

Application for Body of Persons Approval Licence (BOPA)

Taking place within Swindon Borough Council Boundary

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

Privacy Notice

By completing the following form, you confirm you have read and understood our Privacy Notice, which outlines how we intend to use your personal data. Please read the [Privacy Notice](#) before continuing.

Some performances are exempt from the licensing procedure. If there is no absence from school and the length of the performance is 4 days or less a BOPA licence could be granted providing the following criteria is met:

- ☐ The child will not have performed more than 4 days in the 6 months preceding, for your own, or any other organization (and including) the performance; or
- ☐ No payment is made to the child or any person, except for defraying expenses.

Where a Body of Persons Approval (BOPA) licence is granted the following conditions would need to be observed:

1) No child should be absent from school as a result of participation in a performance unless specific agreement has been obtained from the Head Teacher.

Regulation 13

2) Children must be properly supervised by an adult who should be responsible for a maximum of 12 children. *Regulation 15*

3) No child may remain at the place of performance or rehearsal after the end of his/her part, or 10.00pm if under 5 years, 11.00pm if over 5 years.

Regulation 21

Organisation Details

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| Name of Organisation: | |
| Registered Address of Organisation Including postcode: | |
| Telephone number: | |
| Email address | |

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| Name of Applicant * | |
| Position in the Organisation: | |
| Registered Address Including postcode: | |
| Telephone number: | |
| Email address: | |

- N.B. The applicant must have the authority to agree, on behalf of the organisation, to any term and conditions set out by Swindon Borough Council.

Details of performance

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| Performance Title: | |
| Address of Venue Including postcode: | |
| Date (s) of performance: | |
| Time (s) of performance: | |
| Description of the performance in respect of which the approval is requested: | |

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| <i>Please provide as full a description as you can about what the children will actually be require to do</i> | |
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Safeguarding arrangements

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| Name of person responsible for Child Protection and Safeguarding: | |
| Position in Organisation: | |
| Registered Address Including postcode: | |
| Telephone number: | |
| Email address: | |

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|--|--|
| How do you ensure your child protection policy is followed throughout your organisation? | |
| What safeguarding training do you provide to those in your organization who come into contact with children? | |
| What arrangements do you have in place for the supervision of the children at rehearsals and performances? | |

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| <p>Has a BOPA application been made to other local authorities?</p> <p>If yes, which authorities and dates?</p> <p>Has your organisation ever had a BOPA refused?</p> <p>If yes, which authorities?</p> | |
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Declaration of Compliance with the Children (Performance 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 person or to anyone on their behalf such as a parent/care.
- 2) I confirm that the child protection policy for the organisation is attached.
- 3) I confirm that 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 agree 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 absence from school to take part in the production.

Applicant Signature:

Date:

Name:.....