The Children and Young Persons Acts 1933 and 1963

The Children (Performances and Activities) (Wales) Regulations 2015

Outline Child Performance and Activity Licence Application Form (Wales) for children (living / taking part in performance or activity) in the boundaries of The Vale of Glamorgan Council.

Note: this form should be completed and submitted to the licensing authority not less than 21 days before the first performance or activity for which the licence is requested, since the licensing authority may otherwise refuse to grant a licence.

Licences might not be granted if the application is received less than twenty-one days before the date on which the licence is required. It is most unlikely that a licence will be granted if the application is received less than five working days before the date on which the licence is required.

References to “the Regulations” mean The Children (Performances and Activities) (Wales) Regulations 2015.

## Part A: Information to be provided by the applicant in relation to the child

## See regulation 4 and Part 1 of Schedule 2 of the Regulations. The applicant will usually need to obtain this information from the child’s parent and a parent of the child needs to sign the completed form, but the form should be submitted by the applicant unless the parent is also responsible for organising the performance or activity.

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| A1) Child’s name: |  |
| A2) Child’s home address: |  |
| A3) Child’s date of birth: |  |
| A4) Name and address of the school the child currently attends:  OR  If the child is not attending school, the name and address of the child’s private tutor: |  |
| A5) Details of each licence granted for the child during the 12 months preceding the date of the application by any local authority in Wales or England, or any education authority in Scotland, other than the licensing authority to which this application is made, stating The name of the authority | (This will only be relevant if the child has moved between authorities in the last 12 months) |
| b) The date the licence was granted |  |
| c) The dates and nature of the performances or activities |  |

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| A6) Details of each application in relation to the child for a licence refused by any other authority in the last 12 months, other than the licensing authority to which this application is made, stating: | 1. The name of the local authority or education authority: |
| 1. The reasons (if known) for the refusal to grant a licence: |
| A7) Details of any performances for which a licence was not required in which the child took part during the previous 12 months, including productions that were exempt from the requirement to obtain a licence, stating -  (Section 37(3) of the Children and Young Persons Act 1963: this includes performances organised by schools, where a body of persons approval has been granted, and where the child had performed for fewer than four days in the six months before the relevant performance) | 1. The date of the performance(s) |
| 1. The number of days of performance |
| 1. The title of the performance(s) |
| 1. The name and address of the person(s) responsible for the production(s) |
| A8) Dates (if any) on which the child has been absent from school during the twelve months preceding the date of the application by reason of taking part in a performance or activity, including those which were exempted from the requirement to obtain a licence |  |
| A9) Amount of any monies earned by the child during the last twelve months, stating whether the monies earned were in respect of performances or activities for which a licence was granted or a performance for which a licence was not required |  |

**Part B: Information to be provided by the applicant about the performance or activities**

Please see Part 2 of Schedule 2 to the Regulations.

The **Applicant** is the person responsible for organising the activity or performance, who will be responsible for ensuring that the licence conditions are met.

It is best practice that all organisations which involve children in performances, paid modelling or paid sport have or develop a child protection policy, regularly review and update it, and ensure that all staff and volunteers are familiar with it.

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| Title: |  | | | |
| Name: |  | | | |
| Job title: |  | | | |
| Organisation: |  | | | |
| Address: |  | | | |
| Tel: |  | | Mobile: |  |
| Email: |  | | | |
| B1) Does your organisation have a Child Protection or Safeguarding Policy?  When was this last updated?  Please attach a copy. | | *(Email / post your company’s Child Protection / Safeguarding Policy. It should include: categories, signs and symptoms of harm,* ***a named person and contact telephone number to report concerns to*** *and contact numbers for Social Services & the police in your area.*  *Many applications are delayed because their Child protection Policy does not have* ***a named person and contact telephone number to report concerns to.***  *Guidance on Child Protection is available in the Welsh Governments publication ‘Keeping Learners Safe Best Practice document’.*  [*https://gov.wales/sites/default/files/publications/2018-11/keeping-learners-safe-the-role-of-local-authorities-governing-bodies-and-proprietors-of-independent-schools-under-the-education-act-2002.pdf*](https://gov.wales/sites/default/files/publications/2018-11/keeping-learners-safe-the-role-of-local-authorities-governing-bodies-and-proprietors-of-independent-schools-under-the-education-act-2002.pdf)  *An example of a generic Child Protection Policy is available on request).*  We have a Child Protection Policy  It was last updated on: ??/??/??  I have attached a copy | | |

