

Child Performer and Child Workforce Recovery Document.

These guidelines are in place to support regulatory compliance around COVID-19 specific concerns. It is vital that the production is fully aware of the child performance regulations and how to apply them. A regulatory compliant specialist (HRCD) to support you during the setup, casting and performance through to wrap would facilitate this. This document follows the BFC return to work document but focusses on the child specific elements. Please note that the notation in each section corresponds to the section noted in the British Film Commission - Working Safely During COVID-19 in Film and High-end TV Drama Production document.

1.	COVID-19 Specific Health and Safety (H&S) Training and Awareness
a.	COVID-19 Safer working introduction training must be undertaken online by cast children and young people, parents and chaperones prior to their work commencing. This should cover best practice in general principles, including: <ul style="list-style-type: none"> - Social distancing, and hand and respiratory hygiene requirements - Awareness of mental health and wellbeing at work during the pandemic
b.	The chaperone and parent must be notified who the designated COVID-19 Supervision and Enforcement staff are and provided with contact details. If there are several chaperones, a lead position/Head of Regulatory Compliance Department (HRCD) should be assigned with the responsibilities as per “roles” document. It is strongly recommended that the HRCD should undertake enhanced COVID-19 training to help protect, advise, and supervise both the chaperones and children under licence more effectively.
To ensure consistent industry-specific COVID-19 H&S training standards across the UK, certified basic level training is being developed by Screen Skills with input from experts, while discussions continue about what further training industry requires.	
2.	Supervision, Enforcement and Communication
a.	The chaperones and parents must be provided with contact details for the trained COVID-19 H&S Supervisor to the production
b.	The chaperone and parents must be aware of/have access to the lines of COVID-19 safer working enforcement responsibility.
c.	Chaperone and parent to take care to follow site signage and be given access to supplementary briefings about guidelines and good practice
d.	Ensure to report, with incident forms, any dangerous occurrences or disease symptoms to the COVID-19 H&S supervisor and follow production's symptom response plan.
e.	Chaperone and parents must be aware of procedures for non-compliance to COVID-19 safe working guidelines
3.	Who Should Work During COVID-19
a.	During the licensing process, any children or young people who are clinically vulnerable or at increased risk from contracting COVID-19 must have guidelines and clauses for how this should be managed on site written into the licence. Deviating from these guidelines may mean removal of licence with immediate effect. UK Government definitions and guidance for those who are clinically vulnerable must always be followed.
B.	Chaperone, child and parents must follow production's COVID-19 symptom checking, isolation and return-to-work protocol for the production, in line with UK Government guidance . Chaperones and parents should have access to professional advice for interpreting test results and managing return to work, in line with PHE guidance .
C.	On pick up or arrival, the chaperone should check with parent if the child/young person or any other member of the household have been showing symptoms. Chaperone and parent (including child where possible) must all have the NHS test and trace app on their mobile

