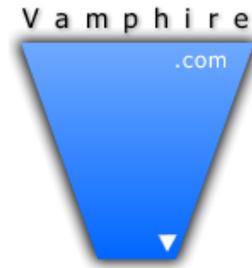


# Reporters Check List

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This is a help sheet from [www.VAMPHire.com](http://www.VAMPHire.com)

**\* Was the material obtained by honest, straightforward and open means?**

*If not, can you justify the means of gathering it?*

**\* Is the article within the public interest?**

*Can you justify both morally and legally?*

**\* Do you have permission for information to be used?**

*Can you justify it legally?*

**\* Are there any legal issues that should be considered?**

*Can you justify your reports findings in a court of law?*

**\* Have you got rights to use the quotations?**

*Can you justify it in the courts?*

**\* Did you warn the person mentioned within your report that he/ she is going to be quoted?**

*It is good practice to give anyone mentioned enough time to give their side of the story or to reply. If you do not do so, can you justify it both morally and legally?*



**\* Do any of the people, businesses and/or any organisations named within your report have the ability to reply, if it is legal to do so?**

*If no, can you justify it in court should it be anything that might result in legal action being taken?*

**\* Is the article embargoed?**

*If yes when is the release date and who can see it beforehand?*

**\* Is there any reference material that backs up your claims?**

*If so, where it can be located?*

**\* Is the article original and does not contain plagiarism?**

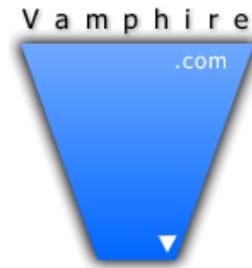
*If yes, can you justify it and have you credited the source?*

**\* Will it be possible to link personal data back to individuals mentioned in the article?**

*If yes, check to see if you are ok identifying them? For example, in the UK, with sex cases you cannot by UK Law release any information that could identify the victim/s.*

**\* Is the article likely to expose any person to physical or psychological harm?**

*If yes, do they know the risk and are they happy to take that risk? Also it might be a good idea to check what your legal situation is? Plus are you ok, should someone be harmed as a result of your news item?*



**\* Is there something to intrude into anybody's private life, grief or distress?**

*If yes, can you justify it?*

**\* Does the article produce any material likely to lead to hatred or discrimination on the grounds of a person's:- age, gender, race, colour, creed, legal status, disability, marital status, or sexual orientation?**

*If yes, we suggest you do not run it. On VAMPHire.com any user found doing so will have their account terminated.*

**\* Does the article include any child or vulnerable adult that requires consent?**

*We strongly suggest you get permission in writing.*

**\* Is this a promotion article?**

*Have you declared it?*

**\* Do you have a vested interest in the subject (financial interest within the organisation you reporting about, e.g. stock and shares etc.)**

*In some countries, you could be prosecuted for not declaring your interest. It is also good practice no matter what to do so anyway!*



**\* Is the information up to date?**

*Information that is not current can jeopardise your arguments within the news report and in some cases can result you being taken to court. It is always worth checking that the information is up to date on all your facts and findings right up to the time of publication. You might also be worth adding the following line:- "At time of publication, at:- 00:00GMT, on day month year, this information was correct." or a similar statement.*

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**My Notes...**