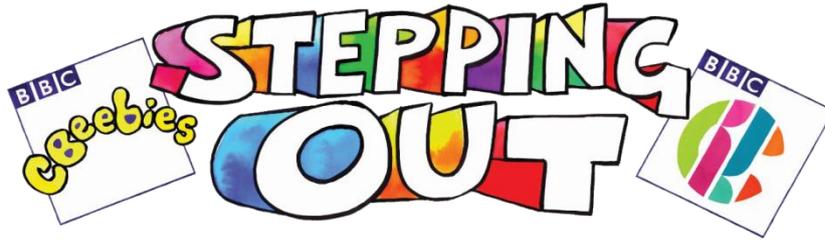




The British Broadcasting Corporation, Portland Place, London W1A 1AA



Hillcrest Primary School.  
Cemetery Road,  
Totterdown,  
Bristol,  
BS4 3DE

14<sup>th</sup> October 2019

To whom it may concern,

Thank you for agreeing to take part in BBC Children's Stepping Out session (the "Session") on Friday 25<sup>th</sup> October 2020.

STEPPING OUT is the audience connection scheme for BBC Children's. What our audience think of our content is really important to us, which is why we work with schools and community organisations across the UK. We invite children and young people to share their opinions and ideas about existing and future BBC content, as well as use of media and technology. This involves taking part in interactive sessions with BBC staff which will help inform the content that we produce and make it more relevant. Our Session/s also give children an insight into how television and online content is made, with relevant careers information shared in an age-appropriate way. We would like to engage your school in hosting STEPPING OUT Session/s for Year 5's. If you, on behalf of the school accept this engagement, please review the terms and conditions in this letter ("**Terms and Conditions**") and sign to confirm your agreement and return a copy to me.

This letter records our agreement with respect to our mutual roles and responsibilities in respect of the Session/s.

**Terms and Conditions**

(references to "you" and "your" below mean references to the school/organisation)

The BBC will devise and deliver the activities taking place during the Session/s, at the BBC's cost and responsibility, and you agree that you are responsible for managing the onsite safety of school/organisation employees, contractors, pupils, BBC visitors and any other participants involved in the Session/s. (For the avoidance of doubt, where the Session/s are taking place on a BBC site, the BBC will retain its statutory responsibilities for managing the safety of visitors to the BBC site). To this end, you agree you will comply with all applicable health and safety legislation and guidelines and you agree to:



- provide safety and insurance information to the BBC as the BBC may reasonably request (the BBC will provide you with relevant BBC safety and insurance information where the Session/s are taking place on a BBC site);
- have in place and maintain adequate public liability insurance cover for third party risks in respect of the Session/s for a minimum of £5,000,000 (five million pounds) for any one occurrence;
- ensure, prior to the commencement of the Session/s, that you have obtained a signed consent form on behalf of each child participating in the Session/s (copy attached), and provide copies so they are available for retention by the BBC; and
- establish the suitability of each child to participate in any of the activities and inform us if there are any issues that you believe will affect a child's participation in the Session/s including, but not limited to, those set out terms 5 and 6 in the consent form (health conditions and allergies).

In addition, by signing this letter, you confirm that the staff attending the Session/s on behalf of the school/community group:

- shall act *in loco parentis* for all children involved in the Session/s; and
- have read and will comply with the contents of these Terms and Conditions.

Please note that a member of school staff must be present at all times during the Session.

Please sign below to indicate you agree to these Terms and Conditions.

Yours sincerely,

**Anna Berrington**  
**BBC Stepping Out Manager**

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**About your and the children's privacy:** The BBC, as data controller, is responsible for handling personal data you provide, in accordance with data protection law. The BBC has a legitimate interest in using the personal data to increase audience participation and gain a greater understanding of the views of our audience. We will retain your personal information for a period of one year. For further information including to know more about your rights under data protection law and to find the contact details of our Data Protection Officer, please visit [www.bbc.co.uk/contributors/privacy-notice](http://www.bbc.co.uk/contributors/privacy-notice)

***On behalf of the school/organisation noted on page 1 I agree and acknowledge these Terms and Conditions.***

<b>Print name:</b>	<b>Title:</b>	<b>Signature:</b>

Enc BBC Stepping Out Parent/Guardian Consent Form