

RadioActive (2.0) Governance and Editorial Model (GEM): Governance and Editorial Policies, Practices and Procedures

1 Introduction

- 1.1 RadioActive (2.0) is a platform, a project co-ordinated by the University of East London (UEL) through Professor Andrew Ravenscroft and Dr Patrick Evans. It brings together additional partner organisations listed in Appendix 7 of this document:
- 1.2 RadioActive (2.0) aims to address engagement, informal and digital learning and employability of young people (aged 13-30)¹, students and staff via an internet radio and podcast platform.
- 1.3 RadioActive (2.0)'s internet radio station will be provisionally called RadioActive (2.0) and is accessible at radioactives.org. The final name will be agreed by participants.
- 1.4 The objectives of the platform are therefore to
 - Develop and implement an innovative, advanced pilot internet radio and multi-media platform, RadioActive (2.0), that, building on existing digital cultures, will excite and engage young people, students and staff and provide an informal learning environment and promote active citizenship
 - Give young people a voice around key issues affecting their lives
 - Realise personal and community development and social change through enabling young people, students and staff to increase their confidence, self-esteem, aspirations, employability and personal skills and become active citizens who can affect social and community change through participation in internet radio and podcast features of RadioActive (2.0)
- 1.5 RadioActive (2.0) will be supported by a range of individuals including staff from the partner organisations, youth and community workers, specialist advisers etc. These individuals will be collectively known as the 'support actors'.

2 Guiding Principles²

- 2.1 The guiding principles of RadioActive (2.0) are that;
 - Participation is open to young people (aged 13-30) and their support actors working with partner organisations listed in Appendix 7 of this document as well as UEL students and staff
 - Project managers, trainers, advisers and participants recognise the importance of working in a safe environment in which there is mutual respect

¹ EU definition of young person - <https://fra.europa.eu/en/publication/2017/mapping-minimum-age-requirements/age-majority#:~:text=In%20the%20EU%20Strategy%20for,between%2013%20and%2030%20years.>

² These principles have been informed by Ofcom's *Guidance Notes*, issue 4 December 2009; *Editorial Guidelines* from the BBC; Editorial Policy Guidance from the BBC, *Interacting with Children and Young People online*; *Radio2012 Broadcasting Code*, March 2006

- The programmes developed and broadcast are of a suitably high standard, address particular concerns or interest in a manner that is consonant with prevailing broadcasting standards
 - Diversity in participation and content is encouraged
 - Activities encourage learning and support skills development
- 2.2 As the platform involves young people, many of whom will be under 18 years of age, developing programmes for broadcasting over the internet that may involve the wider community, it has been agreed that a set of ground rules should be established that cover governance, content and behaviour and it is these that are enshrined in this document
- 2.3 This document sets out guidelines around;
- Codes of broadcasting practice
 - Copyright and licences
 - Roles and responsibilities of individual partners
 - Code of conduct
 - Use of equipment
 - Training
 - Editorial practices
 - Obligations of young people and support actors, students and staff involved in the platform
 - Protection and safeguarding of children, young people and vulnerable adults
 - Complaints procedures
 - Website and social media
 - Appendices

3 RadioActive (2.0)'s Code of Broadcasting Practice

- 3.1 It is expected that all those involved in the project will adhere to RadioActive (2.0)'s Codes of Broadcasting Practice. These codes have been based on the Ofcom Broadcasting Code details of which can be found on <https://www.ofcom.org.uk/tv-radio-and-on-demand/broadcast-standards/broadcast-code/> and reflect the requirements of Articles 8,9,10 and 14 of the European Convention on Human Rights. (See Appendix 8). Any live broadcasts will be staffed and monitored by at least one member of the RadioActive (2.0) team who will ensure the Code of Broadcasting Practice is adhered to.

