

Overview

This Standard is about reporting from location across platforms. It is about planning ahead to ensure that when you are on location you are aware of the facilities available to you for editing, feeding, or transmitting your work.

It requires that you know the location from which you will be reporting, and the requirements of the production, including deadlines, timescales, cues, and links.

It involves ensuring that logistical arrangements are in place and that, before you travel to the place from which you are reporting, you know what resources are available to allow you to report back to base.

This Standard is for those who report from locations.

Performance criteria

You must be able to:

1. co-ordinate preparations for outside broadcasts, in line with reporting or production requirements
2. communicate details of the locations to be used to relevant personnel
3. confirm that all arrangements for reporting satisfy insurance requirements and relevant statutory health and safety regulations
4. test and confirm that communications with base are operational and clear
5. check and confirm the availability of contributors at the time and location required
6. check and confirm that standby arrangements will deal with difficulties in accessing participants during programmes
7. check and confirm that contingencies are in place for technical failure
8. check and confirm that adequate arrangements are in place to maintain the safety of reporting personnel and the public
9. ensure that signs and notices explaining and specifying access requirements and restrictions are clear, up-to-date, and positioned to attract attention
10. keep accurate and up-to-date records of authorisations, access requirements and restrictions, and the movement of people on site
11. select content that offers the best opportunity for meeting production or programme requirements within the time, format, budget and legal constraints of each production
12. provide contributors with clear and concise information about their roles and responsibilities relating to the production or programme
13. explain changes to the production running order, time and content, in sufficient time for individuals to adapt to the change
14. deliver cues which are clear, precise and on time
15. agree handover details between base and presenters in advance, documenting the details when required

Knowledge and understanding

You need to know and understand:

1. the production or programme's content and structure, including its purpose and intended outcomes
2. health and safety and insurance requirements on location
3. the characteristics of the locations to be used and how to assess their feasibility
4. the standby facilities that are available
5. likely weather and other conditions which might affect security or safety, and the need for standby arrangements
6. what relevant legal requirements and ethical considerations affect the use of information in audio or visual productions and programmes
7. the procedures for liaison regarding access with the police, private security firms and other agencies
8. the intended role of each contributor
9. the date, time and location of each contributors' participation
10. the content of the running order including cues, links and associated timings
11. the communications that are required with base

Prepare and report from locations

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