# **ASSOCIATED NEWSPAPERS**

# Annual statement to the Independent Press Standards Organisation 2023

# 1. Factual information

#### 1.1 Overview

A division of Daily Mail and General Trust, Associated Newspapers is one of the largest publishers of national newspapers and news websites in the UK. Its titles including the Daily Mail, Mail on Sunday, MailOnline, Metro, Metro.co.uk. Its sister company Harmsworth Media publishes the i, inews and the New Scientist.

The company also publishes the Irish Daily Mail, Irish Mail on Sunday and evoke.ie website in the Irish Republic. MailOnline is a global news website with independent editorial operations in the USA and Australia.

#### 1.2 List of Titles

The Associated Newspapers titles regulated by IPSO are:

- Daily Mail (Circulation area England, Wales and Northern Ireland. Average circulation including Scotland and Ireland December 2023: 734,000)
- The Mail on Sunday (Circulation area England, Wales and Northern Ireland. Average circulation including Scotland and Ireland December 2023: 606,000)
- Scottish Daily Mail (Circulation area Scotland. Average circulation December 2023: 47,400)
- The Scottish Mail on Sunday (Circulation area Scotland. Average circulation December 2023 39,500)
- Metro (Distribution in major cities and suburban areas in England, Scotland and Wales. Average circulation December 2023: 951,000)
- The i (Circulation area England, Scotland, Wales and Northern Ireland. Average circulation including Scotland and Ireland December 2022: 128,000)
- MailOnline (Global audience. Global monthly unique browsers December 2023: 150.0m)
- Metro.co.uk (Global audience. Global monthly unique browsers December 2023: 21.7m)
- inews (Global audience. Global monthly unique browsers December 2023: 4.57m)

#### 1.3 Responsible person

Associated Newspapers' responsible person is Peter Wright, Editor Emeritus.

# 2 Editorial standards

#### 2.1 Overview.

Associated Newspapers has always been committed to upholding the editorial standards enshrined in the Editors' Code of Practice. The Editor Emeritus is Chair of the Regulatory Funding Company and the Editor, Mail Newspapers is a member of the Editors' Code of Practice Committee.

Compliance with Editors' Code, Data Protection Act and Bribery Act is a requirement written into all journalists' contracts.

Whenever there are changes to the legal and regulatory framework within which our journalists work we ensure they are informed and, where necessary, undergo training to guarantee they understand and comply with new requirements.

There were no significant changes in regulatory requirements in 2023. The Editor Emeritus continued his current series of seminars for journalists explaining recent rulings by the Complaints Committee and the effect they have on working practices.

All our newspapers carry regular corrections and clarifications columns, normally on page two for the Mail and Metro titles and the letters page for the i. Our websites carry regular corrections and clarifications panels on their news page.

During 2023 Associated's compliance team was reorganised to work across all titles. It currently comprises the Group Managing Editor, Executive Group Managing Editor and five further compliance executives, whose task is to ensure the Editors' Code is observed and complaints resolved. The I has its own managing editor.

We operate an automated complaints management system to ensure all complainants have access to the Editors' Code and assistance in making a complaint, and complaints are logged, acknowledged and outcomes recorded.

We publish our Complaints Procedure (See Appendix 1).

All journalists are required to seek advice from managing editors and/or the editorial legal department in respect of any journalistic inquiries or proposed stories which may raise issues under the Editors' Code or the law.

The editorial legal department currently employs six full-time lawyers and two part-time. An inhouse lawyer is present until the daily newspapers go to press, and they remain on call 24/7 for the newspapers and for Mail Online. Additional cover is provided by rota lawyers during the evening for the Daily Mail and Metro, and a staff lawyer and two rota lawyers for The Mail on Sunday on a Saturday. All the editorial content of the newspapers is read before publication by either an in-house lawyer or a rota lawyer.

Two in-house lawyers are embedded with MailOnline and Metro.co.uk in the office between 8am and 7.00 pm, and provide advice remotely until 10.00 pm. A rota lawyer provides remote cover between 10pm and 8am. Online editors select content for legal advice pre-publication, there is constant dialogue between editors, journalists and lawyers, and lawyers monitor content as it is published.

The editorial legal department also provides a full legal service for the i, inews and the New Scientist.

#### 2.2 Guidance from IPSO.

All desist notices received from IPSO are circulated to all relevant journalists and placed on the legal warnings database. On receipt of desist notices managing editors will occasionally speak to IPSO's Director of Operations, either to seek clarification, or to check whether the notice relates to any activities of Associated journalists.

More rarely, from time to time managing editors speak to IPSO's Executive for guidance on Code issues. Practice varies a little from title to title, according to the nature of the material they publish.

Similarly, the IPSO Executive will occasionally contact a managing editor regarding a story they believe one of our titles might be about to publish and draw his/her attention to potential Code issues.

In either case IPSO's Executive invariably make clear that any advice they give is only for guidance and not for official clearance. They always point out that the IPSO complaints committee would ultimately rule on any complaint, and they may well take a different view to that offered by the executive. The decision to publish rests with the Editor alone.

#### 2.3 Verification of stories

We are very aware that across the industry a large proportion of all complaints are about accuracy, and our titles are no exception. Associated Newspapers has a formal step-by-step Verification Policy which is distributed to all journalists. (Appendix 2).

#### 2.4 Financial Transparency

At Associated Newspapers we have always had a strong record of protecting our journalistic integrity from inappropriate commercial pressure. To help our journalists further we have issued Financial Transparency guidelines, which codify and strengthen previous practice. They can be found at Appendix 4.