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| B2) Risk assessment  If ‘Yes’, please attach it to this application.  If ‘No’, you must explain how you will identify and mitigate risks to the child throughout the period for which this licence is requested. | *(A Risk Assessment or statement should be provided.*  *It should identify and mitigate risks to the child throughout the period for which this licence is requested and quantify how these have been reduced after mitigation.*  *It should also include local A & E services at the performance / rehearsal location).*  Have you completed a risk assessment?  Yes  No  In the case of answering ‘No’ what is your explanation?  Explanation: |
| B3) Name and nature of the performances or activities in respect of which the licence is requested. | *(Example of ‘nature of production’ Stage / TV / Modelling / Sport*  *Name of show / programme / event / performance).*  Name:  Nature: |
| Please provide as full a description as you can about what the child will actually be required to do. Include information about the environment they will be asked to do it in and any other contextual information that may help us in assessing the potential risks (physical, emotional or psychological) to the child. | *(A detailed description of the child’s part scene / s and the context around them.*  *If ‘adult content’ is included in the production. a copy of the relevant script sections should be submitted).*  Description: type here |
| B4) Place of activities, performances and rehearsal for which the licence is requested, including any periods on location. | *(The licensing authority must be satisfied that certain criteria are met such as provision for meals, suitable dressing rooms, toilet facilities, adequate shelter and rest areas before they can approve the location. The regulations allow the licensing authority to make its approval subject to conditions.*  *With this in mind, please complete in detail).*  Rehearsal location: type here  Performance location: type here |
| B5) The dates and times of activities, performances or rehearsals for which the licence is requested:  If the dates are not known (This might be because the filming schedule cannot be fixed in advance, or the activity is dependent on weather conditions) at this time, please provide the number of days and the period during which it is requested that the child may take part in activities, performances or rehearsals. | *(Full information should be provided including dates where possible. An ‘Open licence’ will only be granted if the number of days and location are included in the application.*  *A maximum of 6 consecutive days is permitted. This can continue for no more than eight weeks. If a child works for this maximum time, they must have a minimum break of 14 days before their next performance).*  Dates:  Times: |
| B6) The expected total running time or duration of activities or performances (including any rehearsal) in respect of which a licence is requested. | *(Applicants often answer B6, B7 and B8 with “within permitted hours”. This is* ***not acceptable*** *as the licencing authority will need this information for inspection purposes. Give specific detail).*  Total running time: |
| B7) The approximate duration of the child’s appearance in the performance or activity. | *(Please refer to performance regulations)*  Duration of performance: |
| B8) The amount of night work (if any) for which approval is being sought and please state.  The approximate number of days on which of night work will take place. -for these purposes any performance taking place after midnight and before the earliest permitted hour counts as an extension to the previous day. E.g. if the child performs on Tuesday and then performs after midnight, in the early hours of Wednesday, that counts as one day (Tuesday). | *(Maximum hours still apply: i.e. A 16 hour break from the end of the performance and the start of the following performance or rehearsal. If night work is required over 2 consecutive day’s child cannot participate in any further "night work" during the consecutive 7 nights).* |
| 1. Number of days: |
| b) the approximate duration on each day that night work will take place. | Start time:  End time:  Duration in hours: |
| c) the reason that the performance must take the form of night work. | *(The LA does not have to permit "night work"; the regulation states they ‘may permit’.*  *Each request will be viewed on its merits and whether it is reasonable. The authority will consider:*   * *if this could take place within permitted hours and if the applicant has have only requested it because it suits their schedule better in terms of cost and availability of crew and equipment.* * *If it in the best interests of the child to allow night work.* * *what the potential impact on the child's education is in terms of any arrangements that may have been made or absence from school).*   *The applicant will need to present a detailed and reasoned explanation of the need for night work.*  Explanation: |
