

Overview

This Standard involves monitoring and controlling compliance with legal regulations, non-statutory requirements and codes of practice. It is about identifying sensitive and contentious aspects of productions and taking appropriate action, obtaining specialist advice where necessary.

It is about ensuring discretion and maintaining confidentiality when dealing with sensitive information.

It is also about identifying sources of specific information and how to access this.

You will also need to be aware of regulations around using premium rate voting services and competitions for any live or pre-recorded programmes.

This Standard is for all working on productions.

Ensure compliance with regulations and codes of practice

Performance criteria

You must be able to:

1. confirm that the content of production materials conform to legal regulations and relevant codes of practice
2. identify content that may contravene codes or rating systems
3. identify and refer any sensitive or contentious aspects of production material to appropriate people
4. obtain specialist advice when you are unsure whether production material is legal or consistent with codes of practice
5. maintain confidentiality of sensitive information in line with organisational procedures
6. take appropriate action to secure compliance and to protect the interests of productions, when there is a failure to comply with legal or non-statutory requirements
7. confirm that necessary steps have been taken to ensure public interaction with productions meets regulations

Ensure compliance with regulations and codes of practice

Knowledge and understanding

You need to know and understand:

1. relevant legal, moral and ethical codes of practice for production content including those of broadcasters', regulators, films
2. diversity and equality legislation
3. relevant employment and contractual regulations such as right to work legislation, working time regulations, child performer regulations
4. how to identify information that is sensitive to productions and people and organisational procedures to follow
5. relevant reporting requirements
6. the implications of current legislation and regulations covering Data Protection
7. current legislation covering premium rate voting services and competitions for live and recorded programmes
8. relevant health and safety regulations
9. codes and rating systems in the UK and abroad
10. the time and place of transmission or exhibition, in order to ensure that the regulations are not breached
11. the use of premium rate phone lines for voting services and competitions
12. the legal and ethical requirements for public interaction with the production
13. sources of further specialist information and advice, and when and how to access them

Ensure compliance with regulations and codes of practice

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