



Enhanced On Set Safeguarding

July 2021

Updated on January 2022

The Third Day

sky atlantic

Why enhance on set safeguarding?

- Recent news has given all of us in the industry a chance to reflect and improve the way we do things.
- Better safeguarding serves all our cast and crews by offering a safer, more inclusive, workplace for all.
- We have a duty of care to ensure our productions are safe, more inclusive, workplaces

Existing Sky safeguarding measures

- **Policies:** Sky provides the Comcast Code of Conduct and other policies with all production partners at greenlight stage. Sky requires all scripted commissioned indies to provide Sky with their equal opportunities policy, their anti-harassment & bullying policy and evidence of how the indie will deal with mental health and wellbeing in the workplace.
- **Responsibility:** The production company has the responsibility of sharing, championing and enforcing these policies, usually led by the Exec Producer and/or Head of Production.
- **Reporting Concerns:** In the event that someone feels uncomfortable or is unable to report an incident directly to the producer, Sky also offers a confidential helpline – SkyListens – to enable anonymous reporting of incidents either via phone or online. It is a core Sky policy that these details are included on call sheets
- **Training:** We strongly encourage senior leaders, HoD's and managers to attend ScreenSkills Leadership & Management Training prior to production, however this is, currently, not mandatory.

How we are enhancing safeguarding measures

In addition to our existing safeguarding measures, here are the processes we are introducing:

Raise awareness and listen:

- **Branded posters / visible notices** to be provided to productions for posting across production sites including Film&TV Charity and Sky Listens contact details (to be put up in toilets, dressing rooms, meeting areas)
- **Named Safeguarding Representative** available on each production to support producer and individuals with information on policies and routes to raise/report concerns
- **Anonymous exit-survey** at the end of filming with additional in person exit-interview offering to exchange further feedback

Educate:

- **Sky's 'Respect in The Workplace' online e-learning module** to be made mandatory for all cast and crew on commissioned productions
- **ScreenSkills Leadership & Management Training** required to be completed by senior manager/HoDs (freelancers) prior to production

Call-sheet and notices wording for safeguarding

Production company will ensure the Safeguarding Notice is provided to all cast and crew on the call-sheets, posters across production sites as well as other relevant production documents.

[INSERT PRODUCTION COMPANY NAME] and Sky have a zero tolerance approach to inappropriate behaviour on any of our productions. All of our productions should be safe, inclusive, professional, and welcoming working environments.

If you have concerns about anything you see or experience throughout production then you can:

- Speak to your supervisor or your production's dedicated Safeguarding Representative [insert name and number]
- Speak to the TV and Film Charity's 24hrs/7 days a week free support line on 0800 054 0000
- Contact Sky's confidential helpline on 0808 234 9777 or go to www.ComcastSkylistens.com

Please be assured that any issues raised will be treated confidentially and anyone working on our productions should feel confident they can report issues without ANY retaliation for raising a concern.

In addition to raising concerns, the TV & Film Charity's 24hrs/7 days a week free helpline can also be used to access wellbeing and mental health support. Further information can be found at <https://filmtvcharity.org.uk/>



Safeguarding Representative - Role

The Production Company has the responsibility for sharing, championing and enforcing all HR policies. Every production is required to nominate a **Safeguarding Representative**, who will support the production with information on policies and best routes to deal with specific issues.

This is primarily a 'sign-posting' role, using their knowledge of available resources and policies, to direct individuals to the most appropriate place to deal with their needs (e.g. Sky Listens, the Film and TV Charity). The Safeguarding Representative must be prepared to actively listen to those individuals as their issues may include financial concerns, mental health worries and homelife problems and others, not just issues around bullying or harassment in the workplace.

Each production company will be responsible for identifying who is best to fulfil the role as this may vary from production to production. It may be assigned to someone with an existing role on set, who is given additional responsibility for safeguarding, however they must have the capacity and the capability to deal with safeguarding questions and issues appropriately.

Key role requirements are:

- to be accessible and available for any member of the production to approach
- to have undertaken the ScreenSkills 'Leadership and Management' training and 'Mental Health Awareness' training (e.g. Solas or Production Guild)
- to be empathetic and understand sensitive situations and incidents to help individuals on identifying best routes to go for support, reporting incidents or escalating complaints
- to have acquired an in depth knowledge of both Sky's and the production company's policies regarding all elements of respect in the workplace
- to have acquired an in depth knowledge of industry-wide support services to enable them to give appropriate advice on available resources



Safeguarding Representative - Resources

Below are some resources that may be useful in certain circumstances. The safeguarding representative should familiarise themselves with these organisations and the services they offer to best support people that come to them. **This is not exhaustive** and the safeguarding representative should first understand the request from the person, alongside advising them in accordance with company policies prior to directing them onwards.

- **Sky Listens Confidential Helpline** on 0808-234-9777 or at www.ComcastSkyListens.com

To speak up or raise a concern about workplace behaviours

- **The Film and TV Charity Support line** on 0800 054 0000

The support line can provide help for a range of issues from bullying, mental health to wellbeing and is available 24hrs/7 days a week. All calls are treated as confidential. Further information can be found <https://filmtvcharity.org.uk/we-can-help/>

- **Samaritans** 24hrs/365 days a year freephone number 116 123 or email jo@samaritans.org

People contact the Samaritans with all sorts of concerns and what might be a small issue to you may be huge to someone else. It could be going through something new or have been struggling to cope for some time, either way, the Samaritans are here if you feel you need some extra support.

