



# **Bectu Registry for Intimacy Coordinators**

Explainer document and  
requirements of the Registry

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**Please note:** Paragraphs marked with \*\* have been updated in this version. The date of the latest update can be seen in the footer of the document.

## **1. Statement of Purpose**

This Registry provides a list of Intimacy Coordinators (ICs) working in the screen industry in the UK and Ireland who have a certain level of professional experience and approved role-related skills, as detailed in Section 2 of this document. The Registry is designed to promote high safety standards and competence that can be relied upon by the industry.

Productions should still go through appropriate hiring processes to ensure they engage an IC with the right skills and experience for their project.

ICs who aren't included on the Registry may be in a process of training or accumulating their pre-requisite days on set. Productions should speak to them about where they are in their IC journey at the point of hiring, and use the terms of the Registry as a framework for these discussions.

The Registry is administered, supported, and hosted by Bectu, with applications processed by the Bectu Intimacy Coordinator Branch Registry Sub-Committee (elected). It is in collaboration with the British Film Institute (BFI), who are involved in part of the application process (as outlined in Section 4). Additional industry bodies – such as Channel 4 - have acknowledged the benefits of the Registry in support of clarity and competence for hirers looking to understand the scope of foundation skills that ICs bring to a production.

The Registry application process will develop in consultation with industry stakeholders to ensure rigour and standardisation across the screen industries.

## 2. Requirements of the Intimacy Coordinator Registry

The methods by which these requirements are evidenced are included in Section 3. A supporting Registry FAQ Document is [available here](#).

ICs on the Registry must:

- Have a previous qualification and/or professional experience in movement, directing, and/or acting or equivalent performance-based work. Professional experience (i.e. paid work) or training (or a combination of both) must have lasted for **at least 3 years** (e.g. one year at drama school and two years of professional experience is acceptable).
  - *Applicants must be able to show how their years of training and/or professional experience demonstrate an in-depth understanding of how the body is employed as a tool for performance and an aptitude for physical storytelling*
  - *This could be evidenced, for example, using non-linear portfolio-style training; professional experience (for example, with a CV and references); evidence of a related career facilitating bodies in performance*
- Have professional (paid) credits on at least **5 separate screen productions** working as an IC (including Cover, but not as an Assistant or Shadowing IC); and
- Have completed **at least 25 days** of professional (paid) work as an IC on a shoot day; and
- Worked as an Intimacy Coordinator for **at least 1 year**.

ICs should also:

- Have completed relevant intimacy coordination training programme(s); and/or extensive IC mentorship training programme(s).
  - Mentorships can be evidenced via a reference. References should indicate duration of past or current mentoring relationship and training content.

**Student Films:** If you are including student films on your application, there is a restriction on the number of days you can include. This is to reflect that student films

will often will not offer the same level of experience as professional productions. Student films included on your application must have been paid. Please note the following restrictions:

**For Level 1:** No more than 5 days of your 25 can be from student films

**For Level 2:** No more than 10 days of your 75 can be from student films

**Vertical Dramas:** If you are including vertical dramas on your application, there is a restriction on the number of days you can include. The sub-committee are happy to consider this important area of the industry and will update the information about vertical dramas once there has been time to consider the requirements of working this area\*\*. For now, please note the following restrictions:

**For Level 1:** No more than 5 days of your 25 can be from vertical dramas

**For Level 2:** No more than 10 days of your 75 can be from vertical dramas

For Level 1:

ICs on the Registry have experience and knowledge in the following areas (**LIST A**).

