

Inside Out Guide 2009 – Excerpts Only

Mandatory courses

Before starting work you will need to do the Production safety course video on Gateway. [ ] or [ ] can advise on which modules you need to complete. You'll also need to do the Safeguarding trust course – again we can advise on which modules. You **must** do these courses before starting work in production. In addition please can you complete as soon as possible -

The Legal online module

Editorial Policy on line module.

Editorial Referrals .

You need to be familiar with mandatory and guideline referrals so you need to be intimately across editorial guidelines and keep up do date with developments. One very important Inside Out South West rule – please do not ring editorial policy without consulting [ ] or [ ] first. If the latter are not available contact [ ]. If he is not available contact [ ]. It may be that we can resolve the issue without contacting ed pol which is always a preferred option. If we are unable to make a ruling then either [ ] or [ ] will contact Ed Pol. Typical referrals would be around secret filming, privacy issues, filming children.

We are less concerned about you speaking direct to Programme Legal advice and our very helpful lawyer there [ ]. However it's advisable to speak to either [ ] or [ ] or [ ] first as we between us we have a wealth of editorial / legal experience. One tip – contact PLA very early on in your investigation – they can give you a clear idea of what sort of evidence you'll need. This is better than working on something for a month only to discover your research won't stand up in court.

Doorsteps need to be approved by [ ] locally. Unannounced doorsteps without prior contact, which are exceedingly rare, by Controller Editorial Policy.

All letters, faxes, emails from us soliciting a right of reply to serious allegations need to be signed off by [ ] in PLA and [ ] before sending. You should ask [ ] to help you draft these letters as he has a wealth of experience and, as series producer, needs to be across what you are doing.

Secret filming

The referral route for secret filming is complicated. Putting things very simply if you think you have enough prima facie evidence of an activity that is either significantly anti-social or illegal and that only secret filming can provide clinching evidence then, congratulations, you may be in a position to secretly film . First contact either [ ] or [ ] and discuss the ins and outs of the story. If we agree that undercover filming is warranted then either one of us will get guidance from editorial policy or we may ask you to contact them. We will also ask you to get guidance from [ ] at Programme legal advice. Then we will ask you to fill in a secret film request form. This form must be then sent to [ ] and [ ] for re-write / initial sign –off.

It then goes via [ ] to [ ] for her approval she then e-mails [ ] and Controller of English Regions for final sign off.

We need to also approach [ ] and [ ] again for permission before the material is tx'd. The rushes must be logged on filming and kept in a locked place - not on your desk. [ ] keeps the key to the secret filming cupboard. The gear must be signed for.

[ ], [ ] and the Inside Out team  
June 2009