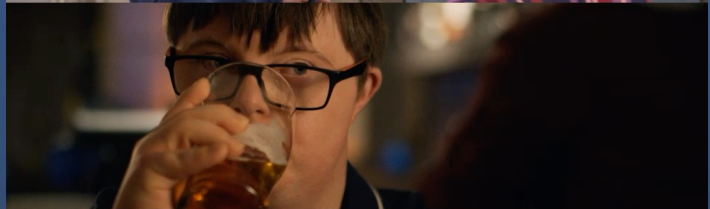


Ralph & Katie

A brief case study on how easy inclusion is





THE 5As

ANTICIPATE

We fully expect to work and continue to work with disabled people on a regular basis.

ASK

We avoid assuming anything, of anybody, so we have sensitive conversations about access as standard with everyone

ASSESS

We value self-reflection, so are clear and transparent about how accessible we are

ADJUST

We deliver what is needed, consistently and ahead of time, to ensure the full inclusion of disabled talent.

ADVOCATE

We set high standards for everyone, celebrating disabled talent and actively championing them



MEMBERSHIP

MEMBERS



Associate Members

- A+E Networks
- BBC Studios
- BSLBT
- ITV Studios
- Netflix
- Universal International Studios
- S4C
- Sky Sport
- Sky Studios

RECRUITMENT

Target your adverts

DDPTV, Screenskills, DANC etc

Advertise in different formats

and accept applications in different formats

Be clear what the job is

And what skills are needed

Be clear about process and timescales

and tell people if they have
been successful or not

Ask if the applicant

has any access requirements for the application process. Not the job!

Be open to remote working

And job shares

Send questions in advance

WELCOME TO DAY ONE OF RALPH AND KATIE

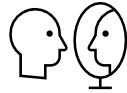
We want everyone involved with this production to work with

Respect

For each other



- Please use the Call It app to let us know how you are being treated at work
- Please wear a name badge every day as part of our reasonable adjustments for cast and crew
- Please keep your distance and wear a mask



For yourself.

- Let us know if you need time off.
- Let us know if you need any reasonable adjustments
- Don't check your emails on days off.
- Don't use your phone *at all* when driving. You need to keep safe



For the environment.

- Please use the recycling facilities properly.
- Please bring your reusable coffee cup and water bottle
- Please don't sit in a vehicle with engine running.

and lets have some

fun



Work is hard but it can also be fun. laughter at work = warmth on screen! And laughter brings better mental health



Access and Adjustments Passport

This document is confidential and is owned by you.

If and when you chose to share part or all of this document, it will be agreed by you if it can be communicated to others in the team to enable adjustments to be made

This passport is a tool to help you discuss with your Line Manager any adjustments you may require relating to your disability, physical or mental health and any personal circumstances you would like to share. You can use and update this at any time throughout the development, production and postproduction processes.

It's completely up to you what information and how much detail you'd like to share with your colleagues. There is no need to share any details unless you would like reasonable adjustments to be put in place. Your line manager will know that you may only share details if or when they become applicable. For example some adjustments may only apply if you are working outside.