- Techniques and language of movement for performance
- Intimacy choreography:
  - Simulated sex
  - Kissing
  - Physical touch
  - Masking for camera, framing, and nudity
- Consent – knowledge and understanding of comprehensive consent practices
- Consent-based consideration for working with Minors
- Use of modesty garments, barriers, and other intimacy equipment
- Closed Set Protocols
- Nudity & Simulated Sex Riders/Waivers
- Basic understanding of cinematography
- The Bectu IC Branch Rate Card and the Bectu Intimacy Shooting Guidance
- UK and/or Irish law & resources on consent and harassment
- Advocacy within power dynamics and conflict resolution
- Documentation (e.g. Risk Assessments, Intimacy Breakdown)
- Trauma Awareness or Trauma-Informed Practice

They must have also undertaken the following training (**LIST B**). Example courses are listed:

- Anti-Bullying and Anti-Harassment (e.g. [Tackling Bullying & Harassment: Screenskills](#) or [Workplace Bullying & Harassment Training: High Speed Training](#))
- Anti-Sexual Harassment Training (e.g. [Sexual Harassment Training Course For Managers and Supervisors: High Speed Training](#))
- Bystander intervention training (e.g. [Our training - Right To Be](#))
- Conflict Resolution (e.g. [Conflict Resolution: High Speed Training](#))
- Consent Foundations and Boundaries (e.g. [The Skills Network – Consent Matters](#))
- LGBTQIA+ Awareness (e.g. [LGBTQIA+ Awareness Training: High Speed Training](#))
- Qualified Adult Mental Health First Aid (e.g. [MHFA England](#), [MHFA Ireland](#))
- [Creative Industries Safety Passport \(CRISP\): run by Bectu](#) (or equivalent \*\*X3.5 Level [Production Safety Passport](#) course)
- Children's Regulation in TV/Film (e.g. [Protecting children in entertainment training for chaperones | NSPCC Learning](#), [Productions Children's Regulation Training](#)).
- Equality, Diversity and Inclusion (e.g. [Screenskills](#)).
- Disability and Access Awareness Training: (e.g. [CDN/Screenskills 5As for Freelancers](#) or [Disability Awareness Training: High Speed Training](#))
- Unconscious Bias (e.g. [Screenskills](#) or [High Speed Training](#))
- Anti-Racism Training (There are various providers of this and the Bectu branch will organise an annual training available to members)

ICs must have a Basic DBS check (England & Wales), Access NI Criminal Record Check (Northern Ireland), Garda Vetting (Ireland), or PVG Certificate (Scotland). ICs should ensure that a Licensed Chaperone is present for any intimate scenes with Under 18s. An IC never substitutes for a Chaperone and should never fulfil Chaperone responsibilities.

Intimacy Coordinators who meet all of the requirements set out in this section will be listed as **Level 1**, indicating their fulfilment of the standards for safety and competency as expressed in Section 1.

## Level 2 Intimacy Coordinators

This additional list is for use by the industry to identify ICs with a higher level of experience, for work on particularly large-scale, complex or episodic productions, and/or on productions with notably high-risk, high-intensity content. For the purposes of the Registry, this means a higher number of days on set and working as leading IC on the project. These ICs on the Registry must have **all of the above Registry requirements**. In addition, Level 2 ICs must also have:

- Completed **at least 75 days** of professional work as an IC on a shoot day (instead of 25 days); and
- Worked as an Intimacy Coordinator for **at least 2 years**; and
- Worked as the leading<sup>1</sup> Intimacy Coordinator on at least **3 productions** that are at least **Band 2 Television and/or Feature Films (budget £1m-£5m)**.

### 3. Applying to Join the Registry

**Non-Bectu members pay a non-refundable £200 processing fee.** This fee will not need to be paid again to apply to move up a level on the Bectu IC Registry. There is no processing fee for Bectu members. If applicants wish to join Bectu in advance of their application, they may do so, in which case their application to join the Registry would be free of charge, provided membership of the union is maintained for at least 1 year. You can join here: [Join | Bectu](#)

To start the application process, applicants must email [icregister@bectu.org.uk](mailto:icregister@bectu.org.uk) to obtain the application pack.

The sub-committee will handle all applications using a fair and unbiased approach. Any questions about the application process should be directed to [icregister@bectu.org.uk](mailto:icregister@bectu.org.uk). This email address is monitored by Bectu officials and admin staff only.