	device. They should notify or be notified if they have been flagged to isolate as part of the UK Government's test and trace programme If symptoms are reported, immediately notify production.
D.	Ensure anyone displaying COVID-19 symptoms does not go to work until they have tested negative with an NHS approved test and/or have undergone a minimum period of self-isolation of 7 days and have no continuing symptoms other than a mild continuing cough or a changed sense of taste/smell. - NB: According to the UK Government, the main symptoms of COVID-19 are: - A high temperature (37.8C / 100.04F or higher) - A new, continuous cough - Loss or change to your sense of smell or taste
E.	Chaperone and parent must be aware of the symptom response plan and follow closely in the event of a suspected case.
4.	Social Distancing and Personal Hygiene - this section deviates from original BFC document to effectively advise on child specific interactions in and around a working day.
a.	<p>Tuition: Regulations state that where tuition is required to take place during working hours that it must take place in a quiet room with just the tutor and the child present. The following advice reflects the need to consider both regulatory requirements and social distancing measures. Until schools open again, the advice around tuition will need to be considered by the council at the point of licensing. Regulations state that for every week a child/young person is working, they must achieve 15 hours of tuition, supervised by an approved tutor. Please note that to avoid the need for tuition hours, production can choose to only have each child on set for 2 days per week.</p> <ul style="list-style-type: none"> • The tutor (or tutor-chaperone) must have access to PPE including masks, potentially a visor, gloves and any other protective clothing deemed necessary by the COVID-19 H&S Supervisor and the tutor. • The room must be large enough to support social distancing. • The child/young person and tutor must have separate laptops, pens, pencils, writing pads/paper and any other tuition equipment the child will need for their learning. Nothing can be shared. • Disinfectant must be used at the door of the tutor room. • No other crew member may access the tutor room other than the child /young person and the tutor except in the case of an emergency. • *Any further measures deemed necessary to be put in place if the child/young person or the tutor is considered more vulnerable after the initial health check. <p>*If the tutor or the child have greater vulnerabilities highlighted in line with their health questionnaire, reasonable action/adjustments must be made to support these workers. As a last resort, some form of live remote tuition can be considered provided that the licensing council and the school both agree.</p>

b.	<p>Engaging children/young people to work will present varied levels of risk dependent on the individual child: their age, personal needs etc. They will need to be assessed to determine the level of risk they pose to the crew and how they can be supported at work. Each age group of children is based on the age groups listed in child regulations.</p> <ul style="list-style-type: none"> • 0-4 years. Serious consideration is needed as to whether these children should be allowed on set as they generally do not understand the nature of social distancing and will likely breach social distancing guidelines during filming or any other activities on site. Their lack of understanding presents an extremely high risk of accidental transmission to the crew. If the child cannot yet walk, they pose a much smaller risk and therefore should be considered on a case-by-case basis. • 5-8 years old: Emotional maturity in this age bracket is extremely varied and production are advised to consider the type of involvement required and the child's understanding before casting. In order to assess the risk posed, an appropriate adult (to avoid conflict of interest, not the parent) with experience working with children (i.e. chaperone) must be consulted to assess the child's behaviour and ability to understand the nature of the restrictions. Based on this, the appropriate adult can advise whether the child poses too much of a risk to the crew or can work appropriately. This can also be discussed with the COVID-19 H&S Supervisor who will be sufficiently qualified to consider how the child, chaperone and parent can be best supported, including discussion of further needs, and present a plan for how the child and crew can be protected. • 9+ years old, child /young person should be safe to follow guidelines on set, but carefully monitored during working hours.
c.	<p>The chaperone and the COVID-19 H&S Supervisor must meet in advance of the child working on set. This is to ensure that extra care can be taken if the child /young person is likely to come into contact with more vulnerable crew. The H&S supervisor can then, if necessary, create an action plan to support the child/young person and put in place any other procedures deemed necessary.</p>
d.	<p>General procedures on set.</p> <p>Please note that at this time, it is advised that the child/young person be accompanied by a parent. If present, the parent should not act as chaperones unless they are a licensed chaperone. An unlicensed chaperone has no ability to prove they can ensure regulatory compliance, which is a prerequisite in the licensing process.</p> <ul style="list-style-type: none"> • Children should only be closely accompanied by a parent; the chaperone must always maintain social distancing guidelines to reduce risk of transmission. • Chaperones must continue to ensure regulatory compliance in line with child performance legislation but co-operate with the parent to ensure this can safely be done in line with social distancing guidelines • Licensed cast to be on set only when required for their scene and to avoid any contact with other crew as per original guidelines. • Separate holding areas on set for each child/young person and their parent ensuring minimum social distancing requirements. • If the chaperone must come into closer contact with the child/young person or any other crew member, PPE must be provided by production.