3.1.1 **Harm and Offence**

- Material that might seriously impair the physical, mental and moral development of vulnerable people will not be broadcast
- The use of offensive language or swearing will not be permitted
- Material that may cause offence such as offensive language, violence, sex, sexual violence, humiliation, distress, violation of human dignity, discriminatory treatment or language will not be permitted
- Programmes must not glamorise violent, dangerous or seriously anti-social behaviour
- Programmes must not present as desirable the use of illegal drugs, the misuse of tobacco or alcohol as well as other harmful substances
- Methods of suicide or self-harm must not be included in programmes
- No material will be broadcast that is likely to stereotype, incite, vilify, or perpetuate hatred against, or attempt to demean any person or group, on the basis of ethnicity, nationality, race, language, gender, sexuality, religion, age, physical or mental ability, occupation, cultural belief or political affiliation

3.1.2 **Religion**

- Programmes cannot seek to promote religious views or beliefs

3.1.3 **Impartiality**

- Information should be reported with accuracy and with impartiality
- Views and facts must not be knowingly misrepresented
- There will be no overt promotion of the views of a particular political party, pressure group or other body

3.1.4 **Fairness**

- Unjust or unfair treatment of individuals or organisations must be avoided
- Where a person is invited to make a contribution to a programme they should be told the nature of the programme, what kind of contribution they are expected to make e.g. live, pre-recorded, interview, discussion, edited, unedited etc. and be informed about the areas of questioning
- Consent should be obtained from parents or carers for any contribution made by a young person under the age of 18. This will form part of the agreement already in place with the young person and their youth organisation
- When a programme is edited, contributions will be represented fairly
- Broadcasters should take reasonable care to satisfy themselves that facts have been fairly represented and that any individual or organisation perceived to be unfairly treated has an opportunity to contribute

- Where a person approached to contribute to a programme chooses to make no comment nor appear in a broadcast then it should be made clear that the individual concerned has chosen not to appear and should give their explanation if it would be unfair not to do so
- The views of an individual or organisation must be represented in a fair manner

3.1.5 **Privacy**

- Information about a person's home or family should not be revealed without permission
- Any issues pertaining to privacy in the making or broadcasting of a programme will require the person's and/or organisation's consent
- If an individual or organisation believe that their privacy is being infringed and ask that the recording or broadcast be stopped, then the broadcaster should do so
- Care should be taken to ensure that material recorded for one use and then broadcast for another purpose does not infringe individual or organisation privacy
- Surreptitious recording should not be practiced nor should the material gained from this be broadcast
- People in a state of distress should not be put under pressure to take part in a programme or provide interviews
- The privacy of young people under 18 must be respected
- Any programme featuring a young person of under 18 or a vulnerable person in a way that infringes privacy requires the consent of the individual or their parents or guardians.
- Persons under 16 and vulnerable people cannot be questioned about private matters without the prior consent of parent or carer.

3.1.6 **Commercial references**

- Commercial products and services must not be promoted in programmes, product placement is prohibited and no undue prominence must be given in any programme to a particular commercial product or service
- Charity appeals may be permitted, but the charities involved should benefit the communities serviced and will not involve either RadioActive (2.0) or the community organisation in the collection of funds.

3.2 **UEL's commitment to freedom of speech**

- All content produced as part of RadioActive 2.0 will adhere to University of East London's Freedom of Speech Code of Practice;
<https://www.uel.ac.uk/sites/default/files/part-15---freedom-of-speech-1.pdf>

4 Copyright and licences

- 4.1 RadioActive (2.0) and its online radio and podcast platform is hosted by UEL and delivered through other participating partner organisations/sites, does not require a licence to broadcast from Ofcom. The RadioActive (2.0) station – or whatever name it is given - requires licences from:
- PPL (formerly known as the Phonographic Performance Limited) who collect fees on behalf of the record company whose recording is played. PPL 'linear webcast' licence is currently in place and covers all content broadcasted via <https://stream.radiojar.com/xmv8bcmbyk3vv>
 - Radiojar – streaming service provider
 - Mixcloud – licence covers all audio accessed and listened to retrospectively, each piece of audio (radio show or podcast) must be 15 minutes or more in length
 - Wix.com – current web-hosting subscription
- 4.2 The costs associated with these licenses will be borne by RadioActive (2.0) or any follow-on projects, and is the responsibility of the host site

5 Roles and Responsibilities

5.1 Policy

The Management Committee, consisting of representatives from University of East London and any other partner organisations (see Appendix 7) who join the consortium will have overall responsibility for policy and ensuring the management direction and integrity of the platform.

