

ASSOCIATED NEWSPAPERS

**Annual statement to the Independent
Press Standards Organisation 2024**

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 and Metro.co.uk. Its sister company Harmsworth Media publishes the i, inews and 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 2024: 674,000)
- The Mail on Sunday (Circulation area England, Wales and Northern Ireland. Average circulation including Scotland and Ireland December 2024: 561,000)
- Scottish Daily Mail (Circulation area Scotland. Average circulation December 2024: 43,700)
- The Scottish Mail on Sunday (Circulation area Scotland. Average circulation December 2024: 36,600)
- Metro (Distribution in major cities and suburban areas in England, Scotland and Wales. Average circulation December 2024: 952,000)
- The i (Circulation area England, Scotland, Wales and Northern Ireland. Average circulation including Scotland and Ireland December 2024: 123,000)
- MailOnline (Global audience. Global monthly unique browsers December 2024: 122.2m)
- Metro.co.uk (Global audience. Global monthly unique browsers December 2024: 20.1m)
- inews (Global audience. Global monthly unique browsers December 2024: 4.55m)

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 of 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 has recently begun a new series of seminars for journalists explaining recent changes to the Editors' Code and 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 in-house 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 7.00pm, and provide advice remotely until 8pm. Rota lawyers provide remote cover between 8pm 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 www.dailymail.co.uk/readerseditor. 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 corrections@dailymail.co.uk. 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 2024 was 13 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

The series of training seminar started by Editor Emeritus at the end of 2021 was completed with a further two seminars during 2024.

4.2 Plans for further training

The Editor Emeritus has begun a new series of seminars for Journalists focused on changes to the Code introduced at the start of 2025, plus recent adjudications by the Complaints Committee. 150 journalists have attended so far, and the seminars will continue through 2025.

5 Compliance

5.1 Complaints ruled on by IPSO

During this period IPSO ruled on 26 complaints against Associated Newspapers titles. Six were upheld. The rulings were:

04923-24 Mallon v Daily Mail. No breach
04372-24 Harries v Daily Mail. No breach
05351-24 Various v Mail Online. Breach
01720-24 Eyles v The Mail on Sunday. Breach
01561-24 Kelly v Mail Online. No breach
03617-24 Şenvardar v The Mail on Sunday. No breach
01118-24 Barrowman v Daily Mail. No breach
22652-23 Mann v metro.co.uk. No breach
22279-23 Mann v Mail Online. No breach
01576-24 Neeves v Daily Mail. No breach
01567-24 Neeves v Mail Online. No breach
01664-24 Jackson v The Mail on Sunday. No breach
01325-24 Raja v Mail Online. Breach
00797-24 A woman v Mail Online. No breach
01581-24 Mallon v The Mail on Sunday. No breach
00554-24 Mallon v Daily Mail. No breach
22679-23 Nicholls v Mail Online. Breach
20993-23 Mallabourn v Mail Online. Breach
18554-23 Stephens v Scottish Daily Mail. No breach
21812-23 Vulliamy v Daily Mail. No breach
21746-23 Austin v The Metro. No breach
21092-23 Joyce v Mail Online. Breach
22289-23 Laughlan v Daily Mail. No breach
20825-23 Revell v The Mail on Sunday. No breach
22285-23 Robinson v Mail Online. No breach

21877-23 Wieser v Mail Online. No breach

IPSO mediated 15 complaints without making a determination on whether or not there had been a breach of the Code:

05620-24 Hamilton v Mail Online

22392-23 Grigore v Mail Online

22389-23 Grigore v metro.co.uk

03932-24 Macharia v Mail Online

03827-24 Szymanska v Mail Online

01616-24 Williamson v Mail Online

00320-24 A complainant v Mail Online

00851-24 Boeg v Mail Online

01224-24 A man v Mail Online

01236-24 Jefferies v Mail Online

00569-24 Science Feedback v Mail Online

00419-24 Hedges and Baker v Mail Online

00032-24 Hudson v The Mail on Sunday

00041-24 A man v Mail Online

21113-23 Walker & Walker v Mail Online

5.2 Steps taken to respond to adverse adjudications:

21092-23 Joyce v Mail Online. A memo was sent to all staff reminding them of the importance accurately reporting detail such as specific charges in a court case. Where there is any doubt about agency copy it should be double-checked.

20993-23 Mallabourn v Mail Online. A memo was sent to all staff reminding them of the risks in following up stories from other publications, and insisting that care must be taken to get independent confirmation of all facts in the original report.

22679-23 Nicholls v Mail Online. A memo was sent to all staff reminding that great care must be taken when describing details of convictions, particularly when these are taken from interviews with third parties rather than contemporaneous court reports.

01325-24 Raja v Mail Online. This involved a report of a tribunal hearing in which certain allegations which were not proven were presented as tribunal findings. All staff were reminded that tribunal rulings are normally uploaded on to the HMCTS website, where copy should be checked for accuracy.

01720-24 Eyles v The Mail on Sunday. This involved a misunderstanding in the newsroom, as a result of which a headline said a Holocaust Memorial had been covered by the Metropolitan Police to protect it during a demonstration whereas in fact, as the article itself made clear, the action was taken by the Royal Parks authorities. The individual who wrote the headline was spoken to about the importance of reading the latest version of the copy before writing headlines.

05351-24 Various v Mail Online. This involved a breaking story about a stabbing in Leicester Square. It was updated several times in the course of the day, in the course of which a picture which was originally identified as 'Hero security guard' became presented in such a way that it appeared to be identified as 'Leicester Square knifeman'. All staff were reminded that when updating pages they must ensure images, captions and headlines do not become disjointed in way which presents an inaccurate version of events.

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 2024. This list does not include legal complaints, or those resolved informally:

Total number of complaints resolved: 236

This figure includes:

Number of complaints adjudicated or mediated by IPSO: 41

Complaints referred by IPSO and resolved by us within the 28-day period: 39

Clauses of the Code raised (some complainants raised more than one clause, none raised clauses, 15):

1 Accuracy	205
2 Privacy	66
3 Harassment	17
4 Intrusion into grief	16
5 Suicide	1
6 Children	8

7 Children in sex cases	1
8 Hospitals	1
9 Reporting of Crime	7
10 Subterfuge	4
11 Victims of sexual assault	1
12 Discrimination	15
13 Financial journalism	2
14 Confidential sources	4
16 Payment to criminals	1

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

Code not engaged (internal determination)	87
Code potentially engaged (internal determination)	107
Upheld by IPSO	6
Not Upheld by IPSO	20
Outcome mediated by IPSO	15

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	91
Online article/picture/video removed	76
Adjudication published	1
Correction/clarification published	18
Footnote added to online article	47
Payment/compensation	4
Apology published	4
Private apology	3
No remedial action required	58

Appendix 1. Complaints Procedure

Daily Mail

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. [Click here](#) 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, [click here](#) 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-the-market 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.



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By Martin Beckford
Policy Editor

PRESSURING someone to end their life will be a crime punishable by up to 14 years' imprisonment under the proposed legislation on assisted suicide, it last night emerged.

Long-awaited details of the Terminally Ill Adults (End of Life) Bill reveal that, if passed by Parliament, it will be illegal to use 'dishonesty, coercion or pressure' to make someone say they want help dying. It will also become an offence to force someone to take the lethal dose of medication that is supplied for approved applications.

Only terminally ill people with less than six months to live will be allowed to file for help ending their lives under the bill published by backbench Labour MP Kim Leadbeater last night - with disability and mental illness ruled out as eligible criteria. They will have to make separate 'clear, settled and informed wishes' to die and have their mental capacity assessed by two independent doctors. They will also be told about alternative treatments such as hospice care.

Their application will then be ruled on by a High Court judge, who must take evidence from one of the doctors and may also question the dying patient.

The wait between their

Assisted dying bill will include threat of 14 years' jail as 'guardrail'

medical assessment to being allowed to end their life is expected to be three weeks.

Ms Leadbeater's Private Members' Bill is set to be voted on by MPs on November 29. She said: 'I remain ready and willing to answer any questions they may have, because I don't underestimate the seriousness of the issue.'

'I believe this bill not only offers protections to people nearing the end of their lives that they don't have at present, but also provides for the strictest safeguards anywhere in the world.'

But campaigners have argued it is being rushed through, while growing numbers of MPs have expressed concern about the lack of scrutiny - with even Health Secretary Wes Streeting

and Justice Secretary Shabana Mahmood due to vote against it.

