



**Please provide a breakdown of the number of children and how many chaperones will be on duty in each dressing room at each performance:**

Performance(s) Date/Time:					Performance(s) Date/Time:				
Room No.	No. of children	Gender	Age Range	No. of Chaperones	Room No.	No. of children	Gender	Age Range	No. of Chaperones

Performance(s) Date/Time:					Performance(s) Date/Time:				
Room No.	No. of children	Gender	Age Range	No. of Chaperones	Room No.	No. of children	Gender	Age Range	No. of Chaperones

Performance(s) Date/Time:					Performance(s) Date/Time:				
Room No.	No. of children	Gender	Age Range	No. of Chaperones	Room No.	No. of children	Gender	Age Range	No. of Chaperones

Performance(s) Date/Time:					Performance(s) Date/Time:				
Room No.	No. of children	Gender	Age Range	No. of Chaperones	Room No.	No. of children	Gender	Age Range	No. of Chaperones

*Please continue on back page if necessary*

**Name of Person responsible for Child Protection & Safeguarding:**

Position in Organisation:

Tel Number:

Mobile:

How regularly do you review your child protection policy (please attach a copy) and how do you communicate it and ensure that it is followed by everyone involved with the production?

What arrangements do you have in place for the supervision of children at rehearsals and performances?

What are your procedures for checking the suitability of persons who have responsibility for the children and how do you train them in child protection and child performance legislation? (you may be asked supply evidence)

Are you aware of the fire evacuation procedure for the venue and their policy for dealing with a critical incident? (please attach copies if available)

Has your organisation ever made BOPA applications to other local authorities?

*If "yes", which authorities and dates*

Has your organisation ever had a BOPA refused?

*If "yes" please give details*

How will the children travel to and from the venue?

Are any of the children travelling to the venue from somewhere outside North Tyneside?

*If "yes" from where, what is the journey time and what arrangements are in place to transport them to and from the place of performance/rehearsal? Please give details:*

**Declaration of the compliance to *The Children (Performances and Activities) (England) Regulations 2014* for this application for a Body of Persons Licence:**

I confirm that no payment in respect of taking part in the performance/s, other than for expenses, will be made to any young person or to anyone on their behalf.

I confirm that no child of compulsory school age requires any absence from school to participate in the production.

I confirm that the organisation has a Child Protection Policy in place.

I confirm that all the **young people's parents/carers** have confirmed that they are fit and that their health/education will not suffer by taking part in the performances.

I confirm that the Organisation agrees to the terms as set out in the "Contract of Agreement" attached.

I confirm that I have the authority to sign this application on behalf of the Organisation.

Signed:	Date:
Full Name:	Position:

**Please send completed application form and signed contract to:**

**Attendance & Placement Service  
3<sup>rd</sup> Floor Quadrant East  
Cobalt Business Park  
Newcastle upon Tyne  
NE27 0BY**

**Tel: (0191) 6438392**