5.2 Project Management

As outlined in the consortium agreement The University of East London, has overall responsibility for co-ordinating the platform through collaborating with partners (as specified in the project workplan) to perform; project and financial management; monitoring and evaluation; and, reporting to the funder. All partners will report to the Project Coordinator as appropriate and are requested to fulfil the platform's contractual obligations.

Delivery

All parties are involved in the delivery of the platform, have specific responsibilities with respect to their members, who are young people or their support actors who are participants within the project. These include;

- 5.2.1 Recruitment and retention of young people on the programme
- 5.2.2 Ensuring that the participants behave in accordance with the agreed code of conduct
- 5.2.3 Ensuring that the participants adhere to the broadcasting codes of practice
- 5.2.4 Applying agreed disciplinary procedures in the event of poor behaviour or breaking the codes of practice
- 5.2.5 Supporting the participants in the development of their programmes
- 5.2.6 Ensuring the security of the equipment

- 5.2.7 Ensuring protection and safeguarding processes and practices are in place for children, young people and vulnerable adults who are participating in the programme

5.3 Content and programming

The 'Implementation Group' (see Editorial Implementation Model – Appendix 6) will be the main mechanism for developing, managing and monitoring the content and programming. It will consist of core members who are representatives of the organisations dealing with delivery on a day-to-day basis (UEL students, UEL staff, and any other partner organisations who join the consortium – listed in Appendix 7), and also other partners who may act in a more advisory capacity and/or participate as appropriate on a less regular basis. Central to this mechanism is the cascading of key roles and responsibilities to young people as they demonstrate suitable aptitudes (e.g. via deputy-editorships etc.) All content whether broadcast as part of the continuous livestream or available for retrospective listening will be subject to the Editorial Implementation Model.

6 RadioActive's Code of Conduct

- 6.1 All young participants on the project are expected to behave in accordance with the following code of conduct;
- 6.1.1 To be punctual for all meetings and events and to advise any partner organisations when this may not be possible.
 - 6.1.2 To treat participants, staff and other members of the RadioActive (2.0) team with respect
 - 6.1.3 To avoid using swearing or offensive language at all times
 - 6.1.4 To abide by the agreed code of broadcasting practice contained in para 3 of this document
 - 6.1.5 To avoid using language or discriminatory behaviour that might cause offence on grounds of race, ethnicity, gender, religion, sexuality, age, and physical and mental ability
 - 6.1.6 To treat interviewees and programme guests with respect
 - 6.1.7 To take responsibility for the behaviour of any guests participating in a programme
 - 6.1.8 To treat with care and respect the premises and equipment used to support RadioActive (2.0)
 - 6.1.9 To report any incident of bad behaviour, bullying etc, particularly relating to young people or vulnerable adults, to the directors of the partner organisation (see Appendix 7) and the RadioActive (2.0) co-ordinator or team as appropriate,
- 6.2 Participants can expect that all staff, volunteers and advisers associated with RadioActive (2.0) will;
- Be respectful in their language and behaviour towards participants
 - Ensure adherence to agreed child protection and safeguarding policies and practices

- Respond to any concerns in a timely and appropriate manner
 - Ensure a healthy and safe working environment
- 6.3 This code of conduct will be enshrined in a formal contract between the participant, RadioActive (2.0) and the partner organisation (listed in Appendix 7)