Ross Hendry, chief executive of Christian charity CARE, said: 'MPs need time to digest legislation of any kind, but on a proposal like this - which would have profound implications for our

'Rushed with indecent haste'

society - two weeks seems too narrow a timeframe.'

Dr Gordon Macdonald, chief executive of Care Not Killing, added: 'This bill is being rushed with indecent haste and ignores the deep-seated issues in the UK's broken and patchy palliative care system and the crisis in social care. It ignores data from

around the world that shows changing the law would put pressure on vulnerable people to end their lives.'

And prominent barrister Alex Ruck Keene, who has worked on a right-to-die case, said he was 'immensely troubled' by the way the legislation is being introduced as a Private Members' Bill rather than by the Government.

He said MPs and peers are being 'radically unsupported' because of the lack of detail to explain how assisted dying would work in practice, such as complex decisions on who has the mental capacity to make the decision to end their own lives.

He also fears courts may eventually decide it discriminatory to not expand the six-month life expectancy clause to cover others in pain.

Finally, Starmer puts borders top of agenda (and growing the economy!)

SIR Keir Starmer put borders at the top of his agenda yesterday after a surge in Channel crossings.

The Prime Minister said it was one of his 'two key priorities' - alongside spurring on Britain's economic growth.

It seemed to represent a reshuffling of priorities after he campaigned during the election with a list of five 'missions'

From **Claire Ellicott** in Baku

that did not mention migration. Nearly 33,000 migrants have come to the UK this year, with 19,000 since the election.

Yesterday, Sir Keir discussed how to stop the 'vile trade' of people smugglers with French president Emmanuel Macron. He said: 'The two key priorities for me on all of these engagements with

our partners is our economy and economic growth and border control and border security. They're the two dominant themes.'

He added: 'To smash the gangs, we've got to be talking to our international partners, otherwise it's rhetoric, and I'm interested in results.'

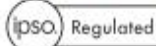
Shadow home secretary Chris Philip said Labour's scrapping of the Rwanda asylum scheme had 'laid down the red carpet' to people trafficking gangs. 'Labour have no plan to safeguard the border, instead they have thrown open the door Channel crossings. They must present a workable plan to Parliament, or risk seeing the numbers skyrocket further,' he said.

Alex Mendonça - Page 14

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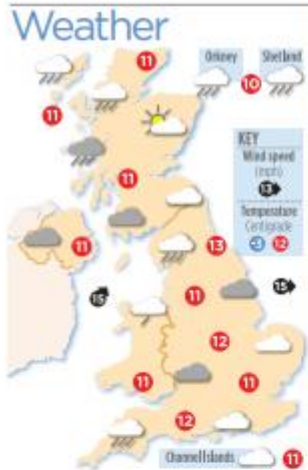
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The Mail on Sunday:

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The Mail on Sunday DECEMBER 15 • 2024



UK FORECAST

Northern Ireland, Eire: Overcast skies with patchy drizzle in the upland areas. No sunshine is expected throughout. Moderate westerly wind. Max 12C/54F.

Wales, Midlands, East Angles: A settled day with mostly cloudy skies and a few spots of drizzle, particularly in Wales. Gentle westerly wind. Max 12C/54F.

North West, North East: A cloudy day with a few patches of drizzle along the west coast. No sunshine is expected. Moderate westerly wind. Max 12C/54F.

Scotland: Overcast skies for all. A band of steady rain moves in from the west, sweeping across the Highlands. Fresh westerly wind. Max 12C/54F.

WEATHER WATCH

The dome of high pressure across central Europe is now extending further south into the Bay of Biscay, effectively blocking rain bands from crossing into Britain but resulting in stormy weather close to Madeira and the Canary Islands.

At home, the weekend will bring a welcome change with milder winds and the increasing chance of some sunnier skies. During the week, developing low pressure will bring more unsettled weather with a risk of gales, spells of rain and a brief cold northerly.

All the evidence at this stage suggests the big day drizzle will be brief but mild winds with developing rain. Evening day could bring a further dip in temperature and snow in northern mountains.

SIX-DAY FORECAST

	MON	TUE	WED	THU	FRI	SAT
LONDON	11	10	14	10	9	9
BERKELEY	10	9	13	7	7	7
BELFAST	10	10	11	7	6	7
BIRMINGHAM	11	10	13	5	5	8
CANTERBURY	11	9	11	10	8	8
GLASGOW	11	10	13	5	5	8
LEEDS	11	10	13	5	5	8
MANCHESTER	11	10	13	5	5	8
NEWCASTLE	12	10	13	5	5	8
NORWICH	11	10	13	5	5	8
PLYMOUTH	12	10	13	5	5	8

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Destroy chemical arms and reject terror, US tells rebels who ousted Assad

By Ryan Hooper

THE US held direct talks yesterday with the Syrian rebels who brought down the Assad regime - and insisted the new government must destroy the country's chemical weapons.

Antony Blinken, US Secretary of State, spoke with the Hayat Tahrir al-Sham (HTS) group headed by Abu Mohammed al-Jolani after a crunch summit involving Middle Eastern nations in Jordan.

Mr Blinken refused to discuss details of the talks with HTS, which spearheaded the overthrowing of president



WRECKAGE: An HTS fighter at an Israeli blast target in Syria

PM warns over Putin threat

SIR Keir Starmer will travel to the frontline with Russia today to warn that Vladimir Putin will continue to pose the most acute threat to British security for an entire generation.

The Prime Minister will visit Norway and Estonia where he will meet Nato troops serving in the region to deter Russian interference. During his visit, Sir

ply route through Syria after the toppling of Assad. The foreign ministers of Egypt and Jordan demanded that Israel pull out of a demilitarised zone along the border with Syria. And there were reports that Russian forces were vacating some front lines in northern Syria, while Assad and his family remain in Russia having been granted asylum.

Last night Mr Blinken said his message to the Syrian people was that 'we want them to succeed and we're prepared to help them do so'.

He said: 'Syrians know they are going to need support from their neighbours and the international community to meet these challenges. We've seen how the fall of an oppressive regime can swiftly give way to more conflict and chaos, how the shoes of one dictator can be filled by another. That's why it's so important that we and our partners came together today to agree on principles that will guide our efforts to help the Syrian people meet these challenges.'

HTS, which was once an affiliate of Al Qaeda, has been designated a foreign terrorist organisation by the state department since 2018.

But insurgent leaders say the group has broken with its extremist past. Al-Jolani last night said it was not about to enter into conflict with Israel, but said 'the Israelis have crossed the rules of engagement' in an interview with Syrian TV, although it did not broadcast details of any conversations with the US.

'Shared principles to help Syrian people'

Bashar al-Assad a week ago, although he said Syria's new government must reject terrorism and destroy the former dictator's chemical weapons stockpiles. It must also respect women and minority rights.

He told a news conference in Aqaba, Jordan, that 'the US and our partners in the region have agreed on a set of shared principles to guide our support for Syria and its people'.

It came as Israeli air strikes continue to destroy much of the Syrian army's assets.

There were fresh attacks on Lebanon, while a mother and her five-year-old daughter were among the dead after a municipal meeting in central Gaza was apparently tar-

geted. The Israel Defence Forces said the air strike killed a key Hamas member. Naim Qassem, the head of the Iran-backed Hezbollah terror group, urged the new Syrian regime not to normalise relations with Israel.

He also said the Lebanese armed group had lost its sup-

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No.10 denies 'day off' plan to mark WWII anniversary

KEIR STARMER has rebuffed suggestions he is planning an extra bank holiday to commemorate the 80th anniversary of the end of World War II. It was reported a four-day celebration would have marked the heroics of the Greatest Generation, who fought against Nazi Germany in Europe and Africa, and Japan in Asia. To commemorate their sacrifice a host of events was said to have been planned for May or August. Victory in Europe Day, when the

by GETHIN HICKS

Allies accepted the Nazis' surrender, falls on Thursday, May 8 - while Friday, August 15 marks Japan's surrender that effectively ended the six-year war. But the prime minister's spokesman last night denied the planned array of events will include an extra day off. 'The 80th anniversaries of VE and VJ Day will be moments of huge significance for our country where we will come together to honour the memory

of those who served, the legacy they left behind and what we owed them. 'We are committed to commemorating these nationally important occasions, which is why we have announced more than £10million for events to mark them... these plans do not include an additional bank holiday but we will look to use the exciting early May bank holiday for commemorative events.' Asked why there would be no extra bank holiday, he added: 'A balance has to be struck for business and services.'

METROBOARD

BIRTHDAYS



John Alderton, actor, 84; Kathryn Bigelow (left), film director, 73; Charlie Burchill, musician, 65; Roberto Mancini (right), football manager, 60; Michael Vartan, actor, 56.

TODAY IN HISTORY

- 1701: Anders Celsius, the astronomer who created the centigrade temperature scale, was born in Uppsala, Sweden.
- 1703: The first Edystone Lighthouse off Cornwall was swept away in The Great Storm that killed 8,000 people in the UK.
- 1914: The first trained policewomen to



be granted official status in Britain, Miss Mary Allen and Miss E F Hartman, reported for duty in Grantham, Lincolnshire.

- 1944: 68 people died when explosives went off in a cavern under Staffordshire.
- 1990: John Major became premier at 47, the youngest PM of the century.

IN MEMORIAM: JOHN TINNISWOOD 1912-2024



Record breaker: John Tinniswood pictured on his 111th birthday (left) and as a younger man (right), said he no idea of the reason behind his longevity.



THE world's oldest living man - who was born the year the Titanic sank - has died, aged 112. John Tinniswood passed away 'surrounded by music and love' at his care home in Southport, Merseyside. He was born in Liverpool on August 26, 1912, four months after the doomed liner sank, and became the world's oldest living man in April. He attributed his longevity to 'luck'. Beyond eating a portion of battered fish and chips every Friday, Mr Tinniswood said he did not follow any particular diet. 'You either live long or you live short, and you can't do much about it,' Mr Tinniswood had said. He lived through both world wars and was the oldest surviving male World War II veteran. He had worked in an administrative role for the Army Pay Corps. His work also involved logistical tasks such as locating stranded soldiers and organising food supplies.

He went on to work as an accountant for Shell and BP before retiring in 1972. A lifelong Liverpool FC fan, he was born 20 years after the club was founded in 1892. Mr Tinniswood met his wife Blodwen at a dance in the city and they enjoyed 44 years together before she died in 1986. Their daughter Susan was born in 1943. Since turning 100 in 2012, he received a card each year from the late Queen Elizabeth, who was his junior by almost 14 years. When asked about how he felt turning 112, he told Guinness World Records: 'I don't feel that age, I don't get excited over it. That's probably why I've reached it. I just take it in my stride like anything else, why I've lived that long I have no idea at all. I can't think of any special secrets I have. I was quite active as a youngster, I did a lot of walking,' he said. The world's oldest living man is now Brazilian Joao Marinho Neto, also 112.

TOURIST RATES

Australia (A\$)	1.84	Poland (zloty)	4.56
Canada (C\$)	1.69	Singapore (S\$)	1.58
Euro (€)	1.14	South Africa (rand)	21.44
New Zealand (NZ\$)	2.00	US (\$)	1.20

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THE POLL POSITION

SHOPPERS will splurge more than £3.5 billion on tech devices they don't need in this year's Black Friday sales. A fifth will only use their new gadget for four months after purchasing, and 35% will only buy items to keep up with the latest technology. When it comes to getting rid of unwanted tech, 41% recycle devices and 32% gift them to family or friends, a poll by second-hand electronics buy and sell specialist C&X found.

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Paying tax is a privilege

How wonderfully refreshing to read Yacine Akkai-Browne's piece on Britain's tax photo (Opinion, 27 November). I complained to a friend some years ago that my six-monthly tax bill was due. "It's pay your tax," she said. "If I can have your income!" I realised then how

right she was. I had a large enough income that it qualified me to pay tax and that made my contribution to the wellbeing of the country and community in which I enjoy living and in comfort. Our NHS, schools, care services, the arts and public services are all struggling with lack of funding. Being in a position to pay tax to benefit us all should be

seen as a privilege, not an imposition.
DR JAMIE HILL
PEBBLES, BORDERS
I so often feel like the "bad cop" when I voice the opinion that if we want quality services, we must pay higher taxes. Of course the taxation system needs to be fair and we must ensure that the burden does not fall disproportionately on those least able to bear it.

