



## OUTREACH RADIO PRESENTER/PRODUCER COMPLIANCE FORM v1.1

Under the broadcast licensing conditions required by OfCom, Outreach Radio has a formal duty to ensure that anyone who presents or produces programmes for the station have met certain compliance requirements.

Outreach Radio is a new radio station which is forming its operations at a time of great public sensitivity. It is therefore essential that we protect our listening audience from harm or misinformation. These compliance checks are therefore a mandatory requirement to be undertaken without exception.

The compliance checks comprise of the following; background information on the individual to ensure eligibility to conduct radio broadcasts, a declaration confirming that the information is correct and true, and that the individual has read and agreed to the **OfCom Broadcast Code, sections 1 to 8**, which can be found online found at:

<https://www.ofcom.org.uk/tv-radio-and-on-demand/broadcast-codes/broadcast-code>

and covers:

- Protecting the under-eighteens
- Harm and offence
- Crime, disorder, hatred and abuse
- Religion
- Due impartiality and due accuracy
- Elections and referendums
- Fairness
- Privacy

and the OfCom published guidance document regarding **Offensive Language on Radio**, which can be found online at:

[https://www.ofcom.org.uk/\\_data/assets/pdf\\_file/0014/40541/offensive-language.pdf](https://www.ofcom.org.uk/_data/assets/pdf_file/0014/40541/offensive-language.pdf)

Please answer all the questions as fully as possible and respond with 'Not Applicable' or 'N/A' for any questions that are not applicable to you.

## **Section 1: Background Information**

1. Full name of individual (Presenter/Producer):

Contact details of the individual:

|                             |  |
|-----------------------------|--|
| Address:                    |  |
| Telephone (Home):           |  |
| Telephone (Mobile):         |  |
| Email Address:              |  |
| Date of Birth (dd/mm/yyyy): |  |

2. Programme Type (please tick all relevant boxes):

- Daily Programme (Monday-Friday)
- Weekend Programme (Saturday/Sunday)
- Weekly Programme
- Specialist Music Programme
- Club Lockdown or Dance Music Programme
- Religious Programme
- Ad-Hoc or Regular Programme (Open Airwaves)
- One-Off Programme (Open Airwaves)
- Other Programme

2. Has the individual listed in Section 1 been convicted of a criminal offence committed before the date of this document (in any jurisdiction) or received a civil penalty (excluding driving offences)?

**Yes / No (delete as appropriate).**

**Please note:** You do **not** need to provide details of spent convictions.

3. Please state below whether the individual listed in Section 1 is involved in any of the below, and the extent of that interest.

| Activity / Involvement  | Yes/No | Please state the name of the body/agency you are involved with, and the extent of your involvement |
|---|--------|--|
| a) A local authority  |        |  |
| b) A body whose objects are wholly or mainly of a political nature, or which is affiliated to such a body   |        |  |
| c) A body whose objects are wholly or mainly of a religious nature  |        |  |
| d) A body corporate which is an associate (as defined in paragraphs 1(1) and 1(1A) of Part I of Schedule 2 to the Broadcasting Act 1990) of a body falling within (b) or (c); |        |  |
| e) An advertising agency or an associate of an advertising agency   |        |  |

4. Has the individual listed in Section 1 been involved in an Ofcom-licensed broadcast service before?

**Yes / No (delete as appropriate).**

If yes, please provide the details expanding the table if necessary:

| <b>Dates of involvement</b> | <b>Licence number (if known)</b> | <b>Name of Service</b> | <b>If an SRSL: location, dates and event covered</b> |
|-----------------------------|----------------------------------|------------------------|--|
|                             |                                  |                        |  |
|                             |                                  |                        |  |
|                             |                                  |                        |  |

5. Is the individual listed in Section 1 subject to any current or pending investigation by any statutory regulatory or government body in the United Kingdom or abroad in respect of any broadcast-related matter?

**Yes / No (delete as appropriate).**

If yes, please provide the following details expanding the table if necessary:

| <b>Name of Service (no further information is required by Outreach Radio)</b> |
|---|
|   |

6. Has the individual listed in Section 1 ever been subject to a statutory sanction for contravening a condition of a broadcasting licence in the UK or any other jurisdiction?

**Yes / No (delete as appropriate).**

If yes, please provide the following details relating to each sanction expanding the table if necessary:

| <b>Licence number (or equivalent)</b> | <b>Name of service</b> | <b>Nature of the breach</b> | <b>Sanction imposed</b> | <b>Date sanction imposed</b> |
|---------------------------------------|------------------------|-----------------------------|-------------------------|------------------------------|
|                                       |                        |                             |                         |                              |

7. Has the individual listed in Section 1 ever been convicted of an unlicensed broadcasting offence?

**Yes / No (delete as appropriate).**

If yes, please provide the following details:

| <b>Date of conviction/action (dd/mm/yy)</b> | <b>Penalty</b> |
|---|----------------|
|   |                |

**Section 2: Declaration**

I hereby declare that the information provided is true and correct.

I also understand that Outreach Radio reserves the right to suspend or dismiss the individual listed in Section 1 if at any time any material statement made to Outreach Radio is found to be false and to have been made by the individual or any member or officer of Outreach Radio knowing it to be false.

I also understand that under section 144 of the Broadcasting Act 1996 the provision of false information could incur a criminal conviction and a disqualification from the holding of a Broadcasting Act licence or working for an OfCom licensed broadcaster.

I have read and understood the sections 1 to 8 of the OfCom Broadcast Code.

I have read and understood the OfCom Offensive Language on Radio document.

**Signed:** .....

**Full name (BLOCK CAPITALS):**

**Date:**

Please send completed forms to: [compliance@outreachradio.co.uk](mailto:compliance@outreachradio.co.uk).

**FOR INTERNAL USE ONLY**

Compliance checked & approved (date & initials):

Compliance training completed: (date & initials):