# 3 Complaints handling

#### 3.1 Forms in which complaints are accepted.

All our titles have very large, broad-based readerships and, unsurprisingly, we receive complaints in many different forms, about a wide variety of issues. For this reason we offer a range of avenues for complainants: (Please note this section gives Daily Mail web and email addresses; there are parallel web and email addresses for our other titles).

- (a) IPSO. Complainants go directly to IPSO and are then referred to us.
- **(b) Readers' Editor.** Readers who prefer to make a formal complaint under the Editors' Code directly to us are encouraged to do so via an automated complaints form which is hosted on a dedicated web page <a href="www.dailymail.co.uk/readerseditor">www.dailymail.co.uk/readerseditor</a>. Here they are given full information about the Editors' Code, details of our Complaints Policy, and easy-to-follow instructions on how to formulate a complaint. This route is prominently displayed on page two of our newspapers and the UK news page of our websites.
- (c) Corrections. We are aware that some readers may want to take issue with a simple point of accuracy, which may not be a significant inaccuracy under the Code, or for a variety of reasons may not wish to engage in a formal process. We therefore offer in parallel with the Readers' Editor service an informal email route through <a href="mailto:corrections@dailymail.co.uk">corrections@dailymail.co.uk</a>. It is publicised in the same way. If these complaints engage the Code in any way, we record them with formal complaints.
- **(d) Contact Us.** Some readers who use the Readers' Editor service realise, on reading the Editors' Code, that the matter which concerns them is not a Code issue, but a question of taste and decency, an opinion they wish to express, or something they simply wish to make known to us. Others may decide, having looked at the IPSO process, that they would rather not make a formal complaint. We therefore offer, on the landing page of the Readers' Editor web page, a second informal route called Contact Us. As with Corrections complaints that arrive by this route do nevertheless sometimes engage the Code, in which case they are recorded as formal complaints.

**(e) Email/Letter.** Some complainants prefer to complain in writing directly to the editor or journalist involved. Where these complaints might engage the Code they are recorded with other formal complaints. This is the route by which the i and inews take complaints.

#### 3.2 Handling of editorial complaints.

Associated Newspapers complaints are assessed at the outset to determine whether there is any issue under the Code. If there is no breach a member of the compliance team will write to the complainant explaining carefully how this decision has been reached. If the complaint is more serious and likely to go to IPSO for a ruling, it will be passed to a more senior member of the team so it can be dealt with straight away.

Complaints at the i and inews are handled by the Managing Editor.

#### 3.3 Keeping of records.

All complaints that are entered via the complaints management system are recorded electronically. Complaints that are framed under the Code and are submitted by letter or email independently are also entered into the system, as are complaints referred by IPSO. When substantive complaints are resolved key information is transferred to a central register which records the name of the complainant, nature of the complaint, Code clause raised, outcome, remedial action (if any), and time taken to resolve.

#### 3.4 Resolution of complaints.

The average time taken to resolve complaints in 2023 was 9 working days. This represents the time taken from our receipt of a complaint to our last substantive exchange with the complainant or, in the case of complaints which proceed to IPSO for ruling, the last substantive exchange with IPSO. It does not include time spent waiting for IPSO to rule on a complaint or issue its ruling, as this is beyond our control.

#### 3.5 Information provided to readers.

All readers using our automated complaints service are given full details of how to make a complaint and our Complaints Procedure. The Complaints Procedure gives an outline of how IPSO handles complaints, and encourages potential claimants to visit IPSO's website for further information. (Appendix 1) The automated complaints service is publicised on page two of our newspapers (the letters page for the i) and the news page of our websites (Appendix 4).

### **4 Training Process**

#### 4.1`Details of training programmes

During 2021 it became apparent to us that IPSO was adjudicating on more complaints against all titles. The Editor Emeritus began a new series of training seminars, explaining recent IPSO rulings and the effect these will have on working practices. At each seminar a member of the legal department also speaks about the increasing need to make and keep notes of decisions on the public interest in order to defend legal actions.

#### 4.2 Plans for further training

The Editor Emeritus held 2 seminars for staff in 2023. He plans to start a new series of seminars, based on recent IPSO rulings, towards the end of 2024.

### 5 Compliance

#### 5.1 Complaints ruled on by IPSO

During this period IPSO ruled on 20 complaints against Associated Newspapers titles. Five were upheld. The rulings were:

00514-22 Kiehlmann v Scottish Mail on Sunday. Breach

10538-22 A woman v The Mail on Sunday. No breach

12352-22 A man v Scottish Daily Mail. No breach

13129-22 A man v Mail Online. No breach

11063-22 Smith v The Mail on Sunday. No breach

02538-22 A woman v Mail Online. No breach

02539-22 A woman v Daily Mail. No breach

08316-23 Webb v metro.co.uk. Breach

16770-23 Abbas v Mail Online. Breach

14301-22 Clews v Daily Mail. No breach

12126-22 Nash, Waugh, and The Lighthouse Group v Daily Mail. No breach

17684-23 Ward v Daily Mail. No breach

17786-23 Mills-Nanyn v Mail Online. No breach

17841-23 Centre for Media Monitoring v The Mail on Sunday. No breach

18439-23 Spain v Mail. No breach

18473-23 Clunes v Mail Online. Breach

14369-23 The MacDougall family v Mail Online. Breach

18586-23 Longthorpe v Daily Mail. No breach

19620-23 Bryce v Daily Mail. No breach

IPSO mediated four complaints without making a determination on whether or not there had been a breach of the Code:

11036-22 Cross v Daily Mail

17676-23 Logan and Logan v Daily Mail

18631-23 Kent v Daily Mail

21032-23 Collins v Mail Online

#### 5.2 Steps taken to respond to adverse adjudications:

**00514-22 Kiehlmann v Scottish Mail on Sunday.** A memo was sent to all Scottish staff reminding them of the importance of identifying tweets correctly and distinguishing between tweets and retweets. Ther were also reminded of the importance of giving the subjects of stories a right of reply.

**08316-23 Webb v metro.co.uk.** This involved an aerial picture of a house, with a caption inaccurately suggesting it had recently been bought by a new owner, whose objections to cricket balls landing in her garden had threatened the future of the nearby cricket club. A memo was sent to all staff reminding them that they must check that information supplied by agencies has been verified.

**14369-23** The MacDougall family v Mail Online. This concerned a number of articles concerning a sperm donor. In three of the articles, it was not made clear that although women who had received his sperm did not believe they had been informed by the donor that he carried a potentially inheritable genetic disorder, in the majority of cases this was mentioned in a contract he asked them to sign. All staff were sent a memo reminding them that where a subject is covered on a number of occasions, care must be taken that important factual detail is no omitted from follow-up articles.

**16770-23 Abbas v Mail Online.** This article, which was syndicated from another news publisher, reported on the concerns of grandparents whose daughter had died suddenly while in Pakistan with her husband and children. The children concerned were named and pictured, however their father, who was the custodial parent, had not given his permission. A memo was sent to all stuff reminding them that syndicated articles must be subject to the same scrutiny as any other article and, where the naming of children is concerned, care must be taken to ensure that permission has been given by a custodial parent or similarly responsible adult.

**18473-23 Clunes v Mail Online.** This concerned an interview with the actor Martin Clunes, who disputed that he had made some of the remarks attributed to him. The reporter had not taken notes or a recording during the interview, but instead wrote up notes from memory when he returned to his car. The Complaints Committee ruled that this did not constitute a contemporaneous note. A memo was sent to all staff suggesting that where an interviewee clearly knows they were talking to a journalist, but taking notes is difficult, then a recording should made to ensure there is accurate and contemporaneous evidence of what was said.

#### 5.3 Details of other incidents

Any complaints which arrive outside the IPSO system are normally settled without admission of liability. Although they are investigated internally, they do not go through an independent process of investigation and adjudication, so it would be unfair to both the complainants and the journalists involved to offer a view on whether or not there was a breach of the Code in individual cases. In addition, some complainants choose not to use the services of IPSO because they prefer to resolve their complaint with us privately, and we must respect that.

However, we can supply the following details for complaints resolved under IPSO rules during 2022. This list does not include legal complaints, or those resolved informally:

Total number of complaints resolved:	279
This figure includes:	
Number of complaints adjudicated or mediated by IPSO:	24
Complaints referred by IPSO and resolved by us within the 28-day period:	53

Clauses of the Code raised (some complainants raised more than one clause, none raised clauses 5, 7, 8, 13, 15 or 16):

1 Accuracy	243
2 Privacy	67
3 Harassment	14
4 Intrusion into grief	7
6 Children	13
9 Reporting of Crime	4
10 Subterfuge	10
11 Victims of sexual assault	1
12 Discrimination	6
14 Confidential sources	5

Outcomes (internal determinations do not reflect an independent investigation and adjudication):

Code not engaged (internal determination)	
Code potentially engaged (internal determination)	142
Upheld by IPSO	5
Not Upheld by IPSO	15
Outcome mediated by IPSO	4

Ways in which complaints were resolved (some complaints involved more than one action, an agreement to resolve a complaint does not necessarily mean there was a breach of the Code):

Online article amended	149
Online article/picture/video removed	53
Adjudication published	1
Correction/clarification published	34
Footnote added to online article	82
Donation to charity	1
Goodwill payment	5
Apology published	3
Private letter of apology	2
No remedial action required	49

# **Appendix 1. Complaints Procedure**



We take great pride in the quality of our journalism and do our utmost to ensure the accuracy of everything we publish. All our journalists are required to observe the rules of the Editors' Code of Practice and we are members of the Independent Press Standards Organisation (IPSO), the new regulatory body for the press set up in response to the Leveson Inquiry.

One of IPSO's key principles is that all its members should have effective mechanisms for dealing with complaints and correcting errors as promptly as possible. If you wish to complain about a story in one of our publications, or the behaviour of one of our journalists, we will do everything we can to put matters right.

But first, please take a few moments to read the advice below:

#### 1. Is your complaint covered by the Editors' Code of Practice?

The Editors' Code sets standards for accuracy, respect for privacy, cases of intrusion into grief or shock, stories involving children, discrimination and the behaviour of journalists, including photographers. <u>Click here</u> to check whether your complaint is covered by the Code and make a note of the clause you believe has been breached.

If you wish to draw an issue to our attention but do not wish to make a formal complaint under IPSO rules, <u>click here</u> to send your concerns to our Managing Editor.

#### 2. Important points to check before you submit your complaint

Under IPSO rules complaints will normally only be accepted within four months of the date of publication of the article, or the journalistic conduct in question. Outside that period, complaints can be considered up to 12 months after the date of first publication only if the article remains on our website, and it can be investigated fairly given the passage of time.

Please note that we cannot begin considering a complaint until we have received all supporting documentation you wish to submit, including correspondence with the journalist concerned. Normally complaints can only be considered if they are made by a person who has been personally and directly affected by an alleged breach of the Editors' Code. If you are making a complaint on behalf of another individual you need to enclose with your complaint an email or letter from that individual, giving you permission to act on their behalf.

If you are taking legal action against any of our publications, you need to let us know, because we may then be unable to consider your complaint under IPSO rules.

Complaints from representative groups affected by an alleged breach of the Code can only be considered where the alleged breach is significant and where there is a substantial public interest in it being considered.

Third party complaints can only be considered where they seek to correct a significant inaccuracy of published information, in which case the position of the party most closely involved will be taken into account.

Complaints may be rejected if there is no apparent breach of the Editors' Code, or if they are without justification (such as an attempt to argue a point of opinion or to lobby), vexatious, or disproportionate.

Complaints about headlines will normally only be considered in the context of the article as a whole to which they relate.

#### 3. What happens next?

As soon as we have checked that we have all the relevant information to consider your complaint it will be acknowledged and considered by our Readers' Editor.

The Readers' Editor, who is a qualified lawyer and not a member of any of our publications' editorial staff, will come to an independent decision on how to take your complaint forward. If the Readers' Editor cannot establish that there has been a potential breach of the Editors' Code, they will inform you of their decision.

If we receive a number of complaints about the same issue the Readers' Editor may identify one complainant as the lead complainant, with whom we will attempt to resolve the case. If a resolution is agreed we will inform other complainants of the outcome.

If the Readers' Editor believes there has been a potential breach of the Code they will pass your complaint to the Managing Editor, who may offer you remedial action.

In cases of inaccuracy you may be offered a clarification or correction. If this is the case the Managing Editor will offer you a wording, which will usually be published in the Clarifications and Corrections column which appears on Page Two of the newspaper concerned, or in the case of our websites online.

Unless it involves a straightforward factual error, a clarification or correction will normally not be published until you have told the Managing Editor you are happy with the wording. Once you are satisfied and the clarification or correction has been published the complaint is closed. It may also be closed if you do not respond to our offer.

In cases where a clarification or correction is not an appropriate remedy, such as invasion of privacy, intrusion into grief, or behaviour by a journalist which is in breach of the Editors' Code, the Managing Editor may offer you an apology. This may be in the form of a published statement or a private letter. If a statement is to be published you may be asked to approve the wording. If your case has been referred to us by IPSO both parties must inform IPSO of the outcome.

#### 4. What happens if I am not happy with the remedy offered to me?

Under IPSO rules we must attempt to resolve all complaints before they are considered by IPSO. If after 28 days your complaint has not been resolved you are then free to take it to IPSO. Visit the IPSO website to find out how to do that: www.ipso.co.uk

If IPSO's Complaints Committee finds that your complaint has disclosed a potential breach of the Editors' Code it will try to mediate an agreed resolution.

If the Complaints Committee cannot resolve your complaint by mediation it will determine whether or not there has been a breach of the Editors' Code. This may result in an adjudication with a requirement for us to take remedial action, which may consist of publication of a correction and/or the adjudication itself.

The nature, extent and placement of such an adjudication and/or correction will be determined by the Complaints Committee. Remedial action will not normally include an apology unless that has been agreed by you and the publication.

Please note IPSO has no authority to award financial compensation.

# **Appendix 2 - Verification of stories**



# Verification of stories

Accuracy is at the heart of everything we do as journalists. The following is a list of the various steps that should be taken to verify a story is accurate. It is not an exhaustive list - there may be occasions when a story can be verified by means not covered here, but if so great care should be taken, and the steps taken to secure verification should be made clear to the legal department and to your Editor or Acting Editor before publication.

Journalists must also be aware that a story may be accurate, but still in breach of the Editors' Code, or the laws of libel or contempt. You also need to take into account the Data Protection Act and the Bribery Act.

- 1. **Is your story supported by an on-the-record quote or bone fide document?** If the quote or document is reported accurately and in context, describes the activities of the person or organisation who produced it, and is attributed to them, there should be no need for further verification.
- 2. Does the quote or document you are relying upon describe the activities of another person or organisation? Then its accuracy needs to be checked and the person or organisation given an opportunity to comment. You need to be sure that the questions you want to put have been received by the individual or organisation concerned, and quote their response fairly.
- 3. What if the person or organisation refuses to comment? If you are sure they have received your request for comment, you must make it clear the material you intend to publish is a claim or allegation and attribute it to its source. You must also accurately report the refusal to comment, which may in itself contain an element of comment.

- 4. What if it is not possible to contact the person or organisation concerned? You need to keep a note of all the steps you have taken to reach them. Do not say in your story that so-and-so 'did not comment' but make it clear that you were unable to reach them. If it is a substantial story and you suspect they are evading you, briefly spell out in the story the steps you took. Make it clear to your editor and legal department that you have been unable to contact the subject of the story.
- 5. Are you relying on an off-the-record briefing? If someone has briefed you about their own activities, or their own organisation (and they are qualified to do so) you can normally regard that as sufficient verification. However, if you think there is a danger that they will later complain, you may need to make it clear that in such circumstances you would regard the obligation of confidentiality as broken and may name them as your source. You may also be asked to give your source, confidentially, to your editor. If you are unable to do so your editor is unlikely to run the story. An off-the-record source who can't be named is unlikely to be strong enough evidence to defend an accuracy complaint to IPSO.
- 6. Are you relying on an off-the-record briefing concerning the activities of a person or organisation other than the one giving you the briefing? Then any claims need to be put to the person or organisation as in steps 2-4.
- 7. What if I have two independent off-the-record sources? It is helpful, but not sufficient to ensure verification. You still need to go through the processes in step 2-4.
- 8. Check the legal warnings basket before you approach anyone for comment, and before you file your story. If the facts in your story have been the subject of legal warnings or corrections in the past, make sure you take this into account and seek advice from the Legal Department. If the subject of your story has issued a desist notice, asking journalists not to contact them, you should not make an approach unless you have consulted the Legal Department and/or a senior editor and established there is a public interest in doing so. Note we are aware some journalists currently have difficulty accessing the legal warnings basket. An improved, easy-to-access basket is under construction and will be launched very shortly. It will be followed by a new clarifications and corrections basket.
- 9. Public interest justification. Before you engage in any activity which might give rise to a possible breach of the Editors' Code, you must be able to demonstrate that you have a reasonable belief that your actions, and the publication of any story involved, are justified by the public interest. In the case of misrepresentation or subterfuge, you must demonstrate that you have pre-existing evidence of the activities you plan to investigate, that your actions are in the public interest and that the material cannot be obtained by other means. To do this you must consult the Legal Department and/or a senior editor, and keep a record of how the decision was taken.

# **Appendix 3 - Financial Transparency**





# Financial transparency for journalists

It has always been a central principle of our journalism that the editorial and commercial branches of our company work independently, without one exercising inappropriate influence on the other... church and state do not mix.

Of course there are times when it is perfectly legitimate, even desirable, for businesses which advertise with us to work with us on editorial projects: many supported the Mail's Turn the Tide on Plastic campaign, for instance.

But advertisers should never be in a position to use the fact they have a commercial relationship with us to apply pressure on journalists, whether it is to include certain content, exclude it, or to angle articles in a particular way.

If you feel an advertiser is putting you under this sort of pressure, inform your Managing Editor straight away so action can be taken.

Nor should you accept financial inducements, or gifts which may be offered or perceived as inducements, from businesses or individuals you may be writing about. Again if you are in any doubt, or feel you are being placed in an awkward situation, make sure you inform your Managing Editor, who will advise you on how to respond. You should also have had training on the Bribery Act. If you haven't, contact the Legal Department, who will arrange it.

If you are writing about a business with which you are aware we have a direct financial link, for instance another subsidiary of DMGT, then that relationship should be made clear in the copy.

There are also some areas where there are particular risks, and more specific rules apply:

#### Financial Journalism

Financial journalists – including sub-editors and anyone else who has access to financial copy - should avoid doing anything that could be construed as unethical or trading on their privileged position. In particular:

- Never buy or sell shares in companies on which you have any inside or ahead-of-themarket information.
- Never buy or sell shares in companies on which you are in the process of writing or editing stories.
- Never buy or sell shares you know will soon be tipped in any of our publications

It would be unreasonable to forbid financial journalists to hold any investments, however you should list any directly-held shares in the Financial Journalists' Share Register, which is published on ThisisMoney.co.uk.

It is not always practical for a financial journalist to avoid writing articles about companies or funds in which they have an existing shareholding. However if you think a reader may perceive a potential conflict of interest then you should inform your head of department, and declare that you have a holding at the foot of the article.

#### Advertorials and sponsored content

Some advertisers prefer to present their message in an editorial format. If an advertiser is paying for content and/or has editorial control over it, then it must be made clear to the reader by distinct labelling, such as 'Advertising Feature', 'Sponsored Content' or 'Sponsored by *Name of Company'*.

There are also some areas, commonly described as service journalism, where a closer relationship with businesses may be permissible, so long as sensible guidelines are followed:

#### Travel

It would not be possible to provide a full range of travel features unless journalists are able to take advantage of offers from travel companies to sample destinations they serve. However no offer should be accepted unless:

- You have cleared it with your Travel Editor.
- It is made clear to the travel company that you are not under any obligation to write a favourable article, or indeed to write any article at all.
- If a travel company has covered the cost of flights or accommodation featured in a travel article this should be made clear on the page, preferably in a fact box, with wording such as: 'Name of Journalist travelled to name of destination with name of travel company'.

#### Fashion and beauty

It is not feasible to write about fashion and beauty without the use of clothing and beauty products loaned or supplied by manufacturers and/or retailers. However any arrangement which involves a significant financial input from a supplier, such as covering the cost of models, photographers, or travel to a location, and is not labelled as sponsored content, should be avoided. If you are in any doubt about a proposed project, you must clear it with

your head of department. If for any reason a supplier has made a significant financial input into an article it should be made clear in a fact box.

#### Motoring

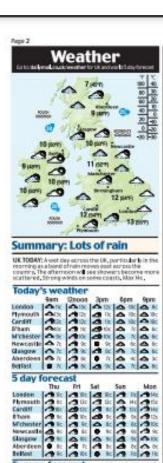
As with travel and fashion, it would not be possible to write about new cars without taking them on loan for test drives. However if this takes place in a location which involves significant financial input from a manufacturer – such as flights or hotels – this should be made clear in a footnote ('name of journalist travelled to name of location with name of company').

Finally it is a good general rule for all journalists, if you think you may be putting yourself in a position where you could be accused of a conflict of interest, to ask yourself: 'Would I be embarrassed if this were to appear as a story elsewhere?' If the answer is yes, don't do it.

# Appendix 4 – Complaints Service

The following pages give examples of the way our complaints service was publicised in our various titles during this period.

