

Guidance for a Body of Persons Approval

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

This guidance is being issued in order to provide applicants with clear and comprehensive partway to requesting and securing a Body of Persons Approval (BOPA). The applicant acting under the authority & on behalf of the organisation who holds responsibility for the performance/s should ensure this guidance is read in full & adhered to. An application for a BOPA must be submitted in full with a **minimum 21 days' notice** of the first date of performance.

WHEN MAY YOU APPLY FOR A BOPA?

1. The event is taking place in one of the two boroughs – Westminster City Council or Royal Borough of Kensington & Chelsea
2. An event considered anything other than a solely school organised event:
 - The event is organised by multiple state schools and there's a third party involved
 - The event is organised by a local council service e.g. music service
 - The event is organised by, for instance, a dance or music school
 - The event involves multiple children from multiple Local Authorities
3. Children would not be receiving payment, nor would anyone else on their behalf
4. An event with the minimum of 10 performing children to apply for a BOPA
5. Children would not be missing school for rehearsals or performances.
 - Where children attend academies, independent or free schools, absences can be authorised under a Body of Persons approval prior to the performance.
 - Where children attend Local Authority maintained (state or special) schools, absences cannot be authorised under a Body of Persons approval unless they are attending the performance as a school group with their school teacher/s.

INFORMATION & DOCUMENTATION REQUIRED FOR A BOPA

6. Body of Persons Approval Application form ([Click here](#))
7. Body of Persons Approval Contract ([click here](#))
8. Child Protection / Safeguarding Policy of applying organisation
9. Risk Assessment for the relevant venue/s (which should be amended accordingly to take children into consideration)
10. Copy of the agreement between the organisation & the groups involved, as well as any agreement between the organisation & the venue
11. Basic information pertaining to children under the school leaving age (total no. of children taking part; age range of children; highlights of any medical conditions & measures put in place to accommodate them). [click here](#) for link to complete form.
12. A full rehearsal & performance schedule, taking into account the permitted hours stated in the Regulations (*see Appendix 1 for table demonstrating hours*). Any deviation from this will need to be discussed with the local authority.
13. Any changes must be submitted to the local authority without delay, including changes in applicant; schedule; chaperones; children; venue and anything considered relevant.

VENUE OF PERFORMANCE REQUIREMENTS

14. The dressing rooms must be separate for boys and girls aged over 5 years, and inaccessible to adults other than those chaperoning the children. The rooms should be big enough, well ventilated, appropriately heated, and the windows secured & safe.
15. The toilets should be sufficient in number, clean and designated for the children's sole use. Where this is not possible, state what procedures will be put in place.
16. Suitable arrangements for meals and refreshments, along with the required breaks, must be put in place.
17. There must be agreed travel arrangements in place between the organisation / schools / groups and the children's parents.
18. Daily Record Sheets and any relevant sign in & out sheets must be fully completed for each date *(see Appendix 2 for examples of these)*.
19. There must be first aid / medical provisions at the places of performance, along with trained staff. An accident / incident log book should be kept at & made available to an inspecting officer.

OTHER INFORMATION PERTAINING TO THE BOPA

20. It is a condition of this local authority for a sufficient number of **licensed chaperones** to supervise and care for the children at all times, alongside other adult chaperones holding enhanced DBS Certificates dated within the last 3 years. For clarification on what is deemed a sufficient number of licensed chaperones, please contact the licensing officer to discuss the specifics of your upcoming performance / event. Where children are to be accompanied by their **term-time teachers**, these teachers can act as chaperones. Please note that the ratio of chaperones to children should always be at an absolute minimum of 1:12, depending on the ages and abilities of the children.
21. The organisation agrees for the licensing officer to visit prior to or on the date of performance, should the local authority representative choose to do so.
22. Once the BOPA is issued to the organisation, a copy will also be sent to the company manager (or equivalent) at the venue. It is recommended for the organisation to pass on a copy of this to the head chaperone as well.
23. A BOPA will be revoked if the organisation fails to meet the agreed conditions and if the local authority has concerns with regards to the safety and wellbeing of the children involved in the performance.

