**Protocol for observing SSSC hearings**

**Observer details**

Name:

Address:

Email address:

Organisation you are representing (if applicable):

You must agree to comply with the following rules to observe a SSSC hearing.

* If observing an online hearing, you must ensure there is no one else with you when you are listening to the hearing, unless they have notified us and have also agreed to comply with and signed this protocol.
* If observing an in person hearing, you must turn your phone off when the hearing is in session.
* No recordings, broadcasting or photographs of any part of the hearing is permitted.
* At no time should you interrupt, ask questions or engage in any discussion when observing the hearing. If observing an online hearing your microphone must remain muted. Any observer who causes disruption will be warned by the Chair of the panel. If the disruption continues, you may be removed from the hearing upon direction from the panel.
* The re-use, capture, editing or redistribution of the audio in any form is not permitted. Any such use could attract liability for breach of copyright, defamation or breach of contract.
* You must not attempt to communicate with the hearing parties by any means while the hearing is taking place, including in any breaks.
* The media are reminded of the need to adhere to the Editor’s Code of Practice published by the Independent Press Standards Organisation (IPSO) and that children under 16 years and other vulnerable witnesses should not be named.

By signing this protocol you accept that a breach of any of these rules would amount to a breach of contract and the SSSC may consider taking legal action for damages.

Signed:

Print name:

Date: