BBC CHILDREN'S WORKING HOURS RECORD
Scotland

| CHILD<br>Licence checked by | | AGE | |
|---|---|---|---|
| CHAPERONE<br>Licence checked by | | Child's LOCAL AUTHORITY | |
| SERIES/EPISODE | | DATE | |

| ARRIVED ON SITE | | MAKE UP | |
|---|---|---|---|
| COSTUME | | WRAPPED | |
| BBC CAR PROVIDED? | | TOTAL TIME ON SITE | |

PLEASE ENSURE CHILD IS WRAPPED WITH ENOUGH TIME TO
GET OUT OF COSTUME AND LEAVE SITE BEFORE THEY REACH THEIR MAXIMUM PERMITTED TIME ON SITE

| BREAKS REQUIRED AS PER TOTAL TIME ON SITE (Please circle if appropriate) | 2 INTERVALS:<br>1 X 1 HOUR<br>& 1 X 15 MINUTES | 3 INTERVALS:<br>1 X 1 HOUR<br>& 2 X 15 MINUTES |
|---|---|---|

| MEALBREAK NOTE | IF A CHILD IS ON SITE LONG ENOUGH TO REQUIRE A MEAL BREAK BUT IS THEN RELEASED, PLEASE CIRCLE ARRANGEMENT AGREED WITH CHAPERONE | | |
|---|---|---|---|
| Meal on site before leaving | Return home for meal | Return to school in time for lunch break | Other (please detail on separate sheet) |

| Ep & Sc<br>Tutoring / Break | TIME START | TIME FINISH | DURATION | ACCUMULATED DURATION |
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| | | | Cont… | |
| ACCUMULATED DURATION OF PERFORMANCE | | | | |

| Timesheet completed by:<br>(see NB at end) | | Timesheet Approved by | |
|---|---|---|---|

| Ep & Sc/ Tutoring / Break | TIME START | TIME FINISH | DURATION |
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| ACCUMULATED DURATION OF PERFORMANCE | | | |

| AGE | Number of hours permitted at place of performance or rehearsal | Earliest and latest permitted times at place of performance or rehearsal | Maximum period of continuous performance or rehearsal | Maximum number of hours performance or rehearsal | Minimum intervals for meals and rest | Minimum number of hours education on school days if being privately taught* |
|---|---|---|---|---|---|---|
| 0 - 4 | 5 hours | 08.00 – 20.00 | 45 minutes | 2 hours | A break of at least 15 minutes after every 45 minutes performing or rehearsing. Any time not used for work must be used for meals or rest. | NIL |
| 5 – 8 | 8 hours | 07:00 – 23:00 | 1 hour | 3 hours | A break of at least 15 minutes after every hour of performing or rehearsing.<br>A food break of not less than 1 hour if present for more than 3½ consecutive hours. | 3 hours |
| 9 – school leaving age | 9.5 hours | 08.00 – 20.00 | 1 hour | 4 hours | A break of at least 15 minutes after every hour of performing or rehearsing.<br>A food break of not less than 1 hour if present for more than 3½ consecutive hours.<br>A further meal break of at least 30 minutes if present for more than 8 consecutive hours | 3 hours |

Earliest and latest time can be extended by half an hour in exceptional circumstances and with the agreement of the chaperone. This has to be in the best interests of the child and the chaperone has the final say. Any additional extension must be agreed with the licensing authority

**For a child to have a break, ideally they should be removed from the place of filming/recording i.e. off set or away from main location. Otherwise this can count as "performance" minutes. But talk it through with chaperone**
**If it is a formal break, required under the legislation, then both the child and the chaperone should be informed so that this is noted on the hours document**

**NB Form should be filled in by chaperone and a separate copy made by designated production person. Senior production person should check forms and sign off at end of record day**