

BBC CHILDREN'S WORKING HOURS RECORD
England

CHILD Licence checked by		AGE	
CHAPERONE Licence checked by		Child's LOCAL AUTHORITY	
SERIES/EPIISODE		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)	Between 4 – 8 hours: 1 x meal break 45 minutes & 1 x 15 minutes	Over 8 hours 1 x meal break 45 minutes & 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 Tutoring / Break	TIME START	TIME FINISH	DURATION	ACCUMULATED DURATION
			Cont...	
ACCUMULATED DURATION OF PERFORMANCE				

Timesheet completed by: (see NB at end)	Timesheet Approved by
--	-----------------------

Ep & Sc/ Tutoring / Break	TIME START	TIME FINISH	DURATION
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 hrs	0700 – 2200	30 mins	2 hrs	Any breaks must be for a minimum of 15 minutes. If at the place of performance or rehearsal for more than 4 hours, breaks must include at least one 45 minute meal break.	N/A
5 to 8	8	0700 – 2300	2.5 hrs	3 hrs	If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, they must have one meal break of 45 minutes and at least one break of 15 minutes If present at the place of performance or rehearsal for 8 hours or more, they must have the breaks stated above plus another break of 15 minutes.	3 hours per day (maximum of 5 hours per day). 15 hours per week, taught only on school days. Minimum of 6 hours in a week if aggregating over 4 week period or less.
9 to school leaving age	9.5	0700 – 2300	2.5 hrs	5 hrs	If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, they must have one meal break of 45 minutes and at least one break of 15 minutes If present at the place of performance or rehearsal for 8 hours or more, they must have the breaks stated above plus another break of 15 minutes.	3 hours per day (maximum of 5 hours per day). 15 hours per week, taught only on school days. Minimum of 6 hours in a week if aggregating over 4 week period or less.

* The time required for tuition, 3 hours per normal school day, may be aggregated of a four week period, or if engaged for less than four weeks, for that period, provided that the child receives at least 6 hours tuition per week and no more than 5 hours in any one day. No child may work more than 5 days within a 7 day period.

Note : these are earliest and latest permitted. They are not the default. They need to be considered alongside the parameters for attendance and duration and nature of performance. A child under 9 may be allowed to work for 2.5 hours continuously but this may not be in their best interests

****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

