



BODY OF PERSONS EXEMPTION - CONTRACT OF AGREEMENT

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 and Address of person responsible for the production	
Position in Organisation	

The above organisation has applied to **Harrow Council (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 Harrow Council's 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, unless by prior agreement with the Local Authority Child Employment Team who will consider the implications of the Education (Pupil Registration)(England) Regulations 2006 Regulation 7.
3. The Organisation will provide Harrow Council Child Employment Team with details of each performance/rehearsal including the dates, times and location, together with the name, date of birth and address of all children taking part, at least 21 days in advance of the first performance, unless the Child Employment Team has agreed alternative arrangements. Any changes to the performance schedule must be advised to the Child Employment Team in advance of the performance.
4. The organisation will ensure that a list of emergency contact details in respect of each child, together with details of any medical issues or additional needs, is available at the place of performance.
5. The Organisation agrees to comply with all relevant aspects of the Children (Performances and Activities) (England) Regulations 2014.
6. Unless suitable alternative safeguarding arrangements have been agreed by the Harrow Council Child Employment Team, the Organisation will ensure that the appropriate number of local authority registered chaperones are employed to care for the children (see Reg. 15), taking into account the children's ages and gender, ensuring that each child is supervised at all times at each performance and appropriate rehearsals.
7. A risk assessment will be carried out in respect of each place of performance and a copy sent to Harrow Council Child Employment Team.

8. 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.
9. The organisation will provide a written Child Protection Policy and Procedures to the local authority. A statement of the organisation's commitment to protecting children must be displayed prominently at each venue.
10. The organisation will ensure that all participants taking part in the performance are medically fit to perform and that linked dance groups/schools have taken steps to ensure this. An appropriate number of first aiders are present at each place of performance.
11. 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 LA revoking the Body of Persons exemption with immediate effect.

Failure to comply with Children & Young Persons Act 1963 s.37(3) 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:

Date:

Tel No:

Email:

Signed on behalf of Harrow Council: **[insert BSO name]**

Date:

Position Held: **Business Support Officer, Education Services, Child Performance Licensing**

Data Protection Act 1998 - Service users of this department have the right of access to information held about them **unless marked confidential**.

Privacy Notice -The Council is also required to pass information about service users on to the Department for Education. For details please visit <http://www.harrow.gov.uk/info/data>



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</i>	

<i>description as you can about what the children will actually be required to do.</i>	
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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 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: _____

Position Within Organisation: _____

Please send completed application form and signed contract to: -

Email: childperformance@harrow.gov.uk

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