7 Breaches of RadioActive (2.0)'s code of conduct

- 7.1 RadioActive (2.0) expects its members to take both their on-air and off-air responsibilities seriously. If a member falls short of these expectations, then RadioActive (2.0) has a fair and transparent system for addressing behaviour which in any way damages the project, young people, staff or listeners.
- 7.2 RadioActive (2.0) will employ a 3-card disciplinary system, which each member of the project will sign up to in advance of their involvement. The basic framework for this system involves-
- 7.2.1 1st Breach- verbal warning from on-site editor (wiped from record after 3 months)
 - 7.2.2 2nd Breach- written warning, a one-week exclusion from duties and a re-introduction meeting with on-site editorial team (wiped from record after 6 months)
 - 7.2.3 3rd Breach- exclusion from the project to be reviewed after 3 months by implementation group
- 7.3 However, in extreme cases RadioActive (2.0) reserves the right to exclude any member from the project with immediate effect, pending review from the on-site editorial team and/ or the RadioActive (2.0) Implementation group.
- 7.4 RadioActive (2.0) offers any member of the project the right to appeal a disciplinary decision. In the first instance, this should be to the on-site editorial team. However, if this, for whatever reason, is not possible, then a member can contact the Implementation Group and request an independent adjudication. Appeals should be put in place within 1 week of the initial decision, with a response from RadioActive (2.0) in no more than 3 days.

8 Use of Equipment

- 8.1 Equipment provided through the project remains the property of the University of East London. This was received through funding from UEL and is an additional contribution to the project.
- 8.2 The ultimate ownership of the equipment and its insurance is covered by the Collaboration Agreement
- 8.3 An inventory of the equipment will be drawn up and signed by the organisations that receive it
- 8.4 Partner organisations (see Appendix 7) will take all reasonable care to ensure that the equipment is kept safe and not misused or damaged
- 8.5 Partner organisations (see Appendix 7) will be responsible for ensuring that the equipment is safe to use

- 8.6 The project co-ordinator and local co-ordinators (or their representatives) will ensure that all relevant staff, volunteers and participants are trained as appropriate in the use of the equipment

9 Training

- 9.1 A key objective for RadioActive (2.0) is to ensure that all broadcasts conform to the codes of broadcasting practice outlined in section 3 of this document and that in terms of content they are of a suitably high quality.
- 9.2 All participants involved in RadioActive (2.0) will receive appropriate technical and content related training and initial on-going facilitating support as appropriate to ensure that suitably high-quality programming is achieved. The training will follow a cascade model as outlined in the project proposal.
- 9.3 Initially, training of participants will be undertaken by a cadre of trainers who will in turn be trained for this purpose. Details of their training programme are attached in Appendix 1.
- 9.4 On completion of their technical and content related training, participants will be able to demonstrate;
- 9.4.1 A range of competencies in using the equipment including the ability to
- Switch the studio on and get it prepared for broadcasting
 - Identify the different pieces of studio equipment and know their function
 - Identify the different controls on the mixing desk and be aware of their function
 - Maintain even levels from different audio sources e.g. voice, CDJs, MP3s, jingles
 - Avoid “dead air”
- 9.4.2 An understanding of the Broadcasting Code of Practice and the agreed Code of Conduct as outlined in sections 3 and 5 respectively. An outline of the content related training is given in Appendix 2
- 9.4.3 They can conduct interviews and present programmes with confidence and sensitivity

10 Editorial practices

- 10.1 Editorial practices will be governed by the Broadcasting Code of Practice outlined in section 3 and delivered through the Editorial Implementation Model outlined in para 14 and Appendix 6 that is managed by the Implementation Group.
- 10.2 Censorship will be avoided where possible and adherence to the Broadcasting Code of Practice is not intended to prevent the broadcast of material which is factual, or the expression of genuinely held opinion or in the legitimate context of the programme. Programming decisions will, however, consider community interest, context, degree of explicitness, the possibility of alarming the listener, the potential for distress or shock, prevailing laws or community standards and the social importance of the broadcast

11 Obligations of young people and support actors involved in the project

- 11.1 The obligations of young people, students or staff involved in the platform are listed in Appendix 3 and will form the body of a contract between the individual, the project and the partner organisations (see Appendix 7)
- 11.2 The obligations of the support actors are given in Appendix 4