Applicants will provide:

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<sup>1</sup>From Bectu's Shooting Intimacy Guidance: "Lead Intimacy Coordinator is a term that may be used for an active and ongoing head of the intimacy department who oversees all intimacy responsibilities and [any] additional team members. The role does not necessitate a differentiation in day rate to that of another intimacy coordinator on the show, however a Lead may do more prep work and further tasks as HOD." See also: Appendix 1: Terminology

- Evidence of their qualification and/or recognisable professional experience in movement, directing, and/or acting or equivalent performance-based work
  - This could be evidenced by:
    - A certificate from a drama school, training provider, or University and/or;
    - A CV of work
    - In addition to the above evidence, applicants may provide an accompanying statement explaining how their years of training and/or professional experience demonstrate an in-depth understanding of how the body is employed as a tool for performance
  
- Evidence of the number of Productions worked on and the number of shoot days on set
  - This could be evidenced by the following (which should include redactions where required, e.g. payment information, amounts, contact details, etc.):
    - An official letter from Production detailing the number of shoot days worked on that Production and when or;
    - A contract detailing the shoot days worked or;
    - Proof of payment from Production detailing shoot days worked (e.g. an invoice). Proof of payment from an agent is also acceptable.
    - This should ideally **not** be evidenced with call sheets, which are confidential documents that contain sensitive information. If call sheets must be used, the names and any other identifying information for any individuals other than the IC applying should be redacted
  - An IMDb page can be used to detail the number of Productions worked on but does not evidence the number of shoot days
  - Please ensure there is evidence that work has lasted for over 1 year (Level 1) or 2 years (Level 2) prior to the application date
  - Level 2 applicants should get proof that they fulfilled the responsibilities of leading IC with official confirmation letters from Productions and/or



## proof of end credits

- Evidence of relevant intimacy coordination practice training and/or official IC mentorship, as discussed in Section 2 of this document
- Certificates for the courses undertaken in **LIST B** (or being able to evidence a solid practice in these trainings through a professional reference from a relevant organisation where applicant is/was recently employed, e.g. applicant worked at Stonewall therefore demonstrating high-level training in LGBTQIA+ awareness)
- Evidence of their basic (or enhanced, if held) DBS check (England & Wales), Access NI Criminal Record Check (Northern Ireland), Garda Vetting (Ireland), or PVG Certificate (Scotland)
- Applicants will be asked for an official confirmation that they have experience and knowledge of the areas detailed in **LIST A**. If this cannot be demonstrated through the evidence given in the rest of the application, the registry sub-committee will contact individuals for additional evidence. ICs are encouraged to reflect on their confidence in these areas before applying
- Two professional references of support for the applicant's working practice as an IC
  - Each reference must be no more than 1 page long.
  - These should be from any of the following roles: Producers (inc. executive/line), Directors, UPMs, or 1st ADs from productions applicants have worked on as an Intimacy Coordinator
  - They should be two separate references from **two different** Productions.
    - Example: *You submit a one-page reference document with one Director reference and a one-page document with one 1<sup>st</sup> AD reference, from two different Productions*

#### **4. Processing Applications**

1. A member of Bectu's administrative staff receives the applications and makes sure that everything's in order
2. Bectu IC Branch's Registry Sub-Committee (three elected IC Branch members) assess the applications and check that they meet the criteria
3. The Sub-Committee present their decisions to the IC Branch's Committee to ensure fair process and robustness

Once this process is complete, the Sub-Committee will present the applications to a representative at an external industry body (for example, the BFI), with explanations as to why each application has been approved. This is in place to moderate for consistent approach and assessment of all applicants. Once this check has been completed, applicants will be informed of the outcome.

The same process, as listed above, will apply for Intimacy Coordinators applying to move up to Level 2 on the Registry. They will only need to supply the additional information required.

#### **5. Timeline**

Within a committee's yearly tenure, the timeframe will be decided by the Registry Sub-Committee and publicised to members, allowing them time to get their application in order. There will be at least one application window per committee year.

#### **6. Continued Professional Development**

ICs on the Registry are expected to attend training courses to address any skills gaps and support their ongoing development as well as ensure their qualifications remain up to date, as necessary.

