

Application for a Body of Persons Licence

As per Section 37(3)(b) of the Children and Young Persons Act 1963



This application should be completed by those responsible for arranging performances.

Please note that applicants can only apply for a Body of Persons licence where no payment is made to the child other than expenses.

All children who take part must have written parental/carer approval.

Where a child requires to be absent from school in order to perform, approval must be obtained from their Head Teacher.

1. Details of Organisation:

Please provide the name of the organisation, address, contact details, including information regarding its role and activities and responsibilities of individuals within the organisation.

2. Details of Productions and Rehearsals:

Please provide details of the production including rehearsals (where available) and the suitability of the production for children. Dates, times and the number and age of children should be included wherever possible.

If these details are not known at present please provide information regarding the general nature of the production.

3. Details of the Chaperone(s):

Please provide any arrangements for appointing suitably skilled individuals to undertake the role of chaperone and include their details (i.e. Undertaking that the Chaperone will be subject to Protecting Vulnerable Groups (PVG) checking).

The maximum number of children a chaperone may have care and control of at any one time is 10.

4. Details of arrangements for the safe travel of children to and from the place(s) of performance:

5. Details of the organisation's child protection policies, procedures and relevant training for staff:

6. Details of lead child protection officer:

Please provide details of the lead child protection officer within the organisation who will have responsibility for the production in question and liaising with the authority.

7. Details of Children Involved:

Please provide the Name, Date of Birth, Address, School Name and the total number of performances, for each child taking part. Please use a separate sheet if necessary.

Signed:

Name (Print):

Date:

Please return applications to:

Education, Leisure and Housing, Orkney Islands Council, Council Offices, School Place, Kirkwall, Orkney, KW15 1NY.

Email: education.leisure@orkney.gov.uk

Body of Persons Approval Checklist

The following information should be provided on the application form:

- Details of organisation including name, address, contact details, information regarding its role, activities and responsibilities.
- The number and age(s) of the children involved.
- Confirmation that no payment other than expenses is being made to any of the individuals taking part in the performance.
- Details of productions and rehearsals where available. Where details regarding particular productions are not available, information regarding the general nature of the production should be provided.
- Details of the arrangements for appointing suitably skilled individuals to take on the role of chaperone. Whilst the child performance licensing conditions linked to the chaperones do not apply in respect of the Body of Persons Approval, we would advise that production companies adopt those requirements as a matter of best practice and that local authorities apply the requirements when considering suitability of the chaperone arrangements being proposed by the organisation seeking Body of Person Approval.
- Details of arrangements for safe travel of children to and from the place(s) of performance.
- Name of the lead protection officer within the organisation with responsibility for the production in question.
- Where the child requires to be absent from school in order to perform, confirmation that the absence has been approved by the Head Teacher.
- Written parental/carer approval must be given to Education and Social Care PRIOR to the rehearsal/performance taking place. Where approval not given when applying for the Body of Persons Approval, Education should make it a condition of approval that this be submitted prior to the date of the rehearsal/performance. It is the organisation applying for approval who should comply with the condition.
- Where a child requires to be absent from school in order to perform (including rehearsals), approval must be obtained from their Head Teacher. This should be a condition for approval too where and approval must be given PRIOR to the rehearsal/performance taking place.