But if we want better services for everyone we need to accept collective responsibility for paying for them.
GILLIAN BERRYMAN
RICHMOND, LONDON
Don't pressure us to sell up
Another snigger takes a shot at older people ("Pensioners hold the key to ending housing crisis", Opinion, 26 November). I'm 80 and my wife is in her seventies. We only retired two years ago. We live in a small house where we settle around like two peas in a cushion.

Why haven't we moved? Simple. We can walk to our local supermarket. The surroundings are familiar, safe, calm. Nowhere else has met these criteria.

I am grateful for this life in retirement. We love it. We are not rich, but we manage.
MIKE NEWMAN
SHEFFIELD
SOUTH YORKSHIRE

Blame game is not healthy
I fully endorse Ian Dale's remarks about people taking responsibility for their own well-being and of those for whom they have responsibility ("You can't really blame the church for our obesity crisis", Opinion, 27 November).

For too many people of all walks of life seem to blame everyone and everything for all their woes and tribulations. We cannot keep using Brexit, Covid and government as excuses for even I am a recovering alcoholic of 20 years and it was only when I accepted responsibility for myself that my whole life improved.

Paul Hollywood and Prue Leith would struggle with the high-pressure of 'Bake Off' tasks, says reader

Not everything is perfect and that is because of the and, unfortunately, people expect too much of a place and either cannot or will not make them-terms adjustments to have a happier and more satisfying lifestyle. As the amateur gurus and so-called lifestyle experts need to back off, let us do your individual best and enjoy what you already have.
KEVIN BUTT
PICKERING
NORTH YORKSHIRE

In defence of canine friends

Both as a veterinary surgeon and as the owner of a nine-year-old Hungarian vizsla (which mostly off the lead) I applaud the article by Chris Hewlett-Burton ("Let your dogs run free - it is cruel to keep them on a lead at all times", 1, 26 November). Dogs should be allowed a single time-off the lead to socialise and to interact normally with other dogs. A precondition for this is responsible ownership. This includes:

good training, cleaning up after your dog and respecting that some people might feel uncomfortable or intimidated by dogs. For this, a lead always needs to be at hand. I can see the difference and appreciate well-socialised dogs on a daily basis during my veterinary consultations.
WOLFGANG DÖHNE
CANNISLEY, SURREY

Further to Richard James' article about keeping dogs on their leads (Opinion, 25 November), I should like to stick up for dogs. I have been a dog owner for most of my adult life and my dogs have been so joyful and happy, racing around a park, un-leashed. I find it unfair to label them all as threatening or out of control.
DEBORAH BOTTOMLEY
BROMLEY, LONDON

'Bake Off' has its challenges

I agree with everything said in Emily Baker's article ("Bake Off has gone stale - but here's what would fix it", Arts, 26 November). If Prue and Paul tried to undertake the baking challenges in the same conditions, within the time limit as the bakers, they too would see the need to make changes.
PATRICIA BAKER
FROME, SOMERSET

I was wrong

Mistaken identity
The article "We need a new definition of war" on page 25 of Wednesday's issue was mistakenly attributed to Arj Singh and Jane Merrick. It was in fact written by Tobias Schwab, the former defence secretary. We apologise for the error.

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How to Complain

By DAIL MAIL ONLINE REPORTER
PUBLISHED: 11:27, 4 June 2015 | UPDATED: 12:32, 12 February 2025

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DON'T MISS

▶ Sugababes singer Keisha Buchanan was 'beaten' by footballer ex who 'controlled what she ate and stopped her wearing red lipstick', court told



▶ Stacey Solomon puffs on a cigarette by the side of the road as stressed-out star leaves vets in tears



BREAKING NEWS
▶ Baywatch icon who worked with Pamela Anderson dies at age 77... just 12 days after his wife's death



EXCLUSIVE What Harry's old friends are REALLY saying about his 'disgusting' interview - as they reveal to RICHARD EDEN what their relationships with the Prince are like now



▶ Brooklyn Beckham's Playboy model ex responds to claims 'Victoria and David are 'toxic' amid 'family feud' with Nicola Peltz



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Appendix 5 - 2025 seminar programme

How the Code has changed – and why it is more important than ever to take notes

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

1. Introduction

- The content of the Editors' Code has remained pretty constant for 30 years, but every now and then there are changes and it is very important journalists understand why they have been made, and what effect they will have on our journalism.
- What happens more frequently is that IPSO updates the way it interprets the Code. IPSO is not bound by precedent, so it is important to understand current thinking on key issues