#### **7. Code of Conduct**

The Registry Code of Conduct upholds and endorses the [BFI Set of Principles](#).

The Intimacy Coordinators Branch of Bectu is committed to building an inclusive environment where opportunities are open to all, diversity is celebrated, and where everybody can contribute without fear of harassment, prejudice, or discrimination. ICs on the Registry must maintain these core values and represent the branch and the Intimacy Coordinator community positively in the industry.

The ICs on the Registry are passionate about their professional roles, and they bring a depth of knowledge and expertise to any workplace. The Registry represents ICs across a range of professional backgrounds, approaches, and specialities. This is a real strength, but it can also lead to disagreement. As individuals, we will not always agree with everyone, but we do respect those different perspectives. As individuals, we will not always like everyone, but we do engage respectfully with all people. However, when it comes to protected characteristics, the ICs on the Registry must uphold a zero-tolerance approach to discrimination.

The purpose of this code of conduct is to set out the standards of behaviour that Registered ICs are expected to uphold. The standards of behaviour that these ICs expect, and advocate for, in their workplaces apply equally to engagement within the IC community (in the Bectu Branch and beyond); treating people with dignity and respect, free from harassment or discrimination. It is the responsibility of all ICs on the Registry to ensure that this code of conduct is upheld within their own practice.

This code of conduct therefore aims to:

- Provide ICs with clarity about their responsibilities to ensure the respect of others
- Inform ICs about their rights if they feel they are not being treated with respect

ICs on the Registry must:

- Act honestly, responsibly, and with integrity
- Communicate respectfully and honestly

- Treat others with fairness, dignity, and respect
- Not behave in ways that may cause physical or mental harm or distress to another person such as verbal abuse, physical abuse, assault, bullying, discrimination, or harassment

Regarding their relationship with the Bectu IC Branch, ICs on the Registry must:

- Only speak or act on behalf of the IC Bectu Branch when authorised to do so and always clarify the capacity in which they are speaking
- Always be mindful of their responsibility to maintain and further ICs' ethos and reputation in the industry and beyond
- Not act in any way that would bring the IC Registry or the IC Bectu Branch into disrepute, including through the use of email, social media, and press

This code of conduct is underpinned by Bectu's rules. All ICs on the Registry will be made aware of this code of conduct and are expected to comply. Any IC on the Registry deemed to have behaved unreasonably towards another IC may be subject to disciplinary regulations, as explained below.

## 8. Complaints Procedures

### a) Complaints about the Registry assessment process

**Please note:** If an applicant has a question about, or difficulty with, the application process, please contact the Registry Representative ([icregistryrep.bectu@gmail.com](mailto:icregistryrep.bectu@gmail.com)) and/or read our [FAQs](#). Queries about rejected or missing evidence may be resolved by emailing [icregister@bectu.org.uk](mailto:icregister@bectu.org.uk) and do not require a formal process.

If an applicant would like to make an official complaint about the application process, please take the following steps:

- Email [icregister@bectu.org.uk](mailto:icregister@bectu.org.uk) detailing the nature of your formal complaint.
- This complaint will be sent on to a representative of one of the independent industry bodies who support the registry. This will not be the same person who was a part of the application process.

- Please note, the industry representative may request access to some application details from the complainant.
- The industry representative will make a recommendation to Bectu on the outcome of the complaint. Bectu will communicate the outcome to the complainant, and any recommendations to the committee.

## b) Complaints about an Intimacy Coordinator on the Registry

Registered ICs are always expected to behave reasonably in dealing with fellow ICs and to treat them with respect and courtesy. The IC Registry Code of Conduct (see above, Section 7) should be used to recognise and address any alleged incidents of unacceptable behaviour, including: bullying, harassment, intimidation, racism, homophobia, transphobia, ableism, sexism, and any other discrimination relating to any other protected characteristics. Anyone can contact the Registry Representative, and/or a member of the Sub-Committee, in these instances who may then facilitate conversations to aid resolutions.

