

# CONSULTATION DOCUMENT

## COVID-19 BROADCAST CHILD LICENSING APPLICATION FORM

The Children and Young Person Acts 1933 and 1963  
The Children (Performances and Activities) (England)  
Regulations 2014

This updated document is intended to support all those involved working with children.

Whilst supporting individual local authorities, this will also ensure continuity and standardisation of processes and documentation across authorities and as such, help accelerate the licensing processes. New compliance/advisory notes are attached to support production, schools and parents.

<b>Part one</b>	Production and shoot details	To be completed by production.
<b>Part two</b>	Risk Assessment Questionnaire	To be completed by production.
<b>Appendix A</b>	Educational welfare information and health declaration.	To be sent by production to parent / guardian for completion and return to production.
<b>Appendix B</b>	Education - School permission	To be sent by production to parent, to then send onwards for completion by school/education provider. It should be returned directly to the local authority, but a copy can also be sent to production.
<b>Appendix C</b>	Chaperone Checklist	To be completed by production.

Note:

- a) All parts, including Appendix A and C and copies of any requested documentation, must be submitted by production; if any parts do not apply the box must have N/A written into it. This submission to the licensing authority must be at least 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.
- b) Production now seeks permission from schools with regards to education.
- c) Failure to submit all requested information may slow down the licensing process.

## PART ONE - PRODUCTION COMPANY DETAILS

Production Company:

Production Address:

Name of production:

Name of person signing this form responsible for regulatory compliance e.g. Producer:

Job title of applicant and role in production:

Email:

Contact:

I confirm that all the attached information is correct to the best of my knowledge and understand that I am responsible for ensuring all regulatory compliance is in place and the terms of this licence are met:

Signed:

Dated:

***Note: it is best practice that organisations that 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.***

PART ONE - PRODUCTION	
REHEARSAL ADDRESS/ UNIT BASE/ PERFORMANCE LOCATION ADDRESS	
Address:	Address:
Address:	Address:
Address:	Address:

**Add more boxes if required.**

SAFEGUARDING	
<p><b>Please note GDPR does allow for safeguarding disclosures.</b>  <b>LARCSS – (Local Authority Regulatory Compliance Safeguarding Support)</b>  <b>Best practice would be to ensure production assign a *Head of Department for DfE Children’s Regulatory Compliance.</b></p>	
<p>State: Details of your appointed Safeguarding Lead Officer  Name/Contact Number/Email  Supply a copy of their Safeguarding Training dated within the last 2 years.</p>	
<p>Supply a copy of your child protection or safeguarding policy.</p>	<p><b>Q1</b>  1) Does your organisation have a child protection or safeguarding policy?  b) When was this last updated?  Please insert a link or attach a copy.</p>
<p>State your *H.O.D. for child performance regulatory compliance.  Please ensure Appendix C is completed for this individual.</p>	

## DETAILS OF THE CHILD'S PERFORMANCE

<p>1) Cast name and number</p>	
<p>2) Please provide as full a description of the child's role as possible, including what the child will be required to do.</p>	<p><b>Q2 &amp;3</b>  Name and nature<sup>1</sup> of the performances or activities in respect of which the licence is requested:  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<sup>2</sup>.</p>
<p>3) Highlight possible risks to the physical health and wellbeing of the child that have been identified and mitigated regardless of parental consent.  <i>Provide a copy of any risk assessment addressing this.</i></p>	<p><b>Q4</b>  2) If you have completed a risk assessment, please attach it to this application.  See the sector led best practice guidance for further information about risk assessments.</p>
<p>4) Highlight possible risks to the emotional /psychological health and wellbeing of the child that have been identified and mitigated regardless of parental consent.  It may be determined that a psychological assessment be performed on the child as a clause in the licence.  <i>Provide a copy of any risk assessment</i></p>	<p><b>Q4</b>  As above</p>
<p><b><i>Please note that it is the responsibility of the licence applicant, licence holder and the production to alert the council, in writing, if any subsequent script re-writes introduce any content that poses any possible risk to the physical, emotional or psychological wellbeing of the child performer. Any content that is not disclosed at the point off application or during the licensing period could result in the licence being void.</i></b></p>	

<sup>1</sup> E.g. theatrical, musical, dancing, filming, sport, modelling

<sup>2</sup> It should not be necessary to provide a script – the description of the activity and context is more important.

