**APPLICATION FOR A BODY OF PERSONS Approval**

**Taking place within Middlesbrough Council Boundary**

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

**Please** **complete** this form and the ‘Contract of Agreement’ and email them together with a copy of the organisation’s Child Protection Policy (and Procedures) and any risk assessments undertaken to CEEL@middlesbrough.gov.uk

**SECTION 1 – Organisation Details**

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| --- | --- |
| **Name of Organisation** |  |
| Registered Address of Organisation - *inc. postcode* |  |
| Tel. No(s) |  |
| Email address |  |

|  |  |
| --- | --- |
| **Name of Applicant\*** |  |
| Position in Organisation |  |
| Address if different  *inc. postcode* |  |
| 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 the application is for a limited period and you have not arranged any performances, please continue to section 3**
* **If the application is for a festival (music/dance/drama) please attach the programme, including venues, dates and times of performances, plus numbers and age range of children performing in group sections on each day/venue.**

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| --- | --- |
| Performance Title |  |
| Address of venue  *inc. postcode* |  |
| Date(s) of performance(s) |  |
| Time(s) of performance(s) |  |
| Detailed description of the performance in respect of which the approval is requested.  Please provide as full a description as you can about what the children will be required to do. |  |
| No. of Children performing |  |

**SECTION 3 – Safeguarding arrangements**

|  |  |
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| Name of person responsible for child protection & safeguarding |  |
| Position in organisation |  |
| Address  *inc. postcode* |  |
| Tel. No(s) |  |
| Email address |  |
| 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, by which authorities? |  |
| Does the organisation have a set of rules of membership including equal opportunity? |  |
| 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 into contact with children? |  |
| **Safeguarding at the performance(s)/rehearsal(s)** | |
| 1. What arrangements do you have in place for the supervision of the children at rehearsals and performances? |  |
| 2. Have you carried out a risk Assessment? Please supply a copy. |  |
| 3. What information do you request and hold in respect of child participants? For example, names, addresses, tel. nos. etc? *Note you may have to supply information to the Licensing Authority in respect of the children taking part.* |  |
| 4. What are the registration arrangements for each participant / group? |  |
| 5. What are the arrangements for signing the children in and out? |  |
| 6. If there was an evacuation of the building, how would you ensure all children are accounted for? |  |
| 7. What are the arrangements for ensuring each participant / group / chaperones etc. is/are aware of fire and evacuation procedures? |  |
| 8. What are the arrangements for ensuring each participant / group is/are aware of the arrangements for first aid and medical help? |  |
| 9. What security arrangements will be in place? |  |

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| **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/agent. 2. I can confirm that the Child Protection Policy for the organisation is attached. 3. I confirm that all the young people’s parents/carers have declared that the children 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.” 5. I confirm that no child of compulsory school age requires any absence from school to take in the performance(s) unless by prior agreement with the Local Authority Child Employment Team.   Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Please send completed application form and signed contract to: Education Welfare Service, Access to Education, PO Box 505, Middlesbrough House, Corporation Road, Middlesbrough, TS1 2RH or e-mail to CEEL@middlesbrough.gov.uk**