

APPLICATION FOR A BODY OF PERSONS APPROVAL Taking place within the Harrow Council Boundary

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

Section 1 – Organisation Details

Name of Organisation	
Registered Address of organisation <i>inc. postcode</i>	
Tel. No(s)	
Email address	

Name of Applicant*	
Position in Organisation	
Address if different <i>Inc. postcode</i>	
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 yearly term and you have not arranged any performances, please continue to section 3
A schedule of Participants must be submitted with the application.

Performance Title	
Address of Venue <i>inc. postcode</i>	
Date(s) of performance(s)	
Time(s) of performance(s)	
Description of the performance in respect of which the approval is requested. <i>Please provide as full a description as you can about what the children will actually</i>	

be required to do.	
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Section 3 – Safeguarding arrangements

A schedule of Chaperones must be submitted with the application.

Name of Person responsible for Child Protection and Safeguarding	
Position in Organisation	
Address <i>Inc. postcode</i>	
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?	

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.
2. I confirm that the child protection policy for the organisation is attached.
3. I confirm that the child Risk Assessment for the organisation is attached
4. 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).
5. I confirm that the Organisation agrees to the terms as set out in the “Contract of Agreement” and “Guidance” attached.
6. 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: _____

Position Within Organisation: _____

Checklist

- BOPA Application Form
- Group Participant Notification Form
- Contract of Agreement
- Child Protection Policy
- Risk Assessment

Please send completed application form and ALL other documents mentioned above with signatures and date where required by email to:

childperformance@harrow.gov.uk

Please note: We can only process the application once everything required has been received and the requirements have been met.