2. Don't allow sympathy for the subjects of a story to cloud judgments over public interest and privacy

- In January 2025 there was substantial change to Clause 6 (iii), Children. The authority for consent to interview or photograph children was changed 'custodial parent' to 'adult with legal parental responsibility'.
- This followed a local paper story naming and picturing a child who was the subject of an interview with their father. Although he had visiting rights – so might have been considered a custodial parent – he did not have legal parental responsibility.
- This means journalists must be sure of the legal status of any parent, or other adult who gives consent for a child to be interviewed or pictured – even if they have a heartbreaking story to tell, like the grandparents of apparently missing children.
- Case histories – *A woman v South Wales Argus*; *Abbas v MailOnline*

3. IPSO is getting tougher and tougher about requiring journalists to provide notes

- It is often difficult to take written notes when doing a brief interview in a stressful situation, such as a doorstep.
- Subjects of such interviews often challenge what they are reported to have said, and IPSO is likely to ask to see notes.
- Previously they have usually accepted a note written up as soon as the interview was completed – a so-called contemporaneous note. But in one recent case they preferred to believe the interviewee's memory of what he had said.
- Therefore, always make it clear that you are a journalist seeking comment, take written notes if you possibly can – but keep your phone running on record so you have a transcript if needed.

- Case history – *Clunes v MailOnline*,

4. Don't report rumour as fact, especially when stakes are high

- Warfare, and acts of terror, are always difficult to report. The aftermath of a horrific event is often chaotic, emotions run very high, and dramatic claims are made
- The chaos and the claims are all part of the story, but care must be taken that claims are not presented as though they are verified facts.
- Case histories: *Various v Daily Mail*; *Austin v Metro*

5. Editors have the right to choose what they publish, but coverage which looks obsessive can turn a winnable case into an unwinnable one.

- Complainants sometimes argue that repeated stories on the same subject are a form of harassment, but IPSO is not normally inclined to rule against publications in these circumstances. It recognises a moving story may require repeated use of the same pictures and background facts.
- However, keeping photographers in the vicinity of someone's home, particularly after the issue of desist notices, and taking of pictures through restaurant windows may well be considered harassment, especially if it takes place in the context of repeated coverage of the same facts.
- Case history – *James v MailOnline*

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 2024 we recruited and trained 21 trainees. They included 13 reporters and eight sub-editors. This follows the 21 trained on the scheme in 2023.

We have strived to nurture all past trainees and many are now in very senior positions on the paper including the global editorial director of MailOnline, the editor of Mail+ 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](https://www.dailymail.com) in America. [DailyMail.com](https://www.dailymail.com) currently employs around 30 former trainees, the majority having come from the UK office. They include the head of news, the senior associate editor and the head of health and science.

It is 22 years since the scheme was first run, initially for sub-editors, and almost 500 journalists have passed through it. We are currently advertising for two courses to start in London in September 2025 and one to start in New York in July.

The selection process focuses on ensuring as much diversity as possible, both in terms of ethnicity and social background.

The training is run by respected 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. There is training in different software systems for online, print and 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)
- the 50 most common errors in newspapers
- intro writing and story structure
- the art of storytelling for print and 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
- understanding and using SEO

- understanding and using social media
- writing headlines for the website
- software training in Content Creator and Wombat
- travel safety training
- an overview of how the business works

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 50 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)
- media law (libel, privacy, copyright, bribery)
- proofreading
- the subbing perils
- Mail style
- understanding the Mail audience
- Mail headline writing and practical headline exercises
- creating captions, subdecks, standfirsts and 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
- practical layout and design
- current affairs knowledge
- understanding and using SEO
- software training in Wombat
- an overview of how the business works

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, 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 needed for going on the road.

Courses are tailored for the individual, but generally every trainee has four months paid training before filing or subbing their first story for 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.

497 trainees have graduated from the scheme – 283 for the London newspapers, 142 for MailOnline in London, 43 for DailyMail.com in New York and 29 for Daily Mail Australia in Sydney. This year the print and online newsrooms are merging so we will be running one joint reporting course in London rather than two separate courses. Many former trainees 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 themselves.

Sue Ryan and Peter Sands