



ITV Group Safeguarding Guidance

Contents

Introduction	3
Safeguarding	4
Roles and Responsibilities	5
Child Abuse and Dealing with a Concern	7
Online Safety and Safeguarding	9
What to do if a child discloses information to you	11
Positions of Trust	11
Consent	12
DBS Screening Checks, Chaperones and Child Licensing	12
Risk Assessment Process and Considerations	13
Photography	13
Further Information	14

Doc Ref: GRO_GROUP_SAFEGUARDING_GUIDELINES

VERSION: 04

LAST REVIEW: JUNE 2024

Introduction

The term safeguarding is used to describe any action taken to promote the welfare and ensure the safety of adults and children who may be at risk of abuse, neglect or exploitation. All Organisations have a responsibility to safeguard the physical and mental health and wellbeing of adults and children in their care.

ITV engages with children throughout the business, both in its programme activities within TV production, the viewing of TV programmes and via the provision of online content.

ITV has a Safeguarding Policy. This can be found internally on Compass or externally on the ITVplc website.

This Guidance sits under the Safeguarding Policy and aims to inform all colleagues, parents/guardians and chaperones of responsibilities and processes associated with child safeguarding and protection. This includes the process, and who to go to, if anyone has any concerns regarding a child or adult working with children at ITV.

The Health and Safety Department own and review the Policy and Guidance on an annual basis or should legislation or incident dictate the requirement for changes.

ITV aims to comply with all country relevant child safeguarding and protection legislation and guidance. The Appendix details the main legislation within the UK.

Everyone in ITV has a responsibility for Safeguarding.

Safeguarding

Child	For the purposes of ITV policies and procedures a Child is anyone up to the age of 18. This follows the UN Convention on the Rights of the Child. There are a number of different laws across the UK and internationally that specify age limits in different circumstances, these include child protection, age of consent, and age of criminal responsibility. Further guidance for the UK can be found at: https://www.nspcc.org.uk/preventing-abuse/child-protection-system/legal-definition-child-rights-law/legal-definitions/
Young Person	For the purposes of ITV policies and procedures a Young Person is anyone who is between the ages of 16 and have not yet reached their 18th birthday. As a young person is still legally considered a child we should still have additional controls that are comparable to children who come into contact with ITV
Vulnerable Adult	In law, safeguarding duties apply to an adult aged 18 and over who is deemed to be at risk because they: • Have needs for care and support (whether or not the local authority is meeting any of those needs) and; • Are experiencing, or at risk of, abuse or neglect; and • As a result of those care and support needs are unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Safeguarding means;

- Protecting children from abuse and maltreatment;
- Preventing harm to children's health or development;
- Ensuring children grow up with the provision of safe and effective care;
- Taking action to enable all children and young people to have the best outcomes.

Child Protection

Child protection is part of the safeguarding process. It focuses on protecting the individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures, which detail how to respond to concerns about a child.

Safeguarding children and child protection applies to all children and young people up to the age of 18.

Productions engaging children within their productions should familiarise themselves with this Guidance.

Doc Ref: GRO_GROUP_SAFEGUARDING_GUIDELINES

VERSION: 04

LAST REVIEW: JUNE 2024

Roles and Responsibilities

Everyone at ITV has a responsibility within the Safeguarding Framework (Policy and Guidance). The list below outlines details;

Management Board	Agree actions required for any child protection cases fed through to them
Chief People Officer	Acts as the Safeguarding Director for ITV. They are responsible for liaising with the Management Board, making final decisions on any safeguarding issues and overseeing and managing the Child Safeguarding Policy
Director of Safety, Security and Resilience	Controls the budget and strategy
Lead Designated Safeguarding Officer	Makes recommendations to the Chief People Officer and the Management Board about the level of response to a child safeguarding concern. They liaise with the NSPCC and local authority, communicating all the appropriate responses. They also liaise with the Press Office to create appropriate press communications where required
Designated Safeguarding Officers	Act as advisors to the business and productions within ITV and support them with any child safeguarding considerations. If a child safeguarding issue is raised, they collate as much information as they can about a concern. Summarise the information and feed this into the Lead Designated Safeguarding Officer.
Producers	Issued with guidelines to follow when producing content for ITV. Each producer is responsible for allocating responsibilities within their production for child safeguarding.
Compliance	Link to Production and licensing requirements, eg, what is seen on TV.
Line Managers	Have responsibility to communicate to the Designated Safeguarding Officers any child safeguarding issues they or their colleagues may have, irrespective of how insignificant they may believe it to be

Doc Ref: GRO_GROUP_SAFEGUARDING_GUIDELINES

VERSION: 04

LAST REVIEW: JUNE 2024

<p>Production Management (productions involving children)</p>	<p>Have responsibility for ensuring that all colleagues working on the production are aware of the process for raising child safeguarding concerns. If the production employs chaperones, it is important that the chaperones are given access to the Safeguarding Policy and this guidance document for reference and full details of key processes</p>
<p>Chaperones</p>	<p>Are employed in a professional capacity, when necessary, to act <i>in loco parentis</i> and to ensure the wellbeing of any child or young person whilst working on a production or visiting ITV as a contributor. They will work within scope of their licence to operate and raise any concerns to their employing productions, should they have any child safeguarding concerns with children under their care</p>
<p>All Colleagues</p>	<p>Everyone who works at ITV has a critical role to play in ensuring the safety of children working or contributing to our productions. No-one is expected to be a child safeguarding expert but they are expected to report anything to a Designated Safeguarding Officer on health.safety@itv.com if they have any concerns</p>