The access co-ordinator in the development stage of this project is

Jules Hussey

Her role is

Executive Producer

Her email is jules@brazenproductions.co.uk

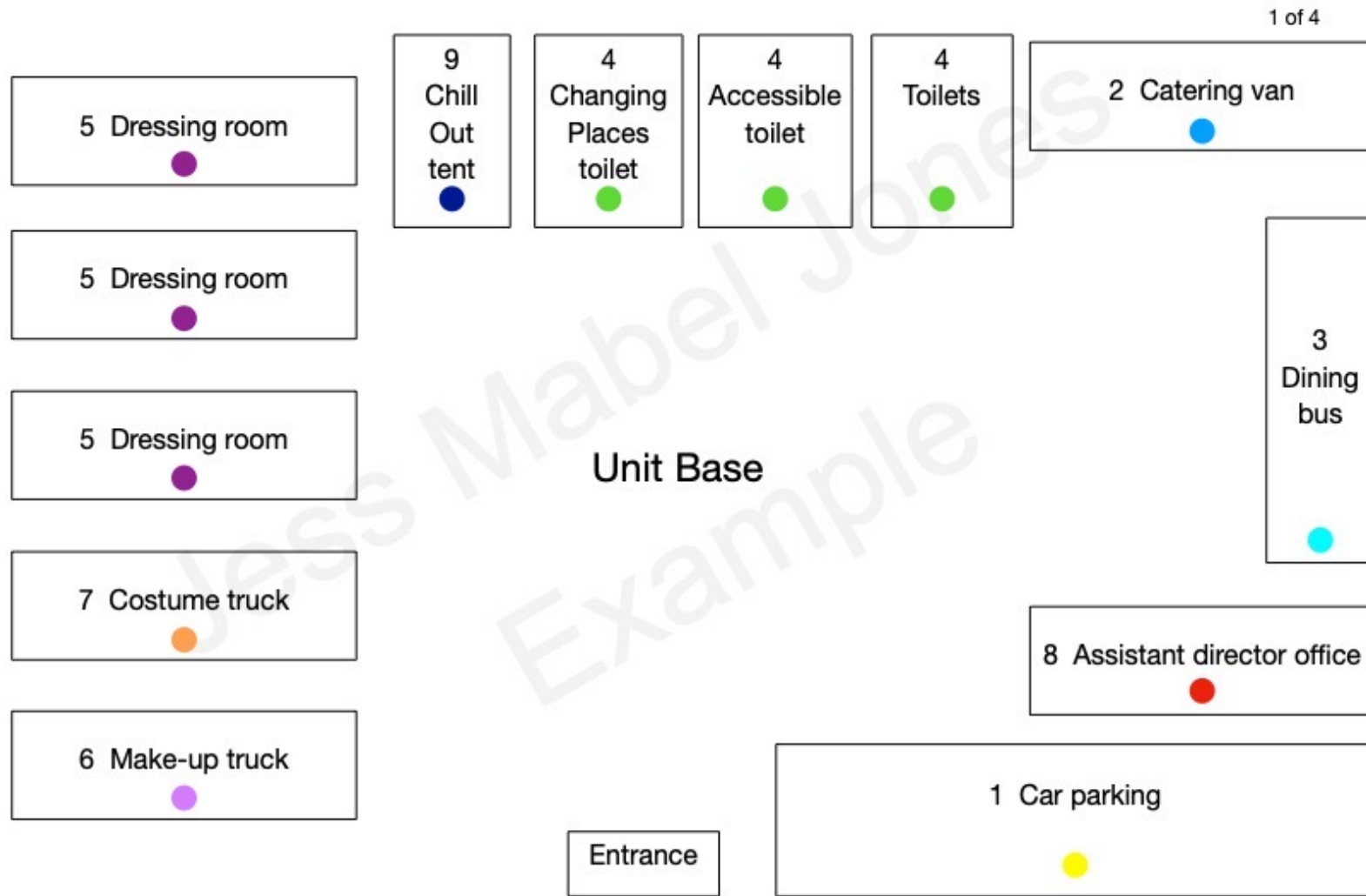


RALPH & KATIE

Call Sheet 01

DATE	
	Today we are shooting in [LOCATION] Address: [INSERT ADDRESS]
	Today we are shooting from [8am to 7pm] with a [1 hour lunch break].
	The scenes we are shooting today are: [INSERT SCENES]
	Breakfast is served from [7am to 8am]. There will be choices for breakfast.

Based on an ITV STUDIOS accessible document for 'Ralph & Katie'.



SIMPLE THINGS YOU CAN DO FOR EVERYONE ON YOUR PRODUCTION

MINIMAL OR NO COST

JUST SOME THOUGHT AND A TINY BIT OF TIME

- ✓ Recruit well and wide
- ✓ Send everyone (yes *everyone*) an adjustments passport
- ✓ A welcome and 'ethos' message from the top
- ✓ Names badges – with job title
- ✓ Job descriptions
- ✓ Clear maps and signage
- ✓ Regular check ins
- ✓ Call It! app



Ralph & Katie

Overall, how were you treated at work today?



Well, Thanks

Ok

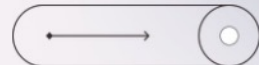


Badly



HETV PRODUCTION TRAINING VIDEOS

TripleC in partnership with ITV Studios +
The BBC



2023

TAKE A LOOK AT
**OUR HETV TRAINING
VIDEOS**

VIDEOS

What To Expect

A set of 10 to 15 minute videos
exploring:

- Writing
- Editing
- Script Editing
- Costume Design
- Publicity
- Assistant Director
- Line Producing
- Makeup
- Locations
- Art Department
- Post Production

Please see the [glossary](#) for a full list of
terms.