## DATES AND TIMES FOR REHEARSALS AND PERFORMANCES

*If you do not know the exact dates, please state the number of days and the period 'from and to' that you wish the child to part in activities or performances or rehearsals*

<p>5) a) Dates the child will be rehearsing          b) State the maximum time, in any one day, the child will be working including time for travel.          If the dates are not known at this time<sup>3</sup>, please provide the number of days needed for rehearsal within a licensing period.  <i>Any amendments to dates: please notify your LA immediately.</i></p>	<p>a)          b)  <b>Q5</b>          Place of activities, performances and rehearsal for which the licence is requested, including any periods on location:</p>
<p>6) a) Dates the child will be performing          b) State the maximum time, in any one day, the child will be engaged, including time for travel.          If the dates are not known at this time<sup>4</sup>, please provide the number of days needed for rehearsal within a licensing period.</p>	<p>a)          b)  <b>Q6</b>          The dates and times of activities, performances or rehearsals for which the licence is requested:          If the dates are not known at this time<sup>5</sup>, please provide the number of days and the period during which it is requested that a child may take part in activities, performances or rehearsals.</p>
<p>7) Please confirm the total duration of each of the rehearsals will maintain regulatory compliance. (refers to time at place of rehearsal)</p>	<p><b>Q7</b>          The expected total running time or duration of activities or performances (including any rehearsal) in respect of which a licence is requested:</p>
<p>8) Please confirm the total duration of each of the performance days will maintain regulatory compliance. (refers to time at place of work)</p>	<p><b>Q8</b>          The approximate duration of the child's appearance in the performance or activity:</p>

<sup>3</sup> This might be because the filming schedule cannot be fixed in advance, or the activity is dependent on weather conditions. See paragraph 1.7.2 of the advice issued by the Department for Education.

<sup>4</sup> This might be because the filming schedule cannot be fixed in advance, or the activity is dependent on weather conditions. See paragraph 1.7.2 of the advice issued by the Department for Education.

<sup>5</sup> This might be because the filming schedule cannot be fixed in advance, or the activity is dependent on weather conditions. See paragraph 1.7.2 of the advice issued by the Department for Education.

## NIGHT WORK

***State the amount of night work (if any) for which approval is being sought. Please note a 16-hour rest break must be attached to the end of each night shoot, before the child starts work, school or tuition the next day.***

9) State the approximate number of nights the child will work.	Q9a the approximate number of days <sup>6</sup> :
10) State the dates. (this refers to the date the working day starts)	
11) a) State the start time for each date. b) State the departure time for each date b) State the maximum travel time to and from work on top of the time present at the place of work.	Q9b the approximate duration on each day:
12) State the reason that the performance must take the form of night work. <sup>7</sup>	Q9c the reason that the performance must take the form of night work <sup>7</sup> :

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<sup>6</sup> 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).

<sup>7</sup> The local authority may want assurance that there is a good reason why the child is asked to take part in a performance or activity at night.

## LICENSED CHAPERONE DETAILS

***Remember that an unlicensed parent/legal guardian can ONLY chaperone their own child and may well have no safeguarding/child protection training or working knowledge of the protocols and regulations vital to ensuring your regulatory compliance. If you choose to use a parent, then this responsibility must fall on the person signing this application.***

