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

Application Form (Wales) for a Body of Persons Approval as an exemption from licensing requirements for performance(s) to take place within the boundaries of Denbighshire County Council

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

Section 1 – Organisation Details

Name of Organisation	
Registered Address of organisation *including 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 Venue including 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 granted This 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; and b) 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: _____

Please return to:
Education and Children's Services, Denbighshire County Council, **PO Box 62, Ruthin LL15 9AZ**
or by e-mail: schoolsupport@denbighshire.gov.uk

BOPA Safeguarding Requirements Checklist

Alongside the BOPA application, please supply the following:

1) Please provide a breakdown of the number, ages and gender of children involved (personal information such as names/addresses of the individuals are not required)

For example: 10-14 Group

Age 10: 15 (10 male, 5 female)

Age 11: 12 (6 male, 6 female)

Age 12: 7 (7 male)

Age 13: 5 (5 female)

The Welsh Government Guidance advises '*A chaperone can take charge of no more than twelve children at a time or, if they are also acting as a private teacher, no more than three*.'

https://www.gov.wales/sites/default/files/publications/2019-08/keeping-young-performers-safe-guidance-to-accompany-the-2015-child-performance_0.pdf

2) Please list the licenced chaperones attending and the ratio of children to chaperones. If there is a lead chaperone(s), please do state this and include the licencing authorities of each chaperone.

Also, please forward photographic proof of each chaperone's license from their Local Licensing Authority (which includes their name, the Licensing Authority name & logo, license expiry date and the chaperone's photograph).

If they are Denbighshire County Council chaperones, there is no need to send their license as we will be able to verify their license internally.

Also, if you have members of staff who are employed by your company/agency who will be involved in the performance and will be caring for children, please confirm their names (please include yourself as well) and a full valid Enhanced DBS certificate (not a basic DBS certificate) as they won't require a chaperone license.

Also, any volunteers or helpers etc will be required to have a valid chaperone license if they are caring for children. Otherwise, it's up to the show organiser to ensure that they have a valid Enhanced DBS certificate.

A valid Enhanced DBS certificate needs to be dated within 3 years of the performance.

3) Travel arrangements – Please confirm how will the children travel to and from the venue and with whom?

4) A copy of your Safeguarding or Child Protection Policy and **Risk Assessment**.

* Please ensure you have included your Safeguarding Officer name, address, telephone number and e-mail address on the Safeguarding / Child Protection Policy.

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