

EXEMPTION FROM CHILDREN'S LICENSING  
(S.37 (3) (b) Children & Young Persons Act 1963)



SURREY

BODY OF PERSONS (EVENT/FESTIVAL) APPLICATION FORM

Please complete this form (3 pages) and the 'Contract of Agreement' (2 pages) and return them together with a copy of the organisations' Safeguarding/Child Protection Policy (and Procedures) to:

Child Employment Team  
Surrey County Council  
Quadrant Court  
35 Guildford Road  
Woking  
GU22 7QQ

or email to: [childemployment@surreycc.gov.uk](mailto:childemployment@surreycc.gov.uk)

*NB The applicant below MUST be the same person who signs the 'Contract of Agreement'*

**SECTION 1 - Organisation Details**

Name of Organisation	
Registered Address of organisation <i>inc. postcode</i>	
Tel. No(s)	
Email address	

Name of Applicant*	
Position in Organisation	
Address if different <i>Inc. postcode</i>	
Tel. No(s)	
Email address	

***\*N.B The applicant must have the authority to agree, on behalf of the organisation, to any terms and conditions set out by the local authority.***

## SECTION 2 - Details of event

Title of Event/Festival	
Address of Venue(s) <i>inc. postcode</i>	
Date(s) of event	
Time(s) of performance(s)	
Description of the performance for which the approval is requested.	
<p><b>The organisation must provide the numbers of individual children taking part on each of the dates, and locations of the Event/Festival performances. This can be by providing an electronic copy of the published festival/event programme.</b></p> <p><b>The organisation must require each group performing at the event to provide that organisation with details of their children and chaperones (Group Participation Information Form). The organisation must submit all these details to Surrey CC Child Employment Team at least 28 days prior to first date of event.</b></p>	

## SECTION 3 – Safeguarding arrangements

Name of Person responsible for Child Protection	
Position in Organisation	
Address <i>Inc. postcode</i>	
Tel. No(s)	
Email address	
Does the organisation have a child protection policy and set of child protection procedures? (Please include with your application)	<b>Yes / No</b>
How do you ensure your child protection policy is followed throughout your organisation?	
What safeguarding training do you provide to those in your organisation who come in to contact with children?	
What arrangements do you have in place for the supervision of the children at rehearsals and performances?	
Have you previously made BOPA applications to other local authorities? <i>If yes, which authorities and dates</i>	
Has your organisation ever had a BOPA refused? <i>If yes, which authorities</i>	
Does the organisation have a set of rules of membership including equal opportunity?	

**Declaration of compliance with The Children (Performances and Activities) (England) Regulations 2014**

1. I confirm that no payment in respect of taking part in the performance(s), other than for offsetting expenses, will be made to any young persons or to anyone on their behalf such as a parent/carer/agent.
2. I confirm that the child protection policy and procedures for the organisation is attached.
3. I confirm that all the young people's parents/carers have declared that they are fit and that their health will not suffer by taking part in the performance(s).
4. I confirm that the Organisation agrees to the terms as set out in the Contract of Agreement and Guidance attached.
5. I confirm that no child of compulsory school age requires any absence from school to take part in the production(s) unless by prior agreement with the Surrey Child Employment Team.

Applicant signature:

Print name:

Date:

**BODY OF PERSONS EXEMPTION (EVENT/FESTIVAL)  
- CONTRACT OF AGREEMENT**



**EXEMPTION FROM CHILDREN'S LICENSING  
BODY OF PERSONS APPROVAL  
S.37(3)(b) Children & Young Persons Act 1963**

<b>Name of Organisation</b>	
<b>Address of Organisation (inc. postcode)</b>	
<b>Telephone No.</b>	
<b>Email Address</b>	
<b>Name and Address of person responsible for the production</b>	
<b>Position in Organisation</b>	

The above organisation has applied to Surrey County Council to be approved as a Body of Persons under s.37 Children & Young Persons Act 1963. If approved, the organisation would be exempted from the need to apply for individual licences for children to perform within the Surrey County Council boundary.

If approved, the organisation agrees to adhere to the following conditions: -

1. The organisation will provide the Surrey County Council Child Employment Team with details of each performance/rehearsal including the dates, times and location, together with the details (number, age group & gender) of all children taking part, at least 21 days in advance of the first performance unless the Child Employment Team has agreed alternative arrangements. NB this may be by providing a copy of the festival programme and Group Participation forms.
2. The organisation agrees to comply with all relevant aspects of the Children (Performances and Activities) (England) Regulations 2014
3. Unless suitable alternative safeguarding arrangements have been agreed by the Child Employment Team, the organisation will ensure that the appropriate number of local authority registered chaperones are employed to care for the children (see Reg.15), taking into account the children's ages and gender, ensuring that each child is supervised at all times at each performance and appropriate rehearsals
4. Where appropriate, a risk assessment will be carried out in respect of each place of performance.
5. A first aider is present at each place of performance.
6. The organisation agrees to any authorised officer of the local authority having unrestricted access whilst any dress or technical rehearsal or performance is taking place at any venue that the organisation uses for such purposes.
7. The organisation will provide a written Child Protection Policy and Procedures to the local authority (copy attached to the application). A statement of the organisation's commitment to protecting children must be displayed prominently at each venue.

8. The organisation will obtain a confirmation from the relevant group participant that each group holds an up to date statement of fitness from the parent of each of their children.
9. The organisation will ensure that the relevant group participant will securely hold a list of emergency contact details for each of their children including any medical issues or additional needs which will be available at the place of performance.
10. The organisation will ensure signing in and out sheets/daily record sheets are completed for each performance.
11. No payment will be made to the child, or anyone else on behalf of the child.
12. No child will be absent from school to take part in a performance given under the Body of Persons agreement, unless by prior agreement with the Local Authority Child Employment Team who will consider the implications of the Education (Pupil Registration)(England) Regulations 2006 Regulation 7

**Failure to comply with any of the above agreements or conditions is likely to result in the Body of Persons exemption being revoked with immediate effect.**

Failure to comply with Children & Young Persons Act 1963 s.37 and The Children (Performances and Activities) (England) Regulations 2014 is a criminal offence, which on conviction carries a maximum penalty of £1,000 or three months imprisonment or both, for each offence.

In signing this declaration you agree to the terms and conditions above.

Signed:

Print Name:

Position in Organisation:

Date:

Tel number:

Email:

Signed on behalf of Surrey County Council:

Position held: Child Employment Team Manager:

Date: