**The Children and Young Persons Act 1963
The Children (Performances and Activities) (Wales)
Regulations 2015**

**Application Form for a Body of Persons Approval**

**as an exemption from licensing requirements for performance(s) to take place within the boundaries of**

**CITY OF CARDIFF COUNCIL (CYNGOR DINAS CAERDYDD)**

**Children and Young Persons Act 1963 s37(3)(b)**

**Section 1 – Organisation Details**

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

|  |  |
| --- | --- |
| **Name of Applicant\*** |  |
| Position in Organisation |  |
| Address if different*Inc. postcode* |  |
| Tel. No(s) |  |
| Email address |  |

\*Please note: The applicant must be able to ensure the safeguarding and protection of the children involved in the performance(s) and 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 performance(s) has already been arranged please complete Part A. If you have applied for a fixed term approval and have not arranged the performances, please complete Part B. Do not complete both Parts.

**Part A**

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

Continue to Section 3

**Part B**

|  |  |
| --- | --- |
| Describe the performance(s) your organisation plans to produce if the approval is grantedThis may be a general description but, where possible, provide as full a description as you can |  |
| Where are these likely to take place?For example, community halls, professional theatres, shopping centres |  |
| Which person(s) will be responsible for organising and overseeing individual performances?This may be a post in the organisation, a local leader or officer. |  |
| What arrangements do you have in place to ensure that:a) the applicant is informed of all performances being arranged by the organisation; andb) the organiser(s) of every performance are made aware of the conditions of this approval and of the legal requirements in place? |  |

**Section 3 – Safeguarding arrangements**

|  |  |
| --- | --- |
| **Name of Person responsible for Child Protection and Safeguarding**  |  |
| Position in Organisation |  |
| Address including postcode |  |
| Tel. No(s) |  |
| Email address |  |

|  |  |
| --- | --- |
| 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? |  |
| When was your child protection policy last reviewed and by whom? Please attach a copy of the policy to this application. |  |

**Section 4 – Other applications**

|  |  |
| --- | --- |
| 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 refused the application(s) and why? |  |
| Has your organisation ever applied for a licence for a child to take part in performances or activities?If yes, which authorities and dates |  |
| Has your organisation ever had an application for a licence refused?If yes, which authorities refused the application(s) and why? |  |

|  |
| --- |
| **Declaration of compliance with The Children (Performances and Activities) (Wales) Regulations 2015** 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 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 no child of compulsory school age requires any absence from school to take part in the production.

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

**The Children and Young Persons Act 1963
The Children (Performances and Activities) (Wales)
Regulations 2015**

**Body of Persons Approval**

**as an exemption from licensing requirements for performance(s) to take place within the boundaries of**

**OF CARDIFF COUNCIL (CYNGOR DINAS CAERDYDD)**

**Children and Young Persons Act 1963 s37(3)(b)**

**CONTRACT OF AGREEMENT**

|  |  |
| --- | --- |
| **Name of Organisation** |  |
| **Address of Organisation** **(including postcode)** |  |
| **Telephone No.** |  |
| **Email Address** |  |
| **Name and Address of person responsible for the production** |  |
| **Position in Organisation** |  |

The above organisation has applied to City of Cardiff Council (Cyngor Dinas Caerdydd) be approved as a Body of Persons under section 37 of the Children and 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 boundaries of the local authority.

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

1. No payment will be made to the child or to 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 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 authority has agreed to a shorter notice period. Any changes to the performance schedule must be advised to the authority 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 17 to 31 of The Children (Performances and Activities) (Wales) Regulations 2015.
5. A risk assessment must be carried out in respect of each place of performance.
6. A suitably trained 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. 17) are engaged to care for the children employed, having specific regard to their sex and age, ensuring that each child is supervised at all times.
8. The organisation agrees to any authorised officer of the 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.
9. The organisation will provide a written Child Protection Policy to the authority.
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 that signing in and out sheets and daily record sheets are completed for each performance.

**CONTRACT OF AGREEMENT**

**Name of Organisation:**

**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 the Children & Young Persons Act 1963 s.37 and The Children (Performances and Activities) (Wales) Regulations 2015 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