# **Daily Mail:**



# 'Labour don't want

phase out smelding new pro-tections for consumers and

RISHI Sunak went on the attack over Labour's dangerous plans for government yesterday as he set out the battle
lines for next year's election.
Laying out his agends for the next
12 morths in the King's Speech,
the Frime Minister and the country had 'surned the corner' after a
volatile period — and pledged to
build a 'srighter future'.
He put law and order at the heart of
the Government's legislative pogramme, with longher senters of exkillen to these their rictims in court.
But, with Labour ricking high in the

the PM branded the Labour leader an woo-could three was inflation and relevent rates, leaving the British people to 'pay the price'. A Labour government would bring 'negher inflation, name strakes, more insugancies and higher borrowing,' the Prime Minister unit.

The Labour Party tylan to amacture the labour paying and give in to inflation-busting pay demands from its union paymates in dangerous, inflation-busting pay demands from its union paymates in dangerous, inflation-busting the British people would pay the price in higher interest rates and higher lane, he mid.

He warned that Sir Keir's 'naive' plan to has new copporation for coll and gaz would leave the Union. Minister in the College of the Co

# **Sunak draws** pre-election battle lines in letters to face their rectinatin court. But, with Labour relding high in the options of the labour leads of this fire on. Not Starmer. In an unreasonably combattive speech. the PM branded the Labour leader and west-enoided the Labour leader and west-enoided the starbour leader and west-enoided when plans does made.

#### AT A GLANCE

CRIMINAL RISTICE BILL: Forces LEASEHOLD AND FREEHOLD BILL: LEASEMOLD Assort FREEHOLD SILL:
Brings forward delayed plans for reform, including cupping pround reals and extending the length of leases from 90 to 900 years.
Leaseholds barned for sew houses – but not new flats.

ENTREPES (REFORM)

BELL Long-avained constructions, but only after rare rourt process are in place. It shows the make it hander to firm the process are in place. It shows to be about only other rare court process are in place. It shows the make it hander for firms to make it hander for firms to make it hander for firms to have greatly and the proposition contracts, and alternify the nor park.

MEDIA BILL: Repeals

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Zero. But, in a sign of Tory divisions over the issue, Theosa May urged Mr Sunak to 'press the screlevator' on the transition to the larget. Communi - Page 14

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#### Clarifications & corrections

AN ARTICLE in yesterday's paper reported claims
by liain Dansan Scraith that
a number of individuals conserved.

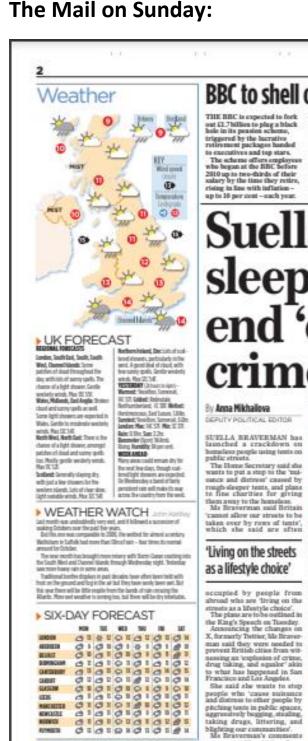
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# BBC to shell out £1.7bn to plug pensions black hole

By Francesca Washtell and Ourls Hastings

But searing inflation has seen the cost of the scheme spiral and the BBC has admitted the bill is 'not justifiable'.

bill is 'not justifiable', according to documents seen by The Telegraph. Stars such as Sir David Attenburoush and the BBC before 2010, are

battle to cut the scheme's costs, but in July a High Court ruling blocked it from reinterproting the benefits of the 6,900 staff who pay into it. An appeal is consected port were

expected next year.
The £1.7 billion has been put ady and is expected to be paid in incre

than the cost of content on EBC One and Two for the whole of

that year, and amounts to EPB per Remor fee payer.

A BBC upote sman said: "He are committed to providing an industry-leading offer for all employees that is financially stable, fairer and more consistent whilst balan

# Suella curb on rough sleepers in tents to end 'explosion of crime and squalor'



NO ROOM WITH A VIEWS A row of tents occupied by hore sizes people apposits the Landon Dye

blighting our communities'
Ms Braverman's comme were met with criticism b

charities and robbicious. Home lessness charity Crisis said: Sleeping on the streets is not a lifestyle choice... This is a con-

a roud Cabinet Minister
a constant of powerty:
London Mayor Sadiq Kluss
said: Haming bents will not
deter charities from giving
merable people skeeping on our
streets lacks compassion and is
have caused a naturance.

The properties of the pro deeply depressing," Meanwhile, a hant has been

launched within the Gevern ment for the mole who origi-cally leaked the plane to the Francial Times. Insiders raised concerns of a plot to

crackdown on acti-social to become a place where tents behaviour, with some accusing on the streets are acceptable." a rival Cabinet Minister.

The potential legislation is less expected to try to step the obstruction of shop doorways. by rough element who are the first time since 2017, using tests. The Home Office said it can

'undermine' Me Ermerman's - We will not allow our country

Last year the Government Last year the Government published its homelessness strategy, which restated its 2009 monifests commitment to end rough sleeping by the end of the current Parliament. But the number of homeless people is rising - figures surfair the year showed the number of people estimated to be sleeping yout a lower than the first people outstanded to be sleeping youth in England but then for rough in England had risen for

Tory MP Nick Fletcher spoke in support of the plans. He said: King's Speach.







