

CONTRACT OF AGREEMENT

**EXEMPTION FROM CHILDREN'S LICENSING
BODY OF PERSONS APPROVAL
S.37(3)(b) Children & Young Persons Act 1963**

Name of Organisation	
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 **Enfield Council** (Local Authority) to be approved as a Body of Persons under **s.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 **Enfield 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. No child will be absent from school to take part in a performance given under the Body of Persons approval unless written permission has been obtained from their registered school / educational provision.
3. Evidence of authorisation* of absence from school / educational provision will be held by the organisation and made available to the Local Authority whenever it is requested.

***Valid school authorization must be:**

- **A letter on official school headed paper; or**
- **An email directly from an official school email address; or**
- **Another form/template bearing the official school stamp.**

Unsigned / unstamped / unverifiable documents should not be accepted by the organisation and will not be accepted by the Local Authority.

4. The organisation will provide the Local Authority (LA) with details of each performance/rehearsal including the dates, times and location, 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.

5. The organisation agrees to comply with Regulation 11 and Regulations 15 to 29 of The Children (Performances and Activities) (England) Regulations 2014.
6. A risk assessment must be carried out in respect of each place of performance.
7. A first aider is present at each place of performance.
8. A) The organisation will ensure that an appropriate number of Local Authority approved chaperones (see Reg.15) 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
AND/OR
B) The organisation will ensure that an appropriate number of suitable adults 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.
9. 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.
10. The organisation will provide a written Child Protection Policy to the LA.
11. The organisation will obtain a signed statement of fitness from the parent of each child.
12. 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.
13. The organisation will ensure signing in and out sheets and daily record sheets are completed for each performance.

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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 _____