Series Synopsis



This show tells the story of Ralph and Katie's 1st year of marriage



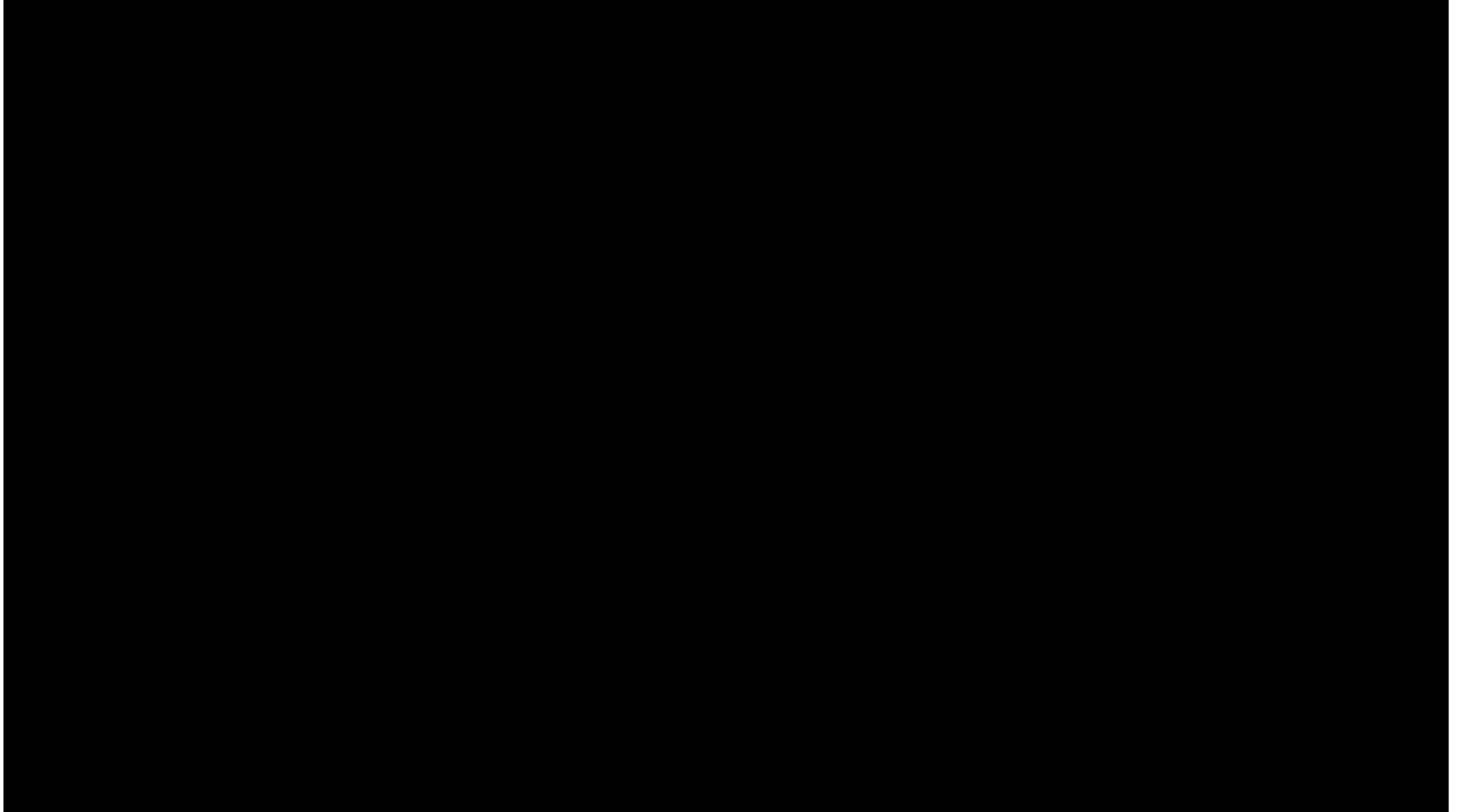
the challenges they face as newlyweds



and the relationships they have with their friends and family.



Ralph and Katie both have Down Syndrome

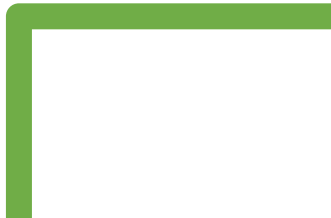






DIVERSITY IS A FACT

INCLUSION IS
AN ACT





DO IT



BE PART OF CHANGE



ITS EASY



AND COST EFFECTIVE