Appendices:

Appendix 1: Performance Table

Topic	Age 0 to 4	Age 5 to 8	Age 9 & Over
Maximum number of hours at place of performance or rehearsal (Reg.22)	5 hours	8 hours	9.5 hours
Earliest and latest permitted times at place of performance or rehearsal (Reg.21)	7am to 10pm	7am to 11pm	7am to 11pm
Maximum period of continuous performance (Reg.22)	30 minutes	2.5 hours	2.5 hours
Maximum total hours of performance or rehearsal (Reg.22)	2 hours	3 hours	5 hours
Minimum intervals for meals and rest (Reg.23)	Any breaks must be for a minimum of 15 minutes. If at the place of performance or rehearsal for more than 4 hours, breaks must include at least one 45 minute meal break.	If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, they must have one meal break of 45 minutes and at least one break of 15 minutes. If present at the place of performance or rehearsal for 8 hours or more, they must have the breaks stated above plus another break of 15 minutes.	If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, they must have one meal break of 45 minutes and at least one break of 15 minutes. If present at the place of performance or rehearsal for 8 hours or more, they must have the breaks stated above plus another break of 15 minutes.
Education (Reg.13)	N/A	3 hours per school day	3 hours per school day
Minimum break between performances (Reg.23) *	1 hour 30 minutes *	1 hour 30 minutes *	1 hour 30 minutes *
Maximum consecutive days to take part in performance or rehearsal (Reg.26)	6 days	6 days	6 days
* Can be reduced to 45mins if earlier perf/reh is < 1 hr <u>and</u> following perf/reh is at same venue, or there's no travel between venues (Reg.23)			
<u>Additional Info:</u> A minimum overnight break of 12 hrs (Reg.24) For night performances, this increases to a minimum of 16 hrs (Reg.28)			

Note: Local authorities should take note of Regulation 5 that allows the licensing authority to further restrict these permitted hours, breaks etc. and place additional conditions on the licence if this would be in the best interests of the individual child.

Appendix 2: Daily Record Sheet Example 1

DAILY RECORD SHEET

The Children (Performances and Activities) (England) Regulations 2014

Name of Production		Place of Performance/Rehearsal	
Production Contact Name		Date of Performance/Rehearsal	
Other Contacts		Child's Licensing Authority	
Chaperone/Tutor Name		Chaperone/Tutor Licensing Authority	

CHILD'S NAME	LICENCE NO.	DOB	AGE	PLACE ARRIVAL TIME	PLACE DEPARTURE TIME	LENGTH OF EACH MEAL BREAK	TOTAL WAITING TIMES PER DAY	TOTAL TUTORING TIMES PER DAY

This Record Sheet relates to the information the Licence Holder, Chaperone or Tutor is required to keep by law for each child performing. It is a requirement under the Regulations that these records be kept and made available, together with each child's Licence, at every place of performance where a child is present for inspection by an officer of the Local Authority in whose area the performance takes place. Upon completion of the production the Record Sheet/s should be stored at the Licence Applicant's main company address for a period of not less than 6 months after the final performance date for which these Licences have been granted.

Appendix 2: Daily Record Sheet Example 2

BROADCAST PERFORMANCE DAILY RECORD SHEET - Children (Performances and Activities) (England) Regulations 2014																													
e.g. Films, T.V., Commercials, Sound Recordings																													
Name of Production														Chaperone/Tutor Name															
Production Company														Chaperone/Tutor Licensing Authority															
Contact Name/Tel No.														Location Local Authority															
Date of Performance														All Children's Licensing Authorities:															
Place/location of Performance																													
		07.00				08.00				09.00				10.00				11.00				12.00				13.00			
Children's Names	Lic.No.	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45
		to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to
		15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00
		14.00				15.00				16.00				17.00				18.00				19.00				20.00			
Children's Names	Lic.No.	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45
		to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to
		15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00
		2100				2200				2300				2400				0100				0200				0300			
Children's Names	Lic.No.	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45
		to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to
		15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00

PU = Pick Up A = Arrive O = Other (Makeup, costume etc.) M = Meal R = Rest
P = Performance time on set/stage (inc rehearsal/line up etc.) T = Tutoring S = Stand by W = Wrap D = Departure H = Home