| B9) Earnings  a) The sums to be earned by the child in taking part in the performance or activity. | *(The LA may include a condition on the licence that the sums earned by the child are dealt with in a particular way. The purpose of this regulation is to ensure that parents and those with parental responsibility do not unjustly spend a child's earnings. In many cases the sums involved will not warrant a condition and licensing authorities will very seldom, if ever, need to take this into consideration. However, a main cast child involved in a high profile film or television series / programme could receive significant sums of money. In these cases, or when a child gets consistently high levels of work the licensing authority should consider whether a condition on where the sums are placed is appropriate and in the best interests of the child.*  *Prior to placing any condition on the licence there must be a discussion with all parties prior to any decision being taken)*  Earnings: £ |
| 1. The name, address and description of the person to whom or to which the sums are to be paid (if not to the child in question) If this is an individual, what is their relationship to the child? If it is a company or organisation, what is their relationship to the child? | Name:  Address:  Relationship to child: |
| B10) Where a licence is requested in respect of a performance, the proposed arrangements for any rehearsals prior to the first performance for which a licence is requested.  a) For each rehearsal please state the date | a. Rehearsal dates: |
| b) the place | b. Location: |
| c) the approximate time and duration | c. Time:  Duration: |
| B11) The days or half days on which leave of absence from school is requested to enable the child to take part in the performance, rehearsals or activity.  You must attach a letter from the Headteacher of the school that the child currently attends or, If the child is not attending school, from the child’s private teacher, agreeing to the child’s absence from school or education and stating that the child’s education and well-being will not be adversely affected. | Dates of half days: |
| Dates of full days: |
| B12) Proposed arrangements (if any) for the education of the child during the period for which the licence is requested stating -   1. Where the education is to be provided by a school, the name and address of the school: | Name:  Address: |
| b) Where the education is to be provided other than by a school:  i. the name, address and qualification(s) of the proposed teacher | Name:  Address: |
| ii. the place where the child will be taught | Location: |
| iii. the proposed course of study | Course: |
| iv. the number of other children to be taught at the same time by the same teacher, and the sex and age of each child | Total number:  Ages & genders of each: |
| v. the amount of education the child is to receive: in accordance with Regulation 15 (3) (d) of The Children (Performances Activities) (Wales) Regulation 2015 | Total hours: |
| B13) The name and address of the proposed chaperone or, if none is required, the name and address of the parent or teacher who will have care of the child: | Name:  Address:  Is this person the parent of the child?  Yes  No |
| B14) The name of the local authority or, in Scotland, the education authority which has previously approved the appointment of the chaperone: | Name: |
| B15) The number of children to be in the charge of the chaperone during the time when the chaperone will be in charge of the child, and the sex and age of each child: | Total number:  Ages & genders of each: |
| B16) The address of any accommodation where the child will live, if different from the place where the child would ordinarily live, the number of other children living there and details of the chaperone (if any) who will live in the same accommodation: | Address:  Chaperone name and details:  ? |
| B17) The approximate length of time which the child will spend travelling to and from the place of performance, rehearsal or activity each day, including: | Journey to (hours):  Journey from (hours): |
| 1. Arrangements (if any) to transport the child to that place; and 2. Arrangements (if any) to transport the child from that place: | Transport arrangements:  ? |
| B18) The name of any other local authority, or, in Scotland, education authority to which an application has been made for another child to take part in performances or activities to which the application relates (if not known at the time of application, to be provided when known) -This will help the relevant local authorities to take a consistent approach |  |

Signatures

I certify that to the best of my knowledge the details in this application are correct. I hereby apply for a licence under section 37 of the Children and Young Persons Act 1963:

|  |  |
| --- | --- |
| **Signature of applicant:** (To be signed by person named at beginning of Part B) |  |
| **Name of applicant:** |  |
| **Date:** |  |

**I certify that to the best of my knowledge the details in the application are correct. I agree to my child taking part in the performance or activity described above in Part B:**

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| --- | --- | --- | --- |
| **Signature of parent:** (To be signed by person with parental responsibility (As defined within section 3 of the Children Act 1989, ‘parental responsibility’ means all of the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property )for the child named at the beginning of Part A) | |  | |
| **Name of parent:** |  | **Date:** |  |

**Additional notes:**

1. Electronic versions of this form and electronic documentation are acceptable, including signatures.
2. The applicant should ensure that the parent/guardian and the chaperone are given a copy of the whole completed form, which you submit to the local authority.
3. Any person who fails to observe any condition subject to which a licence is granted or knowingly or recklessly makes any false statement in or in connection with an application for a licence is liable to a fine not exceeding £1000 (level 3 on the standard scale) or imprisonment for a term not exceeding three months or both (section 40 of the Children and Young Persons Act 1963).

# Medical declaration to be completed and signed by child’s parent

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of child |  | | | | |
| Does your child have any of these conditions? | | | | If ‘Yes’, please provide details including any treatment or medication. | |
| Asthma | | Yes  No | |  | |
| Any allergies | | Yes  No | |  | |
| Any skin conditions | | Yes  No | |  | |
| A hearing impairment | | Yes  No | |  | |
| A visual impairment | | Yes  No | |  | |
| A learning disability | | Yes  No | |  | |
| A physical disability | | Yes  No | |  | |
| Any other medical conditions | | Yes  No | |  | |
| Has your child been taking any regular medication? | | Yes  No | |  | |
| Has your child seen, or been referred to, a hospital consultant in the last six months | | Yes  No | |  | |
| I confirm that I have parental responsibility for this child.  (As defined within section 3 of the Children Act 1989, ‘parental responsibility’ means all of the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property). | | | | | Signature of parent: | |
| Print name in capitals:  ? | |
| Postal Address (if different from child’s address) | | |  | | | |
| Parent’s email address | | |  | | | |
| Parent’s telephone number. | | |  | | | |
| Date: | | |  | | | |

# Required Documents

Please confirm that you have included the following documents with the signed application:

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| **Document** | **Confirmed** |
| (Questions A1 and A3)  A copy of the child’s birth certificate (scanned copies are acceptable) |  |
| Two clear, unaltered & identical passport style photographs of the child taken during the six months preceding the date of the application. (1 clear jpeg scan is equivalent to 2 actual photos and is acceptable.) |  |
| A copy of the draft contract / contract and any other documents containing particulars of the agreement regulating the child’s appearance in the performances or regulating the activity for which the licence is requested. |  |
| (Question B1)  The Child Protection Policy or policies that the applicant will adhere to. |  |
| (Question B2)  The Risk Assessment for the performance or activity.  This must include include Covid 19 regulations and precautions. |  |
| (Question B11)  If the child is missing any education in order to rehearse or perform, a letter from the Headteacher of the school that the child currently attends or from the child’s private tutor agreeing to the child’s absence from school or education and stating that the child’s education and well-being will not be adversely affected: |  |
| The Medical Declaration completed and signed by the child’s parent |  |

Please return to completed application with above documents via post to Civic Offices, Holton Road, Barry, CF63 4RU or Via email to: [CIEE@Valeofglamorgan.gov.uk](mailto:CIEE@Valeofglamorgan.gov.uk)

**Child Performances and Activities Licence**

**Headteacher’s / Tutor’s Declaration**

This declaration should be completed by the Headteacher of the school that the child currently attends (or by the child’s private tutor) and submitted to the licensing authority by the applicant (the person responsible for organisation of the activity or production of the performance) to accompany the **Child Performances and Activities Licence Application Form**.

|  |  |
| --- | --- |
| Child’s Name |  |
| School |  |
| **Name** of Performance or Activity |  |
| **Nature** of Performance or Activity | For example, theatrical, filming, sport, modelling, dancing |
| Dates of Rehearsal, Activity and / or Performance | Rehearsal dates:  ? |
| Performance / Activity dates:  ? |
| The number of days and the period during which the child may take part in Activities, Performances or Rehearsals, not exceeding six months  **Note:** Permission MUST be obtained from the Headteacher / Tutor for each occasion the child is to be out of school in term time | Number of days in total:  ? |

**Important** - By completing this declaration, I (the child’s Headteacher / Tutor) confirm that

Please tick as appropriate:

1. the child **can  cannot** be absent from school on the dates or number of days in the period specified for the purpose of the stated activity, performance or rehearsal

And that:

1. the child’s education and well-being **will not  may** **be**  adversely affected as a result of taking part in the stated activity, performance or rehearsal

|  |  |
| --- | --- |
| Signed |  |
| Print name in capitals |  |
| Date |  |
| A local authority must not grant a licence unless it is in receipt of a letter from the headteacher of the child’s school confirming that their education will not suffer. This is not just about missing school – although maintaining good attendance will be part of the headteacher’s consideration of the request – but about anything that might have a detrimental effect on their learning, such as regular late nights, lack of time to complete homework, or other things which could interfere with the child’s wider education or well-being.  **Headteacher’s Comments**: | |