<p>13) State the licensed chaperone(s) name(s) and address(es), who you assign to this child to ensure regulatory compliance. This should include any proposed overnight chaperones, if applicable.</p>	<p><b>14</b> The name and address of the proposed chaperone, or the name and address of the parent or teacher who will have care of the child:</p>
<p>14) State the licensing authority/s of any persons named in Box 13. Or If in Scotland supply the name of the education authority.</p>	
<p>15) If applicable: Name of the local authority or if in Scotland the education authority which has previously approved the appointment of the chaperone for work.</p>	<p><b>Q15</b> The name of the local authority or (in Scotland) the education authority (if any) which has previously approved the appointment of the chaperone:</p>
<p>16) Chaperone details: <i>Please complete Appendix C for everyone named in box 13. Remember to include:</i></p> <ul style="list-style-type: none"><li>• DBS number</li><li>• Chaperone's licence/ photo ID</li><li>• Safeguarding training certificate</li><li>• Any evidence of local authority chaperone training/ regulations training.</li></ul>	

<p>17) Please confirm that you, the licence applicant, have ensured that checks for all of the above credentials have been run:</p> <p><small>*This could be written confirmation that training took place.</small></p>	<p>a) A DBS check on the update service has been run: YES / NO</p> <p>b) The chaperone's licence is in date and is not currently under investigation with their licensing authority: YES / NO</p> <p>c) The provided safeguarding certificate is valid: YES / NO</p> <p>d) The provided regulations training certificate/evidence* is valid: YES / NO</p>
<p>18) If using any parent or legal guardian as a chaperone: Do they hold a current chaperone's licence? YES /NO</p> <p>If YES, ensure completion of boxes 13-17</p> <p>If NO, <i>a trained licensed chaperone should be engaged to ensure your regulatory compliance (see 13-17 above)</i></p>	
<p>19) The number of children the chaperone will be responsible for, their age(s) and gender (s):</p> <p><b>Q16</b>  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:</p>	<p>Number of children:</p> <p>Age or age range:</p> <p>Gender ratios:</p>



## ACCOMMODATION

***Any chaperones engaged to stay overnight are on-call only and unable to work a 24-hour shift. Best practice would be to engage a separate chaperone to cover night duty only.***

<p>20) The address of any accommodation where the child will live, if different from the place where the child would ordinarily live.</p>	<p><b>Q17</b> 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 and details of the chaperone (if any) who will live in the same accommodation:</p>
<p>21) a) Describe the type of accommodation. <i>NB: Best practice may be for production to provide accommodation with more than one bedroom that the chaperone and the child can share e.g. A house or apartment</i> <i>No person, other than the child's direct parent, can share a room with a child.</i></p>	
<p>22) State how many other children will be at this accommodation. <i>NB: If more than one child will be staying at the same accommodation, each child must have their own room with individual access.</i></p>	
<p>23) Approximate length of time which the child will spend travelling to and from the place of performance, rehearsal or activity each day.</p>	<p><b>Q18a</b> a) Approximate length of time which the child will spend travelling to and from the place of performance, rehearsal or activity each day:</p>
<p>24) Arrangements (if any) for transport before, during and after the working day.</p>	<p><b>Q18b</b> Arrangements (if any) for transport there: <b>Q18c</b> Arrangements (if any) for transport back:</p>
<p>25) Please list here any other authorities who are being required to license children for the same production.  (if not known, to be provided. Preferably before the licensing period begins).</p>	<p><b>Q19</b> The name of any other local authority, or in Scotland, any 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):</p>

***Note: this will help the relevant local authorities to take a consistent approach.***

## DECLARATION OF EARNINGS

*Provisions must be made to ensure earnings of the child are protected.*

26) State the sums to be earned by the child in taking part in the performance or activity.	Q10a The sums to be earned by the child in taking part in the performance or activity:
27) State the name, address, and <sup>8</sup> relationship of the person to whom the sums are to be paid (if not to the child in question).	Q10b The name, address and description <sup>9</sup> of the person to whom or to which the sums are to be paid (if not to the child in question):

## PART ONE - PRODUCTION

*Section 1 of the school permission letter (See Appendix B) should be completed by production and sent to the parent ; it should be forwarded to school by the parent and returned directly to the local authority by the school, who should send a copy to production at the same time.*

