

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



BODY OF PERSONS APPLICATION FORM

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

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

or email to 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 including postcode	
Telephone number(s)	
Email address	

Name of Applicant*	
Position in Organisation	
Address if different including postcode	
Telephone number(s)	
Email address	

*NB: 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 performance

If your application is for a 1-year period and you have not yet arranged any performances, please continue to section 3.

Performance Title	
Address of Venue(s) including postcode	
Date(s) of performance(s)	
Time(s) of performance(s)	
Description of the performance for which the approval is requested.	

* Please complete 'Details of children and chaperones' form for these performances (page 5/6)

SECTION 3 – Safeguarding arrangements

Name of Person responsible for Child Protection	
Position in Organisation	
Address including postcode	
Telephone number(s)	
Email address	
Does the organisation have a child protection policy and set of child protection procedures? (Please include with your application)	Yes / No
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? If yes, state other Local Authorities.	
Has your organisation ever had a BOPA refused? If yes, state other Local Authorities.	
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

CONTRACT OF AGREEMENT



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

Name of organisation:

Address of organisation
(including postcode):

Telephone number:

Email address:

Name and address of
person responsible for
the production:

Position in organisation:

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) all children taking part, at least 21 days in advance of the first performance unless the Child Employment Team has agreed alternative arrangements. Any changes to the performance schedule must be advised to the Child Employment Team in advance or within 72 hours. The organisation will also provide the name and contact details of the lead person responsible for each production.
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 an up to date confirmation of fitness from the parent of each child.
9. The organisation will ensure that a list of emergency contact details in respect of each child including any medical issues or additional needs is securely held and is 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, other than reasonable expenses
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 Surrey 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:

Contact telephone number:

Email:

Signed on behalf of Surrey County Council:

Position held: Child Employment Team Manager

Date:

BODY OF PERSONS EXEMPTION

Details of Children and Chaperones



Please return completed form to:

Child Employment Team
Surrey County Council
Quadrant Court
35 Guildford Road
Woking
GU22 7QQ
or email to childemployment@surreycc.gov.uk

Alternatively, the same information can be provided in an alternative format (e.g. your own spreadsheet) if that is more convenient.

Details of production

Name of Organisation	
Performance Title	
Venue	
Dates and times of Rehearsals	
Dates and times of performances	
Name of producer	

Details of children (insert number of children):

Age Groups	Male	Female	Number of chaperones
0-4 years			
5-8 years			
9-16 years			

Details of Local Authority Approved Chaperones to be completed over leaf.

A full register of all children and their emergency contact details including any medical issues or additional needs, must always be held securely and be available at the place of performance.

Applicant signature:

Print name:

Date:

CHAPERONES (continue additional sheet if required)

Names of Authorised Chaperones Present:	Date Present:	Expiry date of Licence:	Name of Authority Approving Chaperone:

Total number of chaperones present at each performance:

Details of additional supervising adults

(Enhanced DBS checked helpers who are in addition to approved chaperones, child’s own parent or academic schoolteacher who normally provides the child’s education)

Name of supervising adult	Date Present:	Enhanced DBS/Parent/Teacher (as defined above)	Enhanced DBS Certificate checked by applicant (Y/N)

Continue additional sheet if required