## **APPLICATION FOR A** **BODY OF PERSONS EXEMPTION AND CONTRACT AGREEMENT**

Taking place within the Hillingdon Council Boundary

Children and Young Persons Act S.37 (3) (b)

**Section 1 – Organisation Details**

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| **Name of Organisation** |  |
| Registered Address of organisation  *inc. postcode* |  |
| Tel. No(s) |  |
| Email address |  |

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| --- | --- |
| **Name of Applicant\*** |  |
| Position in Organisation |  |
| Address if different  *Inc. postcode* |  |
| 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 performance**

**If your application is for a 2-year term and you have not arranged any performances, please continue to section 3**

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| Performance Title |  |
| Address of Venue  *inc. postcode* |  |
| Date(s) of performance(s) |  |
| Time(s) of performance(s) |  |
| Description of the performance in respect of which the approval is requested.  *Please provide as full a description as you can about what the children will actually be required to do.* |  |

**Section 3 – Safeguarding arrangements**

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| **Number of children and local authorities which they reside** | |
| **Local Authority** | **Number of Children** | |
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| **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 | | | | |
| Names of Authorised Chaperones/DBS persons present | Date of performance | Expiry date of Chaperone licence and DBS number | | Name of Authority which approved chaperone | | |
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| **DETAILS OF ADDITIONAL SUPERVISING ADULTS** | |
| Name of Supervising Adult (this can be either the child’s own parent or teacher/teaching assistant from the school they would ordinarily attend.) | State whether Teacher (and which school) or parent |
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| **Name of Person responsible for Child Protection and Safeguarding** |  |
| Position in Organisation |  |
| Address  *Inc. postcode* |  |
| Tel. No(s) |  |
| Email address |  |

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| --- | --- |
| 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? |  |

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| Have BOPA applications been made to other local authorities?  *If yes, which authorities and dates* |  |
| Has your organisation ever had a BOPA refused?  *If yes, which authorities* |  |

The above organisation has applied to Hillingdon Local Authority 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 Hillingdon 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 defraying expenses.
2. No child will be absent from school to take part in a performance given under the Body of Persons approval.
3. The organisation will provide the Local Authority (LA) with details of each performance/rehearsal including the dates, times and location, together with the full name, date of birth and address of all children taking part, at least 21 days in advance of the first performance unless the LA has agreed to a shorter notice period. (Please see spreadsheet attached) Any changes to the performance schedule must be advised to the LA in advance. The organisation will also provide the name and contact details of the lead person responsible for each performance.
4. The organisation agrees to comply with Regulation 11 and Regulations 15 to 29 of The Children (Performances and Activities) (England) Regulations 2014. ) Please visit <https://www.NNCEE.org.uk> for more information.
5. A risk assessment must be carried out in respect of each place of performance.
6. A first aider is present at each place of performance. The organisation will ensure that an appropriate number of Local Authority approved chaperones (see Reg.15) are engaged to care for the children employed, having specific regard to their sex and age, ensuring that each child is always supervised.
7. The organisation agrees to any authorised officer of the LA having unrestricted access whilst any dress or technical rehearsal or performance is taking place at any venue that the organisation uses for such purposes.
8. The organisation will provide a written Child Protection Policy to the LA.
9. The organisation will obtain a signed statement of fitness from the parent of each child.
10. The organisation will ensure that a list of emergency contact details in respect of each child including any medical issues or additional needs is available at the place of performance.
11. The organisation will ensure signing in and out sheets and daily record sheets are completed for each performance.

**CONTRACT OF AGREEMENT**

**Name of Organisation:**

Shape

**Failure to comply with any of the above agreements or conditions is likely to result in the LA 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.

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

Signed

Print Name

Position in Organisation

Tel No.

Date

**Please send completed application form and signed contract to:**

[**applicationsadmin@hillingdon.gov.uk**](mailto:applicationsadmin@hillingdon.gov.uk)