12 Protection and safeguarding of children, young people and vulnerable adults

- 12.1 RadioActive (2.0) is committed to protecting and safeguarding the welfare of all children, young people and vulnerable adults who are associated and involved in the project.
- 12.2 All partner organisations have policies in place for the protection and safeguarding of children, young people and vulnerable adults to which RadioActive (2.0) will adhere.
- 12.3 The partner organisations involved with RadioActive (2.0) are individually responsible for ensuring that all their staff and volunteers have a current and satisfactory check by the Disclosure and Barring Service (DBS) and do not pose a risk to children, young people or vulnerable adults
- 12.4 The Code of Conduct for support actors particularly staff and volunteers working with children, young people and vulnerable adults, is outlined in Appendix 4
- 12.5 Relevant risk assessments will be conducted for all activities
- 12.6 Consent forms will be required from parents/carers for all children and young people participating in the project
- 12.7 Any data obtained from research involving the participation of children and young people in the project will be subject to a Data Management Plan (DMP)
- 12.8 Newham Youth Empowerment Services, Community Action Redbridge (or other partner organisations as listed in Appendix 7) will ensure they have contact details for parents or carers and any particular instructions for how young people should return home at the end of the activity.
- 12.9 Parental consent will be secured before any photographs or film footage taken of young people participating are used for promotional or other public purposes
- 12.10 Young people participating in RadioActive (2.0) and their parents or carers will be informed of the process to follow if they have a concern or wish to make a complaint.

13 Complaints procedures

- 13.1 RadioActive (2.0) recognises the right of children, young people and their parents or carers and vulnerable adults to be able to express any concerns they might have about the behaviour of support actors such as staff or volunteers involved in the RadioActive (2.0) project. All complaints will be taken seriously and dealt with swiftly and in confidence.

13.2 Procedures for dealing with complaints are outlined in Appendix 5

14 Website and social media

14.1 RadioActive (2.0) wants all visitors to its website and any associated social media to have a safe, interesting and friendly experience.

14.2 The RadioActive (2.0) website will

- be managed according to the Editorial Implementation Model
- only host original material unless otherwise stated
- not infringe anyone else's rights, including copyright.
- not contain unlawful or objectionable content nor involve disruptive, offensive or abusive behaviour. Material that is unlawful, harassing, threatening, defamatory, obscene, offensive, abusive, hateful, inflammatory, profane, racially, sexually or religiously offensive or otherwise objectionable or unlawful is not acceptable.
- not contain unsuitable or irrelevant website addresses or URLs.
- not promote illegal or anti-social behaviour.
- not disclose any personal information.

14.3 Social media used to support RadioActive (2.0) will follow the same guidelines as in 13.2

15 The Editorial Implementation Model (EIM)

15.1 The Editorial Implementation Model (EIM) is the organizational and practical mechanism for developing, monitoring and managing programme content. The EIM, which will be managed by the Implementation Group, is derived from combining the common practices of the broadcasting Industry with those of the youth organisations involved in the project (see Appendix 6)

15.2 Central to this EIM is the cascading of key roles and responsibilities to young people, students and staff as they demonstrate suitable aptitudes (e.g. via deputy-editorships etc.), but with initial start-up being provided by key RadioActive (2.0) members plus user representatives. It is unrealistic to expect young people, students and staff to understand the issues at play initially, but through a 'rapid apprenticeship' model we expect them to be able to be scaffolded and grow into the key roles. These are key roles are outlined in Appendix:

Appendix 1

Training the trainers

On completion of their training, trainers will be able to:

- Describe what internet radio is, how it has evolved, how it differs from broadcast radio and how it works.
- List the essential components of an internet radio station and connect up a simple internet radio set up.
- Recognise and use the technical terms associated with internet radio
- Book programme space on a server / internet streaming site
- Establish an editorial board and determine the responsibilities of the board.
- Work with young people to determine editorial policy in key areas
- Identify potential audiences and determine an outline programme schedule
- Describe different programme formats
- Create a plan and running order for magazine programme
- List the different tasks, roles and responsibilities involved in running an internet radio station and describe the functions of the following:
 - Producer
 - Editor
 - Presenter / newsreader
 - Floor manager
 - Marketing/ publicity team
 - Interviewers and reporters
 - Music / Jingle team
 - Technical team
 - Researchers
- Identify the key employment skills that can be developed through different roles
- Use social media to advertise a programme.
- Present / anchor a programme
- Interview and record a guest in the studio
- Carry out some 'vox pops' interviews.
- Use the mixing desk
- Create a jingle
- Edit a recorded tape, post-production
- Create a podcast of an internet radio programme and upload it to a web site
- Identify sources of open content, including music.
- Create and record simple sound effects
- Evaluate programme content
- Identify some of the key issues of working with young people in the context of producing internet radio

Appendix 2

Content Related Training

The training programme for participants will cover the key areas contained in the codes of Broadcasting Practice and the Code of conduct. These include;

1. **Respect for staff, colleagues and the community**
 - Recognising the diversity of the local community
 - Avoiding prejudice against stereotyping of people because of their gender, sexuality, race, colour, disability, religion, age, and ethnic or national origin
 - Avoiding discriminatory language
 - Avoiding the use of personal comments about an individual
 - Approaching mental health and disability issues with sensitivity

2. **Offensive content**
 - Avoiding swearing on air at any time
 - Shunning records that contain swear words
 - Shunning songs featuring graphically sexual content, violence, drug abuse or other material which is likely to offend
 - Avoiding references to drinking to excess, drug abuse or violence unless it is in a journalistic context.
 - Being aware of the context in which a programme will be heard.

3. **Defamation**
 - Understanding the meaning of defamation
 - Comments which damage someone's public standing
 - Examples of libellous statements
 - Understanding what is not defamatory
 - Comments which do not identify the person
 - Criticism of artistic or cultural outputs (rather than their creator!)
 - Comments which can be proved to be true
 - Things said in court or parliament
 - Common misconceptions
 - Saying "allegedly" does not permit defamatory statements

4. **Issues of political or social controversy**
 - Understanding what might constitute "Issues of political or social controversy" and what are matters of personal taste

- Understanding that issues of political or social controversy should be covered in an appropriate journalistic format using established principles of balance and due impartiality.

Appendix 3

Contract between young participant and host organisation

1. As a participant in the RadioActive (2.0) project and a member of (*partner organisation*) I agree to adhere to the RadioActive (2.0)'s Broadcasters Code of Practice and Code of Conduct and in particular to;
 - 1.1. To be punctual for all meetings and events and to advise (*partner organisation*) when this may not be possible.
 - 1.2. To treat participants, staff and other members of the RadioActive (2.0) team with respect
 - 1.3. To avoid using swearing or offensive language at all times
 - 1.4. To avoid using language or discriminatory behaviour that might cause offence on grounds of race, ethnicity, gender, religion, sexuality, age, and physical and mental ability
 - 1.5. To treat interviewees and programme guests with respect
 - 1.6. To take responsibility for the behaviour of any guests participating in a programme
 - 1.7. To treat with care and respect the premises and equipment used to support RadioActive (2.0)
 - 1.8. To report any incident of bad behaviour, bullying etc, particularly relating to young people or vulnerable adults, to the directors of (*partner organisation*) and the RadioActive (2.0) Team
 - 1.9. To avoid broadcasting programmes that seek to promote religious views or beliefs

Appendix 4

1. **Staff and volunteers should always:**

- Treat everyone with respect and dignity
- Respect and be sensitive to individual beliefs, faiths and religions
- Act as a good role model
- Respect a young person's right to privacy
- Show understanding and sensitivity when dealing with emotional issues
- Assess all situations, activities and trips to identify potential dangers and minimise risk.
- Take any allegations, suspicions or concerns about abuse that a young person makes seriously (including those made against staff or volunteers) and report them following appropriate procedures
- Provide an opportunity and environment for young people to talk to others about any concerns they may have
- Provide an environment that encourages young people and adults to feel comfortable and confident in challenging any attitudes or behaviours that may be discriminatory in any way
- Remember that others may misinterpret behaviour and actions regardless of how well intentioned they may be
- Gain prior approval with all relevant people, including parents and supervising staff member before giving a lift to a young person in their own car.