CORRECTIONS & CLARIFICATIONS Alt our journalists observe the Editors' Code of Practice and the Mail is a member of the

makensunday as B. mede a formal conjugate, go is madensunday as the make a formal amplate, go is madensunday as at his maderna date. Visa can be formally formally as the second of the Salation 8 Darry Street, London We SAY, or contact 1950 directly of Spinoro M. (202) hap-had

#### Metro:





#### Formula win! Metro scoops award

METRO'S Formula for Change campaign has won an award far outstanding efforts in diving change - thanks to your other. It best other notional reads suffer in the prestigious Making A Difference award. Formula For Change, in partnership with charity Feed, calls no the generoment to sursp guidelines that stop transiles using foodbank reacher to bary infant formula for the stop to the sursp processor that stop trainines using foodbank reacher to they infant formula disapite the cast of fiving orisis. Allower 50,000 have signed our petition, backed by stems, store chain inclinand and shadow beath to critary the Streeting. Awards chief Owen Hendith, of the News Hedda Association, said: "Harmost



Good start: Eaby gets formula milk cirv-congrabulations to Heistacaud." Heiru-deputy office Chin William said. "I'm proud, but thow?" still work to the doze. Please sign-our petition and let'r take it to No.10."

# Childcare strains 'forcing mums out of jobs market'

ONE in their working manue is considering spatially their job because of childrane durine, a poll finds. Host have deced burniers to their career while jugging children to their career while jugging children to their a life in him or refusal a potential. The presumes route have a looger-term impact or our even-thristing warriforce, said pare longer, head of "Intelligible Their te sourced up with the Fawcett Society to poll 1,000 mums.

#### Lateral flow tests may soon spot brain cancer

Biblish tumour may soon be detected by using lateral flow tests. Scientists are working to develop a simple play pick test that patients can do at home — similar to those used during the Coold pandwrint. It could significantly reduce the barden on healthcare systems by leasening the need for MRI scans, researchers at Nottingham Treet University said.

#### 30 years of privatisation 'has cost rail passengers billions'

RAIL passengers are paying more to travel on a 'deterioration' system since the industry was privationed 16-years ago, a

report by the RMT union claims.
To mark the 30th and venuery of the 1993.
Reference Act, it said 53'th/lion had "evied" out of the system while passengers were paying eight per cent mane in neel terms.

COSA data passessing is sentimons. BMT treat Mick Upoch said provinciation had been an impressive debactic. The union said a single publicly conned rail company would saise In Stallian amountly and carl faints by 18 per cent. But incharity body Rail Partners, said the RMT continues to misrepresent the resilities of railway fluxetory.







Similar Stone, actious, 25.

#### TODAY IN HISTORY

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# How to Complain

By DAIL MAIL ONLINE REPORTER

PUBLISHED: 11:27, 4 June 2015 | UPDATED: 20:21, 3 Merch 2021















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F PRESIDENCE OF actor was interiously found not guilty after murder of ex-wife Nico Brown Simpson



Shendan Smith's under-the West End play is CANCELLED as it's revealed Opening Night will end two months early after poor reviews.



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F James Corden FINALLY gets approval to demolish his Oxfordature home after months of delays with plans to build a £8m mansion



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# Appendix 5 - 2023 seminar programme

### IPSO's getting tougher...

The precise content of seminars varied acording to the audience and topical issues in the news, but the outline remained broadly constant:

#### 1. Introduction

- The number of complaints IPSO upheld increased markedly in 2021 62 across all national titles, compared to 33 in 2020. 58 of the 62 upheld complaints concerned accuracy.
- The increasing readiness of IPSO to uphold accuracy complaints means journalists must be ever more vigilant in following the Code to the letter.
- 2. It is important to be able to show evidence for EVERY fact in your story:
  - Complainants sometimes challenge numerous facts in a story, and IPSO may ask for evidence to support all of them – even passing references.
  - This means a complaint can still be upheld even if the overall message of the story and nine out of ten facts within it are completely accurate.
  - Reporters must make sure they have evidence for every fact and omit any information about which they are less than 100 per cent certain.
  - Case history Walker v Daily Mail
- 3. IPSO may expect you to have notes of every conversation however brief
  - Two complaints were upheld because reporters had checked facts over the
    phone while they were writing their stories, then typed the answer they
    believed they had been given straight into their stories.
  - When complainants challenged those facts, the reporters were unable to
    provide separate notes to support them. IPSO refused to accept the copy itself
    as a note, and ruled that care had not been taken.
  - Reporters must ensure they have note of every conversation on which they are
    going to rely, however brief. If reporting events virtually, and typing notes
    straight into their computers, they must save a copy before editing their notes
    into a story otherwise they will have no separate note to produce for IPSO.
  - Case histories Reed v MailOnline, A Woman v MailOnline, metro.co.uk and Metro.

#### 4. Take extra care with statistics

- Most journalists are not mathematicians. This can lead to misunderstandings over statistics.
- If reporters are writing stories based on statistics it is sensible to go back to the source of the story, outline how they are interpreting the statistics, and check that is a reasonable and accurate approach to take.

- Case history: Portes v Metro.
- 5. Be precise in your language IPSO may read headlines literally
  - In one case a Daily Mail headline described a decision by eleven EU member states halt use of the AstraZeneca vaccine as 'EU snubs UK'.
  - IPSO ruled that as no action had been taken by the European Commission itself, it was not accurate to report a decision by eleven member states as an action by the EU.
  - Headlines must be precise it is not good enough to rely on a fuller explanation in the copy to remedy loose phrasing in a headline.
  - Case history Ormerod v Daily Mail
- 6. We may have to publish a correction, even if we can show we took care over the facts in a story.
  - Sometimes it is possible to defend a complaint successfully under Clause 1(i), by showing that proper care was taken with sourcing and checking a story, but the information contained may still be inaccurate.
  - In that case a correction must still published, and failure to do so is a breach of Clause 1 (ii)
  - Case histories Sloane v MailOnline, Pelling v Metro, Dyson Technology Limited v MailOnlione
- 7. It is also important that corrections do the job properly.
  - Increasingly IPSO will not accept amending the copy online as adequate correction of an inaccuracy.
  - There must be a separate correction, or at least a footnote, which identifies the inaccuracy and sets out the accurate position. Otherwise complaints risk being upheld.
  - Case histories: A Woman v MailOnline, metro.co.uk and Metro.
- 8. Take a great care in summarising quotes from court cases
  - It is very tempting to paraphrase quotes from court evidence and judgments, particularly in headlines.
  - But there is always a risk that in doing so, important nuance of meaning is lost, which opens the way to complaints.
  - Try to ensure the language used in copy follows that used in court as closely as possible.
  - Case history: Ahmed v metro.co.uk

