Dear Parent / Guardian

Your child has been selected by their school, youth worker or community group to take part in a digital programme offering advice to young people and their parents on their options before they receive their results.

The purpose of this letter is to give you some information on the event and ask for your consent for your child to take part.

Background on the Event

This event is being held at BBC Broadcasting House on 12th and 19th August 2020, but your child will be submitting a pre recorded video that we will play during the live programme. The aim is to provide all of the necessary guidance to help young people navigate their options and make an informed decision about the future. The broadcast plans are as follows:

The live digital programmes will be presented by Linzi Lima, who will be joined by a panel of guests on August 12th (A-Levels) and August 19th (GCSEs) at 2 pm on the bbc.co.uk/ni or on the BBC NI Facebook page.

Terms of the children’s involvement

The terms and conditions for the children’s involvement are set out on the last page of this letter. Your child will not be able to participate unless this form has been signed and returned to us.

In some cases we are working with other organisations on the event e.g. production companies, music industry professionals etc. Please contact us directly if you want to know whether we will be working with partners in this way.

The BBC is committed to safeguarding the welfare of the children and young people it works with, and this event is being run in accordance with the BBC’s Child Protection Policy and Editorial Guidelines which are designed to ensure this happens. You can find out more about the BBC Child Protection Policy at:

<http://www.bbc.co.uk/aboutthebbc/insidethebbc/howwework/policiesandguidelines/child_protection.html>

and the Editorial Guidelines at:

<http://www.bbc.co.uk/editorialguidelines/>

If you would like your child/ward to take part in this please sign the attached form and return it to us asap. If you have any questions or concerns you would like answering please don’t hesitate to contact them at [learningNI@bbc.co.uk](mailto:learningNI@bbc.co.uk) or me on 07515897907.

Thank you for giving your consent – it should be great fun and a good learning experience for all of the young people involved.

Yours faithfully,

Angeline Tandon

**PARENTAL / GUARDIAN CONSENT FORM**

|  |  |
| --- | --- |
| **Event** | Results… What Next? |
| **Contributor (“They” / “Their”)**  Name |  |
| **Parent / Guardian Name (“You / “Your”)** |  |
| **Parent / Guardian Tel number** |  |
| **Contribution**  Description of contribution/s | Pre-rec video of question for panel on 19th (GCSE) |

Thank you for allowing your child/ward to contribute to BBC Learning NI’s results programme. By signing this form you agree to the following terms on behalf of your child/ward :

* You agree to the recording and/or broadcasting of their Contribution and assign to the BBC all rights in their Contribution for the BBC to use it worldwide in perpetuity in all media known now or in the future, including for marketing purposes.
* To the best of Your knowledge and belief, their Contribution will not infringe the copyright or any other rights of any third party or be defamatory.
* The BBC may edit, copy, adapt or translate their Contribution at the BBC’s discretion and You / They irrevocably waive any “moral rights”[[1]](#footnote-1) that may exist in their Contribution.
* The BBC will not be liable for any loss or damage to Them or Their property unless caused directly by the BBC’s negligence.
* Although the BBC hopes to use Their Contribution, it cannot guarantee to do so.
* This Agreement is governed by the laws of England and Wales and the jurisdiction of the English and Welsh courts applies.

If you agree with these terms please sign below and return it to the BBC Production Contact.

If you are unsure of the meaning of any of the terms set out above, the production team can explain them to you.

Thank you once again for your assistance.

I agree to these terms:

**Signed …………………………………………………. Date ………………………………………………….**

**HOW THE BBC WORKS WITH YOUNG PEOPLE**

**BBC Child Protection Policy**

The BBC is committed to safeguarding the welfare of children and young people. The BBC successfully works with many children every year and in a variety of ways, and in this respect the BBC acknowledges its position as a powerful medium of influence. Throughout the project the children may be working with BBC staff and we want the children, young people and the adults who work alongside them to enjoy the experience and to that end we will ensure that: :

* Where a child or young person is involved the BBC will always undertake a risk assessment in line with BBC ‘Working with Children’ guidelines.
* BBC staff who attend schools and events will work in compliance with the BBC’s Child Protection Policy.
* BBC staff and associates will not ask for the personal details or contact details of any young person or offer their own details.  Only generic BBC contact details will be provided.
* BBC Staff and presenters will be present at all events.  All staff and presenters will have completed a BBC Personal Disclosure Form or undergone a DBS check where we can legally require them to do so to demonstrate that there is no reason why they should not be working with young people.
* All BBC staff working on the sessions will have received a child protection Code of Conduct. They will have been instructed to ensure they are never left alone with young people, never to give children their contact details and never to enter into any dialogue with the children except via a teacher or youth worker present.

For our part we require your agreement that:

* **You will not leave any BBC staff or associates unaccompanied in the presence of a child or young person without our written agreement which has been made in advance of the visit;**
* You will inform your children/students that they must not ask any BBC staff or associates for their personal details or give their own details to any staff;

Please note that children will not be directed by BBC staff to do anything that would compromise their safety and risk assessments will be provided for all BBC led activities. You can find more information about the BBC’s Child Protection Policy here:

<http://www.bbc.co.uk/aboutthebbc/insidethebbc/howwework/policiesandguidelines/child_protection.html>

**BBC Editorial Guidelines**

The BBC is committed to safeguarding the welfare of the children and young people it works with and the 1Xtra Outreach sessions are run according to editorial guidelines designed to ensure this happens. You can find out more about these guidelines at www.bbc.co.uk/editorialguidelines

**Terms of the children’s involvement**

The terms and conditions for the children’s involvement are as follows:

* You agree to the recording and/or broadcasting of Your Contribution and assign to the BBC all rights in Your Contribution for the BBC to use it worldwide in perpetuity in all media known now or in the future, including for marketing purposes.
* To the best of Your knowledge and belief, Your Contribution will not infringe the copyright or any other rights of any third party or be defamatory.
* The BBC may edit, copy, adapt or translate their Contribution at the BBC’s discretion and You irrevocably waive any “moral rights”[[2]](#footnote-2) that may exist in their Contribution.
* The BBC will not be liable for any loss or damage to You or Their property unless caused directly by the BBC’s negligence.
* Although the BBC hopes to use Your Contribution, it cannot guarantee to do so.This Agreement is governed by the laws of England and Wales and the jurisdiction of the English and Welsh courts applies.

1. This means specifically the rights set out in sections 77 to 89 of The Copyright Designs and Patents Act 1988. [↑](#footnote-ref-1)
2. This means specifically the rights set out in sections 77 to 89 of The Copyright Designs and Patents Act 1988. [↑](#footnote-ref-2)