



Welcome

Thank you for booking our self-guided activity *Documentary Challenge: Gallery based including First World War, Second World War or post 1945*.

BEFORE YOUR VISIT PLEASE READ THIS CAREFULLY

ABOUT THE EXPERIENCE

Documentary Challenge is an interactive experience which takes place in the Main Exhibition Space of IWM North. SMASHtv is a (fictional) TV channel that 'needs' your students to record mini documentaries telling the stories that are too important to be kept inside the museum. Your class will be briefed on their task, then directed into the Main Exhibition Space to record mini documentaries, with one digital device per group of three. They are prompted to consider their responses with a number of guidelines (see Smash Commissioning Guidelines below). The task is structured via messages sent to the device, which is also used to make videos. This experience takes approximately 1 hour.

The videos will be securely uploaded only accessible by a code given to you to download them.

Before you arrive

- Divide your class into groups of three.
- *Please ensure you have any permissions that you need for your students to make and feature in the films they make during this activity. IWM is not responsible for the content of the films made. See our Privacy Policy at the end of this sheet for further details.*

Preparing for your visit. This experience works best if your class is prepared in the following ways.

- Ensure your class has a basic understanding of what a documentary is.
- Arrive early to familiarise your class with your chosen gallery prior to the experience. *Teacher feedback tells us that familiarising your class helps students better understand the task and access gallery content.*

SCHEDULE FOR DOCUMENTARY CHALLENGE

Arrive at the meeting point 10 minutes before you are due to start. You will be met by a member of the IWM team. **We cannot guarantee the availability of the experience to groups who are late.** If we are unable to reschedule your experience due to your late arrival, this is classed as a cancellation and you will incur a 100% administration fee.

Briefing Room (10 minutes)

- Watch a briefing video outlining the task. *Please note: you may watch this alongside another school.*
- Each group of three will receive a digital device.
- You are given the download code for your class' documentaries.

Please keep this code safe and secure. Videos will only be available for three months after the visit.

In the gallery (45 minutes)

- This part of the experience is entirely self-led, it is your responsibility to ensure that students stay on task and within the Main Exhibition Space.
- Students receive a series of voice messages and texts, instructions on how to make their documentary.
- They will be instructed when finished to meet their teacher and return to the meeting point.

Debrief (5-10 minutes)

- Watch a debriefing video. *Please note: you may watch this alongside another school.*
- Devices and lanyards are handed back.

AFTER YOUR VISIT

Download documentaries: enter access code into the box on this webpage <https://smash-tv.co.uk/>

Sharing your videos. Please bear in mind:

- You need written consent for everybody under the age of 16 who is identifiable. This includes any museum visitors who were not part of your group.
- You are responsible for protecting your class' data. Your school's data privacy and safeguarding policies apply to any sharing or storing of videos.

Post visit lesson ideas. Class debate focusing on:

- Why/why not objects were chosen?
- Are museum objects relevant to our lives today?
- Screen the videos followed by a Q&A/critique session with each group.

Any questions, please contact: learningnorth@iwm.org.uk. Enjoy your visit.

IWM Documentary Challenge Privacy Policy

Storage and management of information collected in the app.

The Documentary Challenge app is managed by Imperial War Museums (IWM). IWM makes Documentary Challenge available to schools on the understanding that they are responsible for the footage taken and for getting the necessary permissions of those depicted to be filmed.

Who can I contact with questions about how my information is used?

IWM's Data Protection Officer is the Executive Director of Collections and Governance, who manages IWM's Information Governance team.

If you have any queries about the content of this policy, or how your data is managed, you can contact the IWM's Information Governance team at foi@iwm.org.uk or by post at Imperial War Museum, Lambeth Road, London SE1 6HZ (marking the envelope for the attention of the Data Protection Officer). By phone, IWM's main switchboard (020) 7416 5000.

What information does Documentary Challenge collect and what is it used for?

Documentary Challenge collects two types of information, in order to deliver the service:

- *School name and date and time of visit.*
- *The video footage you record is for your school's use. It is kept for three months and then deleted.*

Where is the information stored?

The videos are stored on IWM's behalf by a subcontractor within the EU (Verb). A contract is in place which sets out how the personal information is to be managed and that contract guarantees that the personal information will always have the same protection as information stored directly by IWM itself.

IWM and contractor staff will have access to the video footage, school name, date and time of visit, for administration and maintenance purposes. Should IWM wish to use any footage you record, for example for publicity purposes, we will ask you first.

How long are the films kept?

Films are kept for three months and then deleted.

SMASH Documentary Commissioning Guidelines

So, you're going to make a documentary for SMASH? Great! We can't wait to go on this journey with you. This quick 1-2-3 guide is here to put the "Fun" into "Fundamental Broadcast Compliance Guidelines," so read on for a few things to bear in mind when creating the story for your mini-doc...

1: AUTHENTICITY // "THIS IS HOW I KNOW THIS HAPPENED"

Yes, we're mad for it here at SMASH. Credible and reliable source material, that is. As a national TV channel, we have to make sure our sources are watertight and that we've done all the necessary research to make sure that we're broadcasting the truth. It's great to go with your gut but don't stop at first glance – we don't want to get sued! Ask yourself:

- a) **What are the facts?** What do we know, and how do we know it?
- b) **What am I saying this source tells us?** Why is this the right thing to focus on for your story?

2: HUMAN STORIES // "THIS IS WHY IT MATTERED AT THE TIME"

Facts and figures, no matter how accurate, aren't enough by themselves. If that's all I wanted I'd go and read a maths textbook. NOPE. Don't stop at telling us the date and the numbers of people involved. Think about:

- a) **Who were the people affected?** What do you know about them, and how do you know it?
- b) **How were they affected day-to-day?** Can you find evidence to flesh out your story?
- c) **How did the focus of your story change the course of history?** Why do you think history has remembered this?

3: RELEVANCE TO TODAY // "THIS IS WHY YOU SHOULD CARE NOW"

History is just people like us who happened to be alive at another time, right? Now, we're not saying turn it into a soap opera, but if you have something to say, you want to make sure people today are going to listen. We find it helps to think about:

- a) **Why can't we leave these things in the museum?** Are there similarities between how people were feeling in the world back then and how things are today?
- b) **Why do you care?** It's your documentary. Your passion for your subject is the thing that's going to capture people's imagination. Why have you chosen this story, when someone else might have chosen another?
- c) **What do you want?** People are going to see this. How do you want them to react? Do you want to change people's attitudes, their behaviour? What effect do you want your story to have?

And there you go! Keep the 1-2-3 in mind when creating your mini-doc and you're going to have a hit on your hands. See you on the other side!