e.	<p>The chaperone, parent and child/young person must follow all other personal hygiene guideline of the production which should include:</p> <ul style="list-style-type: none"> - Regularly wash hands with soap and water for at least 20 seconds, or use hand sanitizer, including on entering and leaving the workplace, and before and after eating, using toilets and handling equipment - Avoid touching eyes, nose, and mouth as much as possible - Avoid physical contact with others (even fist/elbow 'greeting' bumps) - Cough/sneeze into a tissue and immediately dispose of the tissue, then wash hands or use hand sanitizer
f.	<p>The chaperone and/or parent should be given access to incidental cleaning equipment, such as:</p> <ul style="list-style-type: none"> - Hand washing stations with soap and water, and preferably touchless dispensers - Paper towels and tissues with suitable dispensers, i.e. user touches own towel only - Hand sanitiser stations, preferably with touchless dispensers, ideally positioned at the entrance to each space - Sanitising wipes - Disinfectant sprays and single-use cloths <p>It is important to try to minimise environmental impact by using biodegradable items</p>
5. Mental Health and Wellbeing of Cast and Crew	
a.	<p>Ensure the mental health and wellbeing of the child/young person is monitored as a priority and any mental health concerns should be reported to the parent, as well as either the Head of Regulatory Compliance or the Safeguarding Lead Officer assigned to the production. The child/young person may be experiencing additional COVID-19 related anxiety and stress at this unusual time, whether they are accompanied by the parent or not. The chaperone should record all relevant behaviours to build a supporting diary and production should consider recruiting an appropriately trained mental health and wellbeing advisor. The chaperone can signpost the child/ young person to further advice and support; a source of child-friendly mental health support can be found here.</p> <p>The Film and TV Charity operates a 24-hour support line in the UK - 0800 054 0000. The UK Government has published guidance on the mental health and wellbeing aspects of COVID-19.</p>
6. Travel	
a.	<p>For travelling into work, it is advised that the parent transports the child to unit base in their own car as this will limit interactions where possible.</p> <p>If possible, if insurance will allow, the parent could use the private vehicle to travel the child between unit base and location. In this instance, the chaperone can drive themselves between these locations as well.</p> <p>In line with regulations, the chaperone cannot drive the child/young person into the place of work unless:</p> <ul style="list-style-type: none"> • there is another chaperone accompanying the child/young person in the back of the car and, • Production provide full insurance to cover the chaperone driving, the car, and the child/young person. <p>If personal transport cannot be used the following guidelines must be followed:</p> <ul style="list-style-type: none"> • The parent accompanies the child/young person in the unit car and the chaperone travels separately, possibly in their own personal vehicle.

	<ul style="list-style-type: none"> • If the parent, child, and the chaperone all travel in the same unit car, the unit car/transport must be big enough to allow all parties, including the driver, to maintain social distancing. E.g. A minibus with chaperone sitting towards the front of the passenger area, child and parent sitting towards the back. All parties must have PPE during the entire journey. • Public transport or private hire vehicles, such as taxis, should not be used unless it strictly adheres to social distancing guidelines and is checked and approved by the COVID-19 H&S Supervisor to ensure it adheres to the production guidelines. • Use public transport only as last resort, with users maintaining social distancing and good hygiene practices, and avoiding peak times where possible • Set maximum occupancy limits to vehicles to observe social distancing. • Ensure that the driver is shielded and that hygiene measures are in place. • Avoiding sharing of vehicles
7.	Accommodation
a.	<p>Until further notice, it is strongly advised that there are no chaperones working on call with the child/young person. If this advice is lifted the following procedure must be adhered to.</p> <ul style="list-style-type: none"> • The child/young person and the household is quarantined for 14 days prior to them moving into the accommodation. • The chaperone and the household must be quarantined for 14 days prior to moving into the accommodation. • The chaperone and the child/young person are the only people permitted to enter the accommodation. • Hygiene procedures should be used on entry and exit to the accommodation. • It is strongly advised that more than one chaperone is used to avoid overworking and fatigue. This could be an on-call chaperone to be in the accommodation and a chaperone working on set, or 2 or more chaperones rotating out but remaining in reasonable isolation during periods of time off. <p>While safest practice would usually be providing a shared apartment for the chaperone and child, during this period best practice is to provide hotel accommodation with interconnecting rooms.</p>
8.	On-set Crew, Cast and Supporting Artist Numbers
a.	To minimise risk of COVID-19 transmission, the child/young person should only be at the place of work for the minimum possible time and should only present on set with other crew when necessary.
c.	<p>Keep interactions between crew and the child/young person to the absolute minimum.</p> <ul style="list-style-type: none"> • The child/young person should have designated crew on set to interact with that will not come into close contact with other cast members. • If this is not possible, the crew members that interact directly with the child/young person must change PPE before and after contact. - children/young people have been shown to be more likely to transmit COVID-19 without showing symptoms. This practice is essential and will significantly reduce the risk of transmission.
i.	Assess prior to each scene how the scene can be filmed to allow as much distance between cast members and crew members.

