <li>- <b>Present At Filming?</b></li> <li>- <b>Post Filming?</b></li> </ul>	
<p>18. <b>Post TX aftercare</b> – Will either a producer or psychiatrist be required to provide aftercare post TX (or pre-TX if TX is delayed)?</p>	

<p>19. Is any <b>surreptitious filming or recording, doorstepping or recorded 'wind-up' calls</b> proposed - for entertainment purposes?</p>	
<p>20. <i>(If the answer to 19 is YES)</i> Sky's prior approval must be granted and details of how the requirements of Section 8:15 of the code will be satisfied will also be needed. Please contact Compliance for details of the protocols and forms needed to be completed.</p>	
<p>21. Will there be any <b>competition element</b> to this programme/series?</p>	
<p>22. Anything else pertinent to the production that needs to be considered?</p>	

DATA PROTECTION:	REQUIRED:
<p>23. What Data will you be collecting from Contributors? E.g. - Name, address, age, contact details, anything else that could be of a sensitive nature?</p>	
<p>24. How will this Data be collected, handled/stored, and what security measures will you have in place? E.g. - will the data be stored on Encrypted drives, who will be responsible for any information that is in paper form etc.</p>	
<p>25. Who will have overall responsibility for storing the Data collected?</p>	
<p>26. Who will have access to the Data?</p>	
<p>27. Contributors must be made aware of why their Data is being collected, and what it will be used for.</p>	<i>Mandatory</i>
<p>28. How long will Contributor Information be stored for?</p>	
<p>29. How long will you retain contributor dating and how will it be destroyed?</p>	
<p>30. What is your Escalation Policy and Complaints procedure?</p>	