## TUTORS AND EDUCATION

*This section must be completed if the dates listed in Q. 6 AND 7 above involve any absence from the child/young person's usual place of education. This includes those who are home-schooled. Advice should be sought from the local authority by production before assuming education is not required on a school day.*

### Expectations of the licence holder/proposed tutor when delivering regulatory compliant education:

- Each child will receive, on aggregate, 3 hours of education for every day they are absent from school, including travel days, should these fall on usual school days.
- No more than 5 hours tuition will be offered on any one day.
- Each child will receive tuition with a qualified tutor who will have no more than 6 students.
- All tuition will take place on school days, those being Monday to Friday, between 8.30 am and 5 pm.
- Tuition must take place within permitted working hours.
- The tuition will take place with just the tutor present, in a quiet room, with continuous access to the Internet.
- Tuition hours will be monitored, and all work will be recorded on a tutoring time sheet, which can be made available to schools.

<sup>8</sup>i.e. if it is an individual what is their relationship to the child, or is it a company or organisation and if so, what is their relationship to the child?

<sup>9</sup> i.e. if it is an individual what is their relationship to the child, or is it a company or organisation and if so, what is their relationship to the child?

- The tutor will contact school in advance for work and to request the provision of any suitable textbooks/resources for the duration of the absence from school; this will help support the child whilst away from school.

Current name of education provider and address. (This is usually a school. )	
Head Teacher	
Contact Details	
Date school permission letter sent to the parent.	

<p><b><i>What are the proposed arrangements (if any) for the education of the child during the period for which the licence is requested?</i></b></p> <p><i>All UK state trained qualified teachers hold a Teacher Reference Number (TRN). A teacher can be banned or have formal restrictions (attached to their TRN) from working with children that will not always show on a DBS check. To check this, the Teaching Regulation Agency (TRA) can be used to run a check.</i></p>	
<p>28) Is the education to be provided by a school?</p> <p>If YES, please provide: School Name/Address/Contact details</p>	<p>YES/NO</p> <p><b>Q13a</b> Where the education is to be provided by a school, name and address of the school:</p>
<p>29) Is education to be provided by a private tutor? If YES: please complete (30-43)</p>	<p>YES/NO</p> <p><b>Q13bi</b> Where the education is to be provided other than by a school: name, address and qualification of the proposed teacher;</p>
<p>30) Proposed location of tutoring.</p>	<p><b>Q13bii</b> the place where the child will be taught;</p>
<p>31) Name of proposed tutor(s).</p>	
<p>32) Tutor(s) email.</p>	
<p>33) Tutor(s) address.</p>	
<p>34) Do they have Qualified Teacher Status (QTS)? <i>Please attach evidence.</i></p>	
<p>35) Enhanced DBS number.</p>	

<p><i>Please confirm that this has been checked on the update service, if possible, by production: YES / NO</i></p>	
<p>36) The proposed course of study.</p>	<p>As per the National Curriculum, guided by a school? Yes/No  <b>Q13iii</b>  the proposed course of study;</p>
<p>37) a) State the maximum number of children to be taught at the same time by the same teacher.   b) List the other children's ages and key stages.</p>	<p><b>Q13 iv</b>  the number of other children to be taught at the same time by the same teacher and the and age of each child;</p>
<p>38) Is the tutor also a licensed chaperone?</p>	
<p>39) If yes: State, the licensing authority of this tutor/chaperone?  <i>Please also add this chaperone complete Appendix C for the tutor/chaperone.</i></p>	
<p>40) I confirm that the child/young person named above will be provided appropriate education in accordance with The Children (Performances and Activities) (England) Regulations 2014.</p>	<p><b>Q13 v</b>  whether the child is to receive the amount of education in accordance with regulation 13(3)(e) of the Children (Performances and Activities) (England) Regulations 2014</p>
<p>Signed</p>	
<p>Printed Name</p>	

## PART TWO – PRODUCTION COVID-19 RISK ASSESSMENT

This Risk Assessment Questionnaire has been created to highlight areas that should be considered by production to evidence Covid-19 risk mitigation by production, for all aspects in light of the current covid-19 circumstances, especially when working with children and young adults.

