

EDITORIAL GUIDELINES

KEEP IT LEGAL

Make sure there's no legal reason why you shouldn't disclose someone's identity. Check with their legal representative.

Don't show full descriptions or demonstrations of crimes. If you're doing a reconstruction of a real life crime, make sure you leave a bit out or you might find someone copies you.

Don't pay convicted or confessed criminals for taking part in your project, but do feel free to interview them with their consent.

KEEP IT SAFE

If you're reporting on a kidnap or hijack, make sure you don't give any clues away which might endanger people's lives.

Try not to show people taking drugs, smoking, abusing solvents or misusing alcohol and if you do (and there needs to be a really good reason), NEVER make it look cool or someone might copycat.

If you can, don't show any violent behaviour or violent talk that people might want to copy.

KEEP IT CLEAN

Avoid bad language or it'll end up not being heard. Even if you choose to beep bad language, there's a chance the broadcaster will decide against showing your project.

Unless it's educational, you can't show any sexual acts or nudity and if you do make sure it's limited, not very explicit and you explain your reasons for showing it.

KEEP THE FAITH

Respect all cultures, religions and faiths.

Don't promote a particular belief or religion but feel free to explore your own faith and what it means to you/your community.

KEEP IT FAIR

Factual projects must not mislead the audience, misrepresent facts or try and influence people's minds.

If you're dramatising a news programme or article, make sure it's clear it's not real news, make it obvious if it's fiction and stating it either in the narrative or on the screen if it's a reconstruction.

Make sure that you report facts as they are, that you are politically impartial and that you treat anyone expressing their views in your project fairly letting them know exactly what you plan to say.

Be balanced by making sure you get across all points of view.

Do not get information by lying, setting someone up, door-stopping or wind-ups, surprising people or lying.

GET PERMISSION

Make sure anyone taking part in your project has agreed to do so in writing (Release Form) before any recording takes place.

If you or anyone else involved is under 18 years old make sure you get written permission from a parent or guardian before any recording takes place.

For anyone not in a position (through illness for example) to give permission, you must get permission from the person who has primary responsibility of their care before any recording takes place.

You need written permission to record anything on land, in buildings, in public places, in institutions, in organisations, in agencies or any private property unless it's only in the background.

Be sensitive when approaching anyone physically, mentally or emotionally suffering or in a state of distress.

Where possible, make sure any material (whether visual or audio) is original to your project. If you must use a photo, a film clip, an audio clip or pre-recorded music (for example), make sure you have written permission.

AVOID BRANDS

Don't distort your project to sell a brand or product.

Don't accept money to promote a brand or product within your project.

Don't ask for money within your project.

MORE INFO

If you need more information, go to the OFCOM website for full details of government broadcast guidelines.