

APPLICATION FOR A BODY OF PERSONS EXEMPTION

Taking place within the Sheffield City 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 2-year term and you have not arranged any performances, please continue to section 3

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 be required to do.</i>	

Section 3 – Safeguarding arrangements

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 any child of compulsory school age who requires any absence from school to take part in the production, has written permission for the absence from their head teacher.

Applicant Signature: _____

Date: _____

Print Name: _____

Please send completed application form and signed contract to:

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 and Address of person responsible for the production	
Position in Organisation	

The above organisation has applied to **Sheffield City 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 the Council/Local Authority 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 without written permission for the absence, from their head teacher.
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 supervised at all times.
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 Child Protection 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.

CONTRACT OF AGREEMENT

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.

Signed _____

Print Name _____

Position in Organisation _____

Tel No. _____

Date _____

BODY OF PERSONS APPROVAL- GROUP PARTICIPANT INFORMATION

This form should be completed by individual dance/theatre schools and returned to the Responsible Organisation, together with a list of the children taking part as requested by the organisation.

DETAILS OF PERFORMANCE / EVENT				
Name of Performance / Event / Competition etc.				
Location				
Date(s)				
DETAILS OF PARTICIPANT GROUP				
Name of participant group (e.g. dance/theatre group)				
Address of Participant group				
Name of Lead Person				
Telephone No(s)				
Email Address				
DETAILS OF CHILDREN – insert number of children				
	Male	Female	Other Identification*	No. of Chaperones / DBS
Age 0 – 4				
Age 5 – 8				
Age 9 – 15				
16 (and reached compulsory school leaving age)				
*not all children and young people will identify as male and female				
Number of children and local authorities which they reside				
Local Authority			Number of Children	

- ☐ I have obtained, and will have available at the event, a register of the children involved together with a list of emergency contact numbers for each child.
- ☐ I have checked chaperone approval licences and will ensure chaperone licences will be available at the event in case of a local authority inspection.
- ☐ I have obtained a signed statement of fitness from each child's parent and have informed the responsible organisation of children with any special/medical needs.
- ☐ I have read and will adhere to the requirements of the safeguarding instructions provided by the responsible organisation. All relevant safeguarding information has been communicated to chaperones / adult helpers.
- ☐ I have obtained permission from school. No child will be absent from school to take part in a performance given under the Body of Persons approval without written permission for the absence, from their head teacher

Signed: _____

Date: _____

Print Name: _____

Position within organisation: _____

**Please send completed application forms and signed contract to: -
Licensing Service, Sheffield City Council, Block C Staniforth Road Depot,
Staniforth Road, Sheffield, S9 3HD**

E-mail: childpermits&licences@sheffield.gov.uk

Privacy Notice – Body of Persons Approval

Sheffield City Council's Licensing Team processes personal data to issue Body of Persons Approvals (to groups). The purpose of these licences is to safeguard children in employment, entertainment, paid sport or modelling, and the Licensing Team will inspect and monitor the use of the licences and investigate concerns.

What data we collect

The personal data we need for Body of Persons Approvals:

- name and address of lead applicant and company
- name and address of Chaperones
- details of performance

We process this personal data in accordance with our legal obligations, in particular the Children and Young Persons Act 1933 and 1963, the Children (Performances and Activities) (England) Regulations 2014, the Management of Health and Safety at Work 1992, the Children Act 1989 and the Education Act 1996.

For the purpose of the General Data Protection Regulations, personal data is processed under Article 6(1)(c) for legal reasons, and Article 9(2)(g) for substantial public interests in employment, social security and social protection.

How we share your information

We only share children's information (name, DOB, postcode, LA where the child resides and district) as part of BOPAs if the child resides out of Sheffield and this is requested by their Local Authority.

Inspection reports are shared with the Local Authority where the child/children reside and the applicant responsible for the production only. Under a BOPA we do not share details of children just chaperones unless there are children who reside outside of Sheffield performing and their Local Authority request the information.

We will share personal information with law enforcement or other authorities if required to do so by applicable law.

How long your information will be kept

We create a case file for each licence application and records for inspections and investigations. Body of Persons Approval files are kept for 6 years from certificate expiry date.

What are your rights

You have rights under Data Protection law. For further details about your rights, the contact details of our Data Protection Officer and your rights to make a complaint please see our Data Protection web page:

<https://www.sheffield.gov.uk/privacy>

If you do not have access to the internet, please contact us and we will be able to provide paper versions of the information you require.

I have read and understood the information provided in this form and understand my personal information will be used in the processing of my application and/or request.

Name:

Signature:

Date: