

APPLICATION FOR A BODY OF PERSONS EXEMPTION
Taking place within the Derbyshire County Council Boundary
Children and Young Persons Act 1963 S.37(3)(b)

Section 1 – Organisation details	
Name of Organisation	
Registered Address of organisation <i>inc. postcode</i>	
Telephone Number(s)	
Email address	
Name of Applicant*	
Position in Organisation	
Address if different <i>Inc. postcode</i>	
Telephone Number(s)	
Email address	

****Please Note: The Applicant must have the authority to agree, on behalf of the organisation, to any terms and conditions set out by the Local Authority. Examples, Director, Production Manager etc. You must inform the Local Authority should the named Applicant change during the period of authorisation.***

Section 2 - Details of Performance	
Performance Title	
Address of Venue <i>inc. postcode</i>	
Date(s) and Times of Rehearsal(s)	
Date(s) and Time(s) of performance(s)	
Description of the performance in respect of which the approval is requested.	

Please note: you will provide details of how many Children, Responsible Adults and Lead Persons there are for each performance on the Individual Performance Notification Form, below.

Section 3 – Safeguarding Arrangements

Name of Person responsible for Child Protection and Safeguarding	
Position in Organisation	
Address <i>Inc. postcode</i>	
Telephone Number(s)	
Email address	
What steps do you take to ensure suitability of the responsible adults? i.e. DBS Checks	
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 BOPA applications been made 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>	

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 for the Organisation is attached.
3. I confirm that all the young people's parents/carers have confirmed 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 any child of compulsory school age who requires any absence from school to take part in the production, has written permission for the absence from their head teacher.

Applicant Name	
Applicant Signature	
Date	

CONTRACT OF AGREEMENT

EXEMPTION FROM CHILDREN'S LICENSING

BODY OF PERSONS APPROVAL

Children & Young Persons Act 1963 S.37(3)(b)

Organisation and Person(s) whom the contract is with		
Name of Organisation		
Registered Address of organisation <i>inc. postcode</i>		
Name(s) of persons responsible for the production(s)	Person 1	Person 2 (if applicable)
Address of persons responsible for the production(s)		
Position in Organisation		
Telephone Number(s)		
Email Address		

The above Organisation has applied to **Derbyshire 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 Derbyshire County Council boundary.

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

1. No payment will be made to the child or anyone else, on behalf of the child, other than for reasonable expenses.
2. I confirm that any child of compulsory school age who requires any absence from school to take part in the production, has written permission for the absence from their head teacher.
3. The Organisation will provide the Local Authority with details of each performance/rehearsal including the dates, times and location, together with the details (i.e. total number performing, ages, gender, special needs and role) of all children taking part, at least 21 days in advance of the first performance unless the Child Employment Team has agreed to a shorter notice period. Notifications of changes to the performance schedule must be sent to the Child Employment Team in advance. The Organisation will also provide the name and contact details of the lead person responsible for each performance.
4. The Organisation will ensure the lead person responsible for each performance will have available at the place of performance a full register of all children performing and their emergency contact details including any medical issues or additional needs.
5. The Organisation agrees to comply with Regulation 11 and Regulations 15 to 29 of The Children (Performances and Activities) (England) Regulations 2014

6. To ensure a risk assessment is carried out in respect of each place of performance and provided to a member of the Local Authority upon request.
7. A First Aider is present at each place of performance.
8. The Organisation will ensure that an appropriate number of responsible adults are employed to care for the children, having specific regard to their gender and age, ensuring that each child is supervised at all times at each performance and appropriate rehearsals.
9. The Organisation provides details of the number of responsible adults appointed.
10. 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.
11. The Organisation provides a written Child Protection Policy to the Child Employment Team when the application is made. A statement of the Organisation's commitment to protecting children must be displayed prominently at each venue.
12. The Organisation will obtain an up to date confirmation of fitness from the parent of each child.
13. The Organisation ensures 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.
14. The Organisation will ensure signing in and out sheets and daily record sheets are completed for each performance.

Failure to comply with any of the above agreements or conditions is likely to result in the Local Authority revoking the Body of Persons exemption 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.

DECLARATION

In signing this declaration, you agree to the terms and conditions above 14 points and the consequences of not following the law.

Name	
Signature	
Date	

INDIVIDUAL PERFORMANCE NOTIFICATION FORM

To be completed and submitted for each performance with at least 2 weeks notice prior to the performance.

Name of Performance:	
Date of Performance:	
Time(s) of Performance:	
Nature of the Performance:	
Address of Venue:	
Lead Person responsible for the performance:	

Number of children participating below Compulsory School Leaving Age

Age Groups of the children	Male children	Female children	How many of the children have Special Educational Needs?
Age 0 - 4 years			
Age 5 - 8 years			
Age 9 - 16 years			
Total			

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

Details of responsible adults looking after the participating children:

(Local Authority Approved Chaperone, DBS checked person or Supervising Adult)

Age Groups of the children	Male Chaperones	Female Chaperones	Number of Chaperones and Type(s) of responsible person for each age group
Age 0 - 4 years			
Age 5 - 8 years			
Age 9 - 16 years			
Additional chaperones not allocated to a certain age group			
Total Amount			

Total Number of Local Authority Approved Chaperone present per Performance:

DETAILS OF LOCAL AUTHORITY APPROVED CHAPERONES / DBS CHECKED PERSONNEL

Chaperones must have licences with them on performance days in the event of an inspection by the Local Authority

Name of Approved Chaperones Present	Date(s) of Performance they will be chaperoning	Expiry Date of Chaperone Licence & DBS Number	Name of Local Authority which issued their licence

Details of Additional Responsible Adults (if applicable)

They could be either the child's own parent or teacher/teaching assistant from the school they would ordinarily attend.

Name of Responsible Adult	State whether Teacher (and which school) or parent.

I have obtained, and will have available at the event, a register of the children involved together with a list of emergency contact numbers for each child.

I have checked chaperone approval licences and will ensure chaperone licences will be available at the event in case of a local authority inspection.

I have obtained a signed statement of fitness from each child's parent and have informed the responsible organisation of children with any special/medical needs.

I have read and will adhere to the requirements of the safeguarding instructions provided by the responsible organisation. All relevant safeguarding information has been communicated to chaperones / responsible adults.

I have obtained permission from school (if applicable). No child will be absent from school to take part in a performance given under the Body of Persons approval without written permission for the absence, from their head teacher.

Applicant Signature:

Date:

Print Name:

Once completed, please return this form via email to CS.EWSCEE@derbyshire.gov.uk