- **Debt Advice Foundation** free debt advice helpline is open Monday to Friday 8am to 6pm on 0800 043 40 50.

Debt Advice Foundation is a registered national debt advice and education charity offering free, confidential support and advice to anyone worried about loans, credit and debt.



Exit Survey Guide

All Sky Original productions are expected to offer an anonymous exit survey to all cast and crew when they leave the production. This is to give all individuals the opportunity to raise any concerns or provide any recommendations for the future to both the independent production company and Sky. Here are some considerations:

- The survey to be around 8-12 questions long, focus on feedback on the production environment and safeguarding aspects including how policies around respect, harassment and bullying were carried out in practice
- All questions to have the same format allowing for people to agree/disagree in five degrees to allow for effective review of feedback
- An additional free text space to be provided at the end of the survey asking for any additional comments on improvements or wider feedback
- The production company to review completed surveys and discuss results at subsequent meetings as necessary to ensure a satisfactory level of fairness is felt by everyone on future productions
- The production company may use any survey application or method it sees fit
- Sky to be provided data from these surveys by the production company in order to provide support on any remedial actions
- Sky may retain a record of the results/analysis and next steps to feed into future process improvements

Please see example question set on the next page

Exit Survey Guide

AGREEMENT CHOICE QUESTIONS		Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree
1	I have had a positive experience working on this production					
2	I had confidence in the senior team throughout					
3	The producers led by example					
4	All members of the team adhered at all times to best practice in Health & Safety, Respect in the Workplace, and Sustainable Production					
5	I felt I could be myself at work					
6	The production did a good job at keeping me updated with the information I needed					
7	I felt my needs were understood and supported by production					
8	I believe I was treated fairly, honestly and with respect					
9	I felt that others on the production were treated fairly, honestly and with respect					
10	I felt confident to speak out if I noticed something or someone behaving inappropriately and I would be listened to without judgement					
11	I was made aware of how and where to raise a complaint					
FREE TEXT QUESTIONS						
12	What did you like best, and what was the worst thing about working on this production?					
13	If you have any other feedback or suggestions please tell us here					



Mandatory Training

- 1. Everyone working on a Sky Original production, including cast and crew, are required to complete a mandatory online training module, “Respect in the Workplace”, which details the level of behaviour we expect in the workplace**
 - Training for each production will be administered by a nominated person, who will then report completions and advise producers where anyone has not done the training
 - A link to the on-line course should be emailed to everyone individually, where they will register and complete the training in the dedicated portal
 - The training needs to be completed at the earliest opportunity, ideally before the first day of working on the production site
 - Technical set-up and escalations to be handled centrally by Sky, who will provide the weblink to the training for each production
 - All information on individuals and training outcomes will be compliant with Data Protection requirements
- 2. In addition to the RITW training, we now require all Heads of Department and managers on productions to complete the ScreenSkills Leadership and Management training.**
 - This is to be organised by the production company and be completed before a production starts (or on an annual basis).
 - Screenskills to report back to Sky on which productions have completed training for internal awareness and audit purposes.

Sky Notification Process - for issues raised directly with Production Company

- Production Company manages all raised concerns and issues directly with them on a case by case basis
- Production company is expected to make Sky aware of any complaint or concerns that is raised with them directly if it relates to:
 - Discrimination and harassment
 - Integrity complaints (*illegal or unethical misconduct*)
- Production company will inform the relevant Sky representative (Commissioning Editor or Head of Production) as soon as they have been made aware of the issue
- Sky will require assurance on approach and resolution
- Sky will work with the Production Company to provide any support that may be required

Appendix



Steps to Greenlight (*Communicate*):

- **Require** all commissions to share their key policies with Sky and share key Sky policies, namely:
 - Comcast Code of Conduct – Employers
 - Comcast Code of Conduct – Suppliers & Business Partners
 - Sky Diversity Guidelines
 - Sky Intimacy Guidelines
 - Human Rights and Modern Slavery
 - Sustainable Productions Guidelines (inc. Single Use Plastic, NZC & Planet Testing)
 - Press & Publicity Guidelines
 - Health & Safety/Competency Vetting
 - Covid Protocols
- **Recommend** all producers (all genres) read Sky Production Pack with links to all wider business policies including Compliance, Data Protection, Procurement, etc.

Greenlight (*Contractual*):

- **Require** all commissions to declare in Ed Spec they have read Sky's policies and provided Sky with their key policies:
 - Equal Opportunities Policy
 - Anti-Harassment & Bullying Policy
 - Evidence on how they will deal with mental health & wellbeing in the workplace
 - Intimacy Policy
 - Child Protection Policy (if applicable)
 - Inform what steps they will take to address labour rights risks in production

Non-Scripted Productions:

- **Require** producers to complete Contributor and Data Protection checklist

Pre-production / Production (*Educate*):

- **Require** all productions to demonstrate and reinforce message of best-behaviours/respect in workplace/zero-tolerance approach and how to raise a complaint information by reading out the Statement of Intent at the start of production meetings and read-throughs
- **Require** all productions to display Sky Listens whistleblower line on call-sheets and around set, along with the Film & TV Charity helpline for alternative route and access to mental health advice
- **Recommend** and encourage senior leaders, HoD's and managers to attend ScreenSkills Leadership & Management Training prior to production

- **In-house productions** use Sky policies and adhere to Sky Production Pack as standard

- **Require** all in-house productions to complete Sky Studios 'Respect in the Workplace' online e-learning module