



CONTRACT OF AGREEMENT

BODY OF PERSONS APPROVAL (BOPA)

Section 37(3)(b) Children & Young Persons Act 1963

Name of participant group (eg. dance/theatre group)	
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 Milton Keynes Council to be approved as a Body of Persons under Section 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 Milton Keynes Council 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. The organisation will provide the Local Authority (LA) with details of each performance/rehearsal including the dates, times and location, together with the names of each chaperone and their status (licensed/parent/teacher/enhanced DBS checked staff) including the child to chaperone ratio, 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.
3. The organisation agrees to comply with Regulation 11 and Regulations 15 to 29 of The Children (Performances and Activities) (England) Regulations 2014.
4. A risk assessment must be carried out in respect of each place of performance.
5. A first aider must be present at each place of performance.

- 6. The organisation will ensure that an appropriate number of LA approved chaperones or ‘suitable adults’ (parents/teachers/enhanced DBS checked staff) 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. (see Reg.15)
- 7. 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.
- 8. The organisation will provide a written Child Protection Policy to the LA.
- 9. The organisation will obtain confirmation of a child’s fitness to perform from the parent/carer of each child.
- 10. 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.
- 11. The organisation will ensure signing in and out sheets and daily record sheets are completed for each performance and kept for 6 months.

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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 _____