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*Please select genre and sub-genre*

<i>Drama</i>	
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<p><i>This will largely be as specified in the Commissioning Brief although it is important to note any modifications agreed between commissioner and the production company</i></p>	
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*Whilst it may not yet be possible to specify all of the music that you will use in the making of the programme, please ensure that the programme complies with the BBC's Music Policy and please note here if you are already aware that the programme will contain commercial music.*

*NB: use of commercial music in non-music programmes must be in compliance with the relevant section of the Music Policy: [Using Music in BBC Speech Audio Content \(Indies\)](#).*

*Where required, music to be cleared via MusicBox - <https://www.bbc.co.uk/academy/bbc-musicbox/>*



*As part of our commissioning process all our producers must have a conversation with their commissioner about how sustainability and/or the environment can be reflected on air.*

[Sustainability In Editorial](#)

Has a conversation about how sustainability/the environment will be considered and reflected as appropriate in the editorial

*We are asking the producers we work with to consider the following steps to help us reduce the environmental impact of our programmes:*

*At the start of your production think about potential environmental impacts (from travel, energy and waste in particular) – choose to minimise negative impacts from the things you can influence;*

*Bring your team together – what opportunities are there for improvement? What support do you need? What changes can you make in your daily work?*

The BBC is committed to providing a working environment where people are treated with respect and extends that requirement to our Producers.

We expect all producers to have a Respect at work policy and to ensure that all involved in the production undertake bullying and harassment training.

The BBC and the Producer are also committed to behaving in a respectful, professional and appropriate manner towards each other during the production and delivery of the Programme.

You can find BBC Radio's policy on Respect at Work and what we expect of our producers here: [http://downloads.bbc.co.uk/radio/commissioning/BBC\\_Respect\\_at\\_Work\\_Policy.pdf](http://downloads.bbc.co.uk/radio/commissioning/BBC_Respect_at_Work_Policy.pdf)

This link should be included on all production information so the BBC's expectations and reporting procedures are visible for teams.

We define product location as where the product team is based (i.e. their regular place of employment).

- o South East England
- o South West England
- o East Anglia
- o West Midlands
- o East M

Where this is unclear (e.g. split across multiple regions) then either a) the primary studio location or b) the registered address of the product company should be selected, whichever is most representative of where the product activity has occurred.

Executive Producer and/or the BBC Safeguarding Team within 24 hours of the incident occurring	production and will provide evidence to the BBC upon request  [No] -  [Yes - supply details - age etc] [Potentially - supply details - age etc]
(a) Please confirm the name of the company oficer acting as safeguarding point of contact (SPOC) and whom is therefore responsible for the welfare of any children or vulnerable adults present or otherwise involved with this Programme.	[Name / N/A]
(b) Please confirm that all production personnel who will come into contact with the children (under 18) and or will be familiar with <a href="#">BBC Safeguarding Policy</a> , <a href="#">Safeguarding Code of Conduct</a> and with the _____	[Confirmed / N/A]

(c) If either:

- during the editorial compliance discussions outlined above it is agreed to hold a separate compliance meeting; and/or
- during the course of production, activities affecting compliance occur and were unknown at the time of the earlier compliance discussion(s), the Producer will raise these with the BBC Commissioner and any actions or measures agreed to be taken shall form part of this Agreement.

Please refer to the General Term 8.1.1.2 - 8.1.1.4 for whether any additional insurance is required.	
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