Child Abuse and Dealing with a Concern

You could be concerned about a child because you have seen something (a child being hit or injured), self-harm, heard something or noticed a child doesn't quite seem right or their behaviour is inappropriate, seen written information provided in competitions or children have specifically written to a production after seeing storylines played out on television.

Child abuse can take many forms:

Physical Abuse	May involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating – or otherwise causing physical harm to a child / young person
Sexual Abuse	Forcing or enticing a child / young person to take part in sexual activities, whether or not they are aware of what's happening. This may involve physical contact, penetrative or non-penetrative acts, non-contact activities such as looking at or production of pornographic material, or encouraging children to behave in sexually inappropriate ways
Emotional Abuse	Persistent emotional ill-treatment of a child that causes adverse effects on the child's emotional behaviour, for example conveying to the child that they are worthless /inadequate. It may involve making a child feel frightened or in danger, for example witnessing domestic abuse or being bullied, or the exploitation or corruption of children.
Neglect	The failure to meet a child's basic physical / psychological needs, or impairment of the child's health and development. It may involve failure to provide adequate food, shelter, clothing, or failure to protect a child from physical harm. It can also include neglect or unresponsiveness to a child's basic emotional needs

You should note that child abuse can be child on child abuse and to take this into consideration throughout a production. If an allegation of abuse is made against a colleague or witnessed it must be immediately reported to a Designated Safeguarding Officer (DSO) at health.safety@itv.com and HR. There are a variety of ways a concern can be reported such as through [ISight](#), our internal reporting system, or through our Speaking up policy via [Safecall](#).

The most important message is to understand that no one is expected to be child protection

Doc Ref: GRO_GROUP_SAFEGUARDING_GUIDELINES

VERSION: 04

LAST REVIEW: JUNE 2024

experts. You do not need to understand the full breadth of child abuse signs and symptoms. Trust your gut, and if something doesn't feel right report it to the DSOs, you will never get into trouble for raising a concern. Report immediately to the Designated Safeguarding Officer at health.safety@itv.com who will take up the information and follow the appropriate process.

Doc Ref: GRO_GROUP_SAFEGUARDING_GUIDELINES

VERSION: 04

LAST REVIEW: JUNE 2024

Online Safety and Safeguarding

Responsibility to children and young people

There are lots of benefits for children and young people when using social media to access ITV. This includes promoting events and competitions, live streaming and creating online groups and forums. Unfortunately there are also many risks associated with engaging with children and young people online, such as:

- Online abuse and “trolling” Trolling is a person who posts deliberately offensive or provocative messages online or who performs similar behaviours in real life
- Exploitation or “grooming”. Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation or trafficking. Children and young people can be groomed online or face to face, by a stranger or by someone they know; for example a family member, friend or professional. Groomers can be male or female and could be any age
- Unwanted sharing of indecent images and footage
- Sexting
- Cyber bullying
- Effects on mental health

You must ensure safety and wellbeing is at the forefront of your mind when planning a project that includes communicating with children and young people on the internet.

Children under 13 years of age are not permitted to have an account by any social media services, but research suggests that this is not strictly adhered to and some younger children will have their own account. Therefore, productions, events or activities should make sure that children and young people (and their parents/guardians) know how to keep themselves safe while online

Responsibility of ITV staff

ITV staff should be aware of their digital footprint. Children, young people and families may look up the personal social media of people who are working with them or whom they have seen on the TV. Therefore, these should be clear of inappropriate or harmful content and not provide any personal information such as personal email addresses or phone numbers

ITV staff must never accept friend requests on their social media account from children, young people or families they work with, or indeed anyone under the ages of 18 who is unknown to them. Always think about protecting yourself.

If you have any online safeguarding concerns, whether related to grooming or child abuse images, these must be referred to the safeguarding team immediately who will take the

Doc Ref: GRO_GROUP_SAFEGUARDING_GUIDELINES

VERSION: 04

LAST REVIEW: JUNE 2024

necessary action to refer to the appropriate agencies

Regardless of how you have become aware of online child abuse images be it via your personal or work email account, you must refer to the safeguarding team immediately

Doc Ref: GRO_GROUP_SAFEGUARDING_GUIDELINES

VERSION: 04

LAST REVIEW: JUNE 2024

What to do if a child discloses information to you

If a child has chosen you to disclose some information to you, you must explain that you are unable to keep secrets and that depending on what they say, you will have to tell someone else in order to help them.