2. **Staff and volunteers should never:**

- Permit or accept abusive and discriminatory behaviour (i.e bullying, taunting)
- Engage in inappropriate behaviour or contact (including horseplay)
- Allow or encourage others (staff, volunteers or young people) to engage in inappropriate behaviour and contact
- Use inappropriate or demeaning language
- Engage in a sexual relationship with a young person (consenting or not), whether inside or outside work
- Make sexually suggestive comments
- Give personal money to young people
- Invite young people to individual homes
- Use alcohol, drugs or other substances when working
- Deliberately put themselves or others in compromising or potentially dangerous situations
- Promote their religious or political ideas or beliefs
- Believe 'it could never happen to me' or trivialise abuse
- Staff and volunteers should never be alone with a young person

Appendix 5

Procedures for reporting child protection concerns, suspicions and allegations

1 What to do if a young person discloses abuse

If a young person says that he or she has been abused, either physically, emotionally or sexually, the member of staff or volunteer should: -

- React carefully and calmly, with respect and compassion
- Explain to the young person at an appropriate time as early as possible that the information being given will need to be shared and passed on to another responsible person so that he/she can be protected - stress only to those who need to know. Do not in any circumstances promise to keep it a secret.
- Listen very carefully to what is being said without interrupting.
- Reassure the child or young person that they are doing the right thing in telling you.
- Avoid asking any probing or leading questions
- Let the child or young person know what will happen next, who you will report the information to and what will happen once it's been reported.
- Tell the designated person in RadioActive (2.0) or the partner organisation about what the young person has said the same day, making sure the young person is in a safe place with support while you do this.
- Record, in writing, all the details of what was said, using the exact wording used by the child or young person. Do not try to interpret any of the information. Date and sign the record. Give a copy to the designated person and keep a copy yourself.

2 Allegations against a member or members of staff or volunteers of RadioActive partners

- 2.1 If an allegation is made against a member of staff or volunteer from the RadioActive (2.0) team, the normal disciplinary procedures for the employing organisation will be followed and an investigation conducted.
- 2.2 The RadioActive (2.0) Project Manager reserves the right to restrict a staff member or volunteer from any contact with young people once an allegation has been made (justified or not), whilst an investigation is being conducted.
- 2.3 Appropriate support, including access to an external person to speak with, will be provided for staff or volunteers who are subject to any investigations.

3. Support for staff and volunteers

- 3.1. RadioActive (2.0) staff or volunteers who are told about abuse by a child or young person may need guidance, emotional support and assurance that they have acted in the right way.
- 3.2. Staff may seek this support from their respective organisations

Appendix 6

The Editorial Implementation Model (EIM): Key Roles

- 1 **Implementation co-ordinator and chair of the implementation group.**
Responsible for: co-ordinating content and programs across sites; ensuring the RadioActive infrastructure and service is operating and fit for purpose; promoting content and programs; monitoring the editorial processes being performed at partner organisations.
- 2 **Local Editors for each partner organisation.**
Responsible for ensuring that content and broadcasts conform to the GEM.
Specifically:
 - Facilitating the content and broadcast preparation processes;
 - Checking content and broadcasts prior to uploading to web-site or being broadcast, i.e. local content and broadcast 'sign off';
 - Informing the Implementation co-ordinators about proposed content and programs in good time to support the appropriate scheduling and promotion of programs, project level 'sign off'. Initially, the implementation co-ordinators will act as a 'second set of eyes' to check and approve content, but once things are running smoothly, this process will serve more overall organisational and scheduling purposes from the perspective of the Implementation co-ordinators;
 - Overseeing live broadcasts (like a producer) and dealing with local management issues as appropriate;
 - Checking off and approving any archiving of broadcast material, ensuring the GEM has been followed and content conforms to Licence and Copyright conditions.
 - Working with and devolving responsibilities to 'Deputy Editors' who are young people at their site, who will eventually grow into becoming the 'Local Editors',
- 3 **Deputy Editors for each partner organisation.**
Young people who work with the Local Editors and move to become Local Editors when they have the necessary aptitude and knowledge.
- 4 **Deputy Implementation Coordinator**
Youth workers or young people who work with the Implementation Coordinators and move into this role when they have the necessary aptitude and knowledge.
- 5 **User representatives from partner organisations.**
One young person from each partner organisation (in addition to the Deputy Editors/Implementation Coordinators) who are actively involved in content production and program making.
- 6 **Implementation advisors.**
The constitution of the Implementation Group is mostly pragmatic, it involves those project members who are involved in the day to day running of the RadioActive (2.0) station, who can also meet locally. But implicit in this is the option for other project members to be involved as appropriate.