If the behaviour continues, is of a more serious nature or if someone is not satisfied with internally facilitated resolutions, a formal complaint can be made to [icregister@bectu.org.uk](mailto:icregister@bectu.org.uk), who will pass this on to the Registry Representative on the Committee, unless requested otherwise. Both the Registry Representative and the Registry Sub-Committee will investigate the complaint to see if the individual(s) have indeed breached the Code of Conduct.

Following this investigation, the Sub-Committee must make a recommendation of action taken to an industry representative. Action taken could include: suitable arbitration and/or mediation measures, suspension from the Registry pending further training, or removal from the Registry.

## 9. Listing on the Bectu Website

When you join the Registry, you're entitled to store your name and contact information on our **Bectu IC Registry** webpage which will be found on the Bectu website: [Intimacy Coordinators Registry | Bectu](#).

All applicants who would like to be listed on the IC Registry on the Bectu website will sign an agreement at the point of application confirming that all personal details listed are accurate and up to date, and that they give their permission to have their details published. If registered ICs need to change their information (for example if their contact details or name change) then they can email [icregister@bectu.org.uk](mailto:icregister@bectu.org.uk).

If for any reason an IC wishes to have their information removed from the registry (for example, if they no longer work as an IC), they may email [icregister@bectu.org.uk](mailto:icregister@bectu.org.uk) and ask to be removed. Data is processed in accordance with our privacy notice which can be found here: [IC Registry Privacy Notice](#).

## **10. Future of the Registry**

The IC Branch Registry Representative will reassess the Registry process each year to allow for changes and ensure it is reflective of developments in the community and industry. This will include a process for check-ins with ICs on the Registry regarding their continuation on the Registry.

The IC Registry sub-committee and/or the Bectu IC Branch committee will update this guidance as and when necessary, during their terms.

## **11. Equality & Diversity**

The scheme is open to all applicants in accordance with the Equality Act (2010).

If you would like access assistance with your application, please email [icregister@bectu.org.uk](mailto:icregister@bectu.org.uk) and let us know the kind of help you need. Access assistance will be offered on a case-by-case basis.

## Appendix 1 – Terminology

The below definitions have been taken from, or are based on information in, the Bectu Guidance for Shooting Intimacy, which can be downloaded [here](#):

**Intimacy Coordinator (IC):** A fully trained/qualified intimacy coordinator. A production may have more than one Intimacy Coordinator

**Lead Intimacy Coordinator:** A term that may be used for an active and ongoing head of the intimacy department who oversees all intimacy responsibilities and additional team members. The role does not necessitate a differentiation in day rate to that of

another intimacy coordinator on the show, however a Lead may do more prep work and further tasks as HOD. For the avoidance of doubt, for the purposes of the registry, if you work in a 50/50 relationship with another intimacy coordinator on a production (i.e. neither of you is the lead, as you do equal work), then you may submit that work as evidence of lead/leading IC work.

**Cover Intimacy Coordinator:** A Cover Intimacy Coordinator is someone who covers for the IC on the production if that IC is unavailable.

**Assistant Intimacy Coordinator:** An assistant IC might work within a team of ICs on a job, potentially under a lead or leading intimacy coordinator. For scenes with multiple artists performing intimate action (such as brothels, public baths, erotic parties etc.) the production might need to engage a Lead Intimacy Coordinator that brings with them a team of intimacy coordinators or assistants/trainees. Similar to how a stunt coordinator and assistant stunt coordinator and their team may operate.

**Trainee Intimacy Coordinator:** A person currently in a training program or in a mentee position, or a person who has finished one or more stages of training but is yet to complete their comprehensive training journey. This is **not** an aspiring IC who is yet to enroll in any training program.

**Shadowing:** An IC in training might shadow a working IC to gain understanding of the role. This might include being with them on set, or in rehearsals to observe their practice.

**Professional:** This term is used to refer to paid work. Work that was done on a voluntary basis or unpaid whilst studying does not count as professional work for the purposes of the registry.