10.	Catering and Craft Services
a.	The chaperone must ensure that the child/young person and chaperone adhere to the social distancing and directions set by the catering team. This could include one-way systems, strict time slots for food etc. To support this, best practice would be to pre-order the food and deliver to the child and chaperone.
11.	Workspace (Set/Location/Production Offices/Dressing Rooms, Facilities etc.) Cleanliness, Sanitisation, and Inspection
	As per regulations, children/young people should have separate toilets that are not to be used by any other crew member at all. Cleaning measures should be in line with the British Film Commission - Working Safely During COVID-19 in Film and High-end TV Drama Production document.
18.	Art, Props, Set Decoration and Graphics
g.	Limit handling of key props on set to a dedicated Props Department crew member and relevant cast and disinfect each time they change hands between cast and crew member.
20.	Costume
	Some productions may require costume fitting where social distancing and avoidance of intimate face-to-face contact is impractical nor can cast members fit their own costume. Where essential, crew should try to stick to 8.c. To restrict transport around the workplace, strive to de-rig at the location site to avoid travelling back to base.
e.	The chaperone and parent should be made aware of the costume fitting procedures to educate the child /young person in how to act and proceed during fittings.
i.	Where possible, the child /young person should be given their costume in a screened-off cubicle and dress without assistance. Where assistance is unavoidable, avoid face-to-face positioning during fittings.
j.	The child /young person should place their clothes in a clean, preferably sealed cover.
o.	For checks, move actor to dedicated child /young person checks area to minimise interaction with other cast and crew and where possible, limit or curtail on set touch-ups
22.	Hair and Make-up
	Some productions may require hair and make-up where social distancing and avoidance of intimate face-to-face contact is impractical, nor can cast members do their own hair or make-up. Where essential to use hair and make-up artists, crew should try to stick to 8.c. To restrict transport around the workplace, strive to de-rig at the location site or possibly at home/accommodation to avoid travelling back to base.
d.	The chaperone and parent should be made aware of the hair and make-up procedures to educate the child/young person in how to act and proceed during interactions.
g.	Where possible the child /young person should have equipment that is not shared with other cast members, or use single-use, disposable applicators. If this is not possible, the equipment that will be used with the child/young person must be regularly and thoroughly sterilised using autoclaves/barbicide/UV
i.	For checks, move actor to dedicated child/young person checks area to minimise interaction with other cast and crew and where possible, limit or curtail on set touch-ups

27.	Sound
c.	<p>The chaperone and parent must be aware of the sound proximity procedure to educate the child.</p> <p>Use PPE disinfect personal mics and try, where possible, to use mics with replaceable covers. The personal mics, wherever possible, should be assigned to the child. /young person This should be disinfected before and after use, including any battery change, costume change and adjustments between shoots. If adjustments must be made, they should take place in the child/young person -specific checks area unless a private area must be used. In this instance, the room must be fully sanitised before entry.</p>

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