The EIM: Rights and procedures

1. The rights (usernames, passwords and control of the actual streaming computer) to stream the internet radio will be assigned to the Implementation Coordinators, Local Editors and other members of the RadioActive (2.0) technical team as appropriate. All proposed activity will be co-ordinated through the Implementation coordinator as appropriate, to ensure that research and maintenance, and, promotion and programming are performed in a suitably organised way. These rights may be assigned to other youth workers or young people who adopt a coordinating or Editorial role, but this needs to be subject to approval from and notifying the Implementation coordinators in advance, so there is a constant record of who has the rights (and suitable levels of responsibility) to make live broadcasts.
2. Although the GEM model aims to avoid as much as possible, problematic programming or content in terms of quality, codes of conduct and broadcast regulations, it will respond to any complaints or oversights in this respect through a 'take down' policy. The Local Editors, Implementation Coordinators and Technical team will all have the rights to remove problematic content, but the responsibility for this will rest with the Local Editors, who have the discretion to decide whether these matters are handled locally or should be presented to and discussed with other members of RadioActive (2.0)

Appendix 7

Partner Organisations

Newham Youth Empowerment Services - creates spaces and opportunities for children and young people, aged 9-25, to have agency and make Newham a place where they are inspired to realise their potential, feel safe, are valued members of their community and have influence in the decisions made about their lives.

Community Action Redbridge - on a mission to support strong and resilient communities, where people lead happy, healthy and fulfilling lives. Working with a diverse network of members, supporters and local communities to create positive change.

Appendix 8

European Convention on Human Rights

1. Article 8

- 1.1. Everyone has the right to respect for his private and family life, his home and his correspondence.
- 1.2. There shall be no interference by a public authority with the exercise of this right except such as is in accordance with the law and is necessary in a democratic society in the interests of national security, public safety or the economic well-being of the country, for the prevention of disorder or crime, for the protection of health or morals, or for the protection of the rights and freedoms of others.

2. Article 9

- 2.1. Everyone has the right to freedom of thought, conscience and religion; this right includes freedom to change his religion or belief and freedom, either alone or in community with others and in public or private, to manifest his religion or belief, in worship, teaching, practice and observance.
- 2.2. Freedom to manifest one's religion or beliefs shall be subject only to such limitations as are prescribed by law and are necessary in a democratic society in the interests of public safety, for the protection of public order, health or morals, or for the protection of the rights and freedoms of others.

3. Article 10

- 3.1. Everyone has the right to freedom of expression. This right shall include freedom to hold opinions and to receive and impart information and ideas without interference by public authority and regardless of frontiers. This Article shall not prevent States from requiring the licensing of broadcasting, television or cinema enterprises.
- 3.2. The exercise of these freedoms, since it carries with it duties and responsibilities, may be subject to such formalities, conditions, restrictions or penalties as are prescribed by law and are necessary in a democratic society, in the interests of national security, territorial integrity or public safety, for the prevention of disorder or crime, for the protection of health or morals, for the protection of the reputation or the rights of others, for preventing the disclosure of information received in confidence, or for maintaining the authority and impartiality of the judiciary.

4. Article 14

- 4.1. The enjoyment of the rights and freedoms set forth in this Convention shall be secured without discrimination on any ground such as sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status.