You must try to;

- Remain calm and composed, do not show any shock or disbelief;
- Listen carefully and make a mental note of key points;
- Don't ask detailed or probing questions (this is for the experts);
- Tell them what you are going to do next (speak to a Designated Safeguarding Officer at ITV safeguarding@itv.com);
- Do not tell anyone else other than those who need to know the information, make this clear during the conversation.

ITV has NSPCC trained and accredited Designated Safeguarding Officers. They can be reached at safeguarding@itv.com

Positions of Trust

Sexual offences legislation provides that any sexual activity involving children under 16 is unlawful. The primary motivation for legislation which addresses the abuse of positions of trust is the need to protect young people aged 16 to 17 who, despite reaching the age of consent for sexual activity, are considered to be vulnerable to sexual abuse and exploitation, in defined circumstances. This includes sexual activity and relationships with adults who hold positions of trust, responsibility or authority in relation to them and as a result have a considerable amount of power and influence in their lives.

Colleagues should ensure they maintain healthy, positive and professional relationships with all children, young persons or vulnerable adults working or liaising with ITV. Anyone employed or engaged by ITV must not engage in any intimate relationships with any children, young persons or vulnerable adults working, liaising or engaging with ITV. This includes but is not limited to Producers, talent and others in positions of authority and trust. Any queries about this or the Relationship at Work Policy must be directed immediately to ITV's Human Resources team for clarification.

Doc Ref: GRO_GROUP_SAFEGUARDING_GUIDELINES

VERSION: 04

LAST REVIEW: JUNE 2024

Consent

Generally, before children take part in programmes consent will need to be obtained from either a parent or guardian, and will usually be obtained in writing. It is not necessary to obtain the consent of both parents, but where Producers are aware that one parent consents and the other actively does not, this should be made known to Compliance and any potential harm to the children's welfare considered.

Parents/guardians must sign all releases and contracts on behalf of under 16s. Any exceptions to this rule should be discussed with the Compliance team beforehand. Any decision to proceed to feature children without parental consent is normally only editorially justified on the basis of a clear and overriding public interest.

Young People aged 16 or 17 can consent on their own behalf and sign consent forms themselves, although parental agreement may be desirable (but it is not compulsory). Programme makers should in addition make clear to all children that it is acceptable to agree or disagree with their parent's decision to give consent and should not be pressured to participate against their wishes. A child's reluctance to participate should be respected. Meaningful, child-friendly information about the programme should be given to all children when discussing their possible participation.

DBS Checks

For further information on DBS checks and safe recruitment please refer to the ITV Criminal Records Check Policy on MyITV

Further advice and clarification can be sought from Data Privacy and HR.

Chaperones and Child Licensing

For further information on DBS checks and safe recruitment please refer to the ITV Child Licensing Guidelines on MyITV

Doc Ref: GRO_GROUP_SAFEGUARDING_GUIDELINES

VERSION: 04

LAST REVIEW: JUNE 2024

Risk Assessment Process and Considerations

Irrespective of parental or child consent it is important that we consider and review potential risks to the welfare of the child both during filming and after transmission. An appropriate risk assessment should always be completed by production in every case, whether or not a child's participation is to be licensed by a local authority. The risk assessment should consider all activities and mental impacts associated with transmission; including;

- Consideration on how best to safeguard a child's welfare will vary depending on the type of programme being made, and the level of care must be appropriate to the circumstances, and to the individual child.
- If productions are working with several children, consider a process for missing/lost children, key ITV contacts and guardian or chaperone detail.
- Activities that involve the use of chaperones, including overnight stays, should be planned appropriately and all relevant details should be requested from parents and/or guardians at the earliest opportunity.

We work with a breadth of ages from babies to young adults. Children will have a range of abilities both mentally and physically. Some children will be more vulnerable than others based on their age and abilities. Throughout the risk assessment process this should be recognised and taken into account as the risk assessment is developed. Always review and address further control measures with regards to young babies and children with disabilities or learning difficulties as they can be at an increased risk.

Photography

It is important to be aware of child safeguarding issues when colleagues are taking photos and/or filming events as well as the day to day production activities. The potential for misuse of images can be reduced if you are aware of the potential risks and dangers and put appropriate measures in place. As well as the standard consent requirements related to production, note the following;

- Only use images of children in suitable clothing to reduce the risk of inappropriate use;
- Avoid images accompanied by personal information such as the name of the child and their hobby or school uniform for example as this could be used to learn more about a child prior to grooming them for abuse.
- Do not allow photographers unsupervised access to children.

Doc Ref: GRO_GROUP_SAFEGUARDING_GUIDELINES

VERSION: 04

LAST REVIEW: JUNE 2024

Further Information

ITV will follow and abide with all associated Child Protection legislation and guidance documents including:

[Children Act 1989 \(revised 2004\)](#)

[Child Performance and Licensing](#)

[The Children Performance and Activities Regulations 2014 \(England, Scotland\)](#)

[The Children Performance and Activities Regulations 2015 \(Wales\)](#)

[Working together to safeguard children](#)

[Ofcom Protecting the Under 18's](#)

Doc Ref: GRO_GROUP_SAFEGUARDING_GUIDELINES

VERSION: 04

LAST REVIEW: JUNE 2024