# **Appendix 6 – Training of Journalists**

# The Associated Newspapers editorial training scheme 2023

The Associated Newspapers training scheme is the largest run by any national newspaper and has a formidable reputation throughout the industry for producing excellent, well-trained journalists.

In 2023 we recruited and trained 21 trainees. They included three print news reporters, five sub-editors, three sports journalists, one writer for the Money section and eight online reporters. This follows from the 33 trained on the scheme in 2022.

We have strived to nurture all past trainees and many are now in very senior positions on the paper including the news editor and specialists across the board. The various press awards this year were noticeable for the huge number of nominees and winners who had started out as Mail trainees, some of whom are now at other papers.

Last year we also trained five reporters for DailyMail.com in America.

DailyMail.com currently employs 24 former trainees, the majority having come from the UK office.

It is 20 years since the scheme was first run, initially for sub-editors, and nearly 500 journalists have passed through it. We are currently advertising for two courses to start in September 2024.

The selection process focuses on ensuring as much diversity as possible, both in terms of ethnicity and social background. Three of this year's recruits had been given bursaries at university.

The training is run by respect journalists Sue Ryan, a former managing editor of The Daily Telegraph, and Peter Sands, a former editor of The Northern Echo and editorial director of Northcliffe Newspapers.

The selection process is very robust. Most trainees have completed a journalism master's degree or have gained the NCTJ qualification from the Press Association or News Associates, so have basic skills in news writing, sub-editing, law, government, court reporting, shorthand and the Editors' Code.

The reporters are taught for three weeks under Peter Sands, and the sub-editors and online trainees for four weeks. It is an intensive course with a lot of red-penning of exercises and zero tolerance of mistakes. In 2022 we introduced software training in Glide and Wombat for Mail+.

These are the topics covered in this year's basic training:

#### **Reporting course**

The course presumes attendees have already taken a qualification in journalism and had newsroom experience. It deals mainly with the tasks which will be required while working for our titles:

- a skills checklist (grammar, spelling, accuracy, attitude, structure, media law)
- intro writing and story structure
- the art of storytelling for the web
- tight writing and attention to detail
- professional standards (all UK trainees study the Editors' Code in detail and are given an electronic copy)
- media law (libel, privacy, copyright, bribery)
- covering a breaking story
- sources of stories
- story development
- the senior reporter's survival guide
- stories from the written word (agendas, reports, financial information)
- writing lighter stories/picture stories
- developing contacts
- writing a profile
- forward planning and working to the diary

- copy tasting, conference and putting together a newslist
- professional behaviour
- current affairs knowledge
- Mail style
- understanding the Mail audience

The focus of the course is on developing and writing stories. Trainees take live stories from the wire services and put them into Mail style, and have to source and write an exclusive for publication during the course. There are speakers from the newsroom - news, city, sport and production department heads, plus senior reporters and columnists.

#### **Sub-editing course**

- a skills checklist (grammar, spelling, accuracy, attitude, structure, media law)
- the art of the sub-editor
- a glossary of subbing terms
- the 70 most common errors in newspapers
- intro writing and story structure
- the art of storytelling
- tight writing and attention to detail
- professional standards (all UK trainees study the Editors' Code in detail and are given an electronic copy, trainees from the USA and Australia study the codes of practice that apply in their home countries)
- media law (libel, privacy, copyright, bribery)
- proofreading
- the subbing perils
- Mail style
- understanding the Mail audience
- Mail headline writing and practical headline exercises

- captions, subdecks, standfirsts, factfiles
- analysis of different newspaper styles
- Photoshop
- Adobe InDesign
- an introduction to typography
- handling pictures and graphics
- layout and design
- putting together a picture spread
- editing stories from different sources
- editing a live breaking story
- current affairs knowledge

After basic training all trainees undergo placements for between three and five months. We used to send trainees to regional papers but the current nature of their production means they no longer have proper sub-editing teams. So we send the subs to The Scottish Daily Mail, The Irish Daily Mail, The Evening Standard, Metro, the i newspaper and the Press Association where they learn from professionals.

Reporters and online journalists go either to the titles above or to big regionals such as the Liverpool Echo. Here they learn the skills of going on the road.

Courses are tailored for the individual, but generally every trainee has six months paid training before filing or subbing their first story to the Daily Mail, Mail on Sunday or MailOnline. Once they have joined their chosen paper or website they continue to be treated as trainees and are supported by mentors. Department heads take time to teach and encourage them.

471 trainees have graduated from the scheme – 272 for the London newspapers, 132 for MailOnline in London, 38 for DailyMail.com in New York and 29 for Daily Mail Australia in Sydney. Many are now senior executives on our newspapers and websites – so trainees may well find themselves working for someone who not very long ago was a trainee themself.

#### **Sue Ryan and Peter Sands**