**APPLICATION FOR A BODY OF PERSONS EXEMPTION**

**Taking place within the Doncaster Council Boundary**

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

**APPLICANT**

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| --- | --- | --- |
| **Name of Amateur Organisation:** |  | |
| **Name of Applicant** |  | |
| **Position held in the Organisation:** |  | |
| **Address (including Post Code):** |  | |
| **Contact Number(s)** |  | |
| **Email address:** |  | |
| **Person responsible for Safeguarding Children**  *Please include a copy of your Safeguarding Children policy* |  | |
| **Number of children in performance:** | **Girls** | **Boys** |
| **Number of Registered Chaperones:**  (*Recommended ratio of 1 chaperone to 5-8 children, depending on age and gender. Gender-specific chaperones should be employed)* | **Female** | **Male** |

**PERFORMANCE**

|  |  |
| --- | --- |
| **Performance Title:** |  |
| **Full address of Performance Venue:**  *Including postcode* |  |
| **Dates of Performance:**  *List dates individually* |  |
| **Start and Finish Times of Performance** |  |

**REHEARSALS**

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| --- | --- |
| **Full address of Dress Rehearsal Venue:**  *If different to performance venue* |  |
| **Dates of Dress Rehearsal/Main Rehearsal:**  *List dates individually* |  |
| **Start and Finish Times of Rehearsals** |  |

**TIMES**

|  |  |
| --- | --- |
| **Times arriving at and leaving venue on each date of performance or rehearsal**  *Include any times children will leave the venue in between performance/rehearsals on the same day, and specify any differences relating to the children’s ages*  ***Eg 4 and under leave after the dress rehearsal and return 30 minutes before the performance***  ***Age 5-16 stay at the venue and are given a break.*** |  |
| **Scheduled breaks given to the children**  *Age specific details* |  |

**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.
2. I confirm that the safeguarding children 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). Up to date medical declaration forms signed by parent/carer to be submitted with the application.
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.

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| **Signature of Applicant** |  |
| **Print Name** |  |
| **Date** |  |

**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**  **(inc. postcode)** |  |
| **Telephone No.** |  |
| **Email Address** |  |
| **Name of Production** |  |
| **Venue of Production** |  |

The above organisation has applied to **The City of Doncaster (the 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 Doncaster 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. 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.
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.
7. 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. *(Delete as appropriate)*
8. 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.
9. The organisation will provide a written Safeguarding Children Policy to the LA.
10. The organisation will obtain a signed statement of fitness from the parent of each child.
11. 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.
12. The organisation will ensure signing in and out sheets and daily record sheets are completed for each performance.
13. The Organisation will have regard to Covid guidance issued by the Government and review this at regular intervals.  Should there be changes in Covid guidance and the event is delayed or cancelled the LA will be informed about any changes.

**Please sign the contract below and submit it with your Body of Persons Approval application.**

**Name of Organisation:**

**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.

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| --- | --- |
| Signed |  |
| Print Name |  |
| Position in Organisation |  |
| Date |  |

**For Office use Only**

|  |  |
| --- | --- |
| Date Approved |  |
| Signed |  |
| Print Name |  |
| Position |  |

**BODY OF PERSONS APPROVAL**

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

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| --- | --- | --- | --- | --- |
| **Child’s Full Name** | **Date of Birth** | **Number of days performed in the last 6 months** | **Name of Chaperone** | **Issuing Local Authority** |
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| Organisation Name |  |
| Performance Title |  |
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