As part of their safeguarding responsibilities, any local authority will be mindful of the need for considering evidence of Covid-19 risk mitigation before issuing any licence. This questionnaire is designed to support the generation of such evidence for submission along with the rest of the children's licence application form.

As we move forward it would be deemed essential that a Local Authority will require Covid-19 specific risk assessments in advance of licensing, this questionnaire is designed for production to complete along with their children's licence application form.

Please read these guidance notes and copy and paste the relevant information from your productions Risk Assessment Document into the questionnaire below, attaching a full and complete set of the risk assessment for cross referral.

### **Recommendations/explanations:**

- Overnight should be discussed on a case by case basis.
- Local Authority chaperones must be engaged to support regulatory compliance for the duration of the shoot and remain for the duration of the shoot for continuity.
- The parent/guardian must travel to and from work with their child, preferably travelling in their own transport, which can be used between unit base and set (if insurances permit). If parents are not able to use their own transport, then public transport must be avoided. Productions are to supply a unit car with the correct Covid-19 assurances as per the Risk Assessment Questionnaire sections 8-11.
- Chaperones cannot be in the vehicle, unless it is large enough to support social distancing. Where possible the parent is to remain with their child for the duration of the working day: this is to facilitate chaperones being able to keep social distancing at work. If the parent cannot remain then the licensed chaperone may remain with the child on a 1-2-1 basis and over the age only of 9 and over as this age group are more able to support and understand productions duty of care that all cast and crew must agree and adhere to.
- Each licence to have advisory notes to include that the LA will retract the licence and re-issue as government legislation changes at any point – e.g. if a lockdown is reinstated.
- The Risk Assessment Questionnaire will also be supplied to the LA where filming takes place and will be used for council spot checks.

- ALL international licences must go through the magistrates and LA to ensure, all necessary equal measures are in place for safeguarding, travel, and Covid-19 risk assessments. LA can also monitor and ensure the commitment to a 14-day isolation period (based on UK gov guidance) is in place and that production supply remote tutoring for the child to cover 30 hours over this period.
- Any child or young person who remains on roll but is educated off site and still under the overall direction of a school, MUST have a school permission letter. This includes if a parent is directed to or choses to educate the child at home.
- Also, where school permissions have been attached to licences that are current but on hold, new school permissions should be required with the above in mind.

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**PART TWO PRODUCTION  
COVID-19 CHILDREN AND YOUNG ADULTS  
RISK ASSESSMENT QUESTIONNAIRE**

**If any of the requested information is not known at the time of application, once the production's COVID-19 policy is in place, provide details requested in this section. This must be before the licencing period starts to ensure the child and crew are sufficiently protected.**

<b>POLICIES</b>		
1	Who is the person who is responsible for your Covid-19 risk assessment?	
2	Are there protocols in place to provide increased cleaning regimes?	
<b>HEALTH CHECKS AND TESTING</b>		
3	State how cast and crew will undertake Covid-19 awareness training.	
4	Who will marshal(s) the cast and crew?	
5	Do you have health check questionnaires for cast and crew? <i>Please include a copy</i>	
6	<i>Please explain your procedures if a member of crew and/or cast report symptoms.</i>	

**PART TWO PRODUCTION**

**COVID-19 CHILDREN AND YOUNG ADULTS  
RISK ASSESSMENT QUESTIONNAIRE**

	<b>TRAVEL AND TRANSPORT</b>	<i>Please provide details of how the young person will be transported to and from the work and between locations, include air and ground transport. Public transport must be avoided. It is advisable that any parent/ legal guardian travels in using their own vehicle with the young person to work, remains with them and travels back.</i>
7	How will the child travel to and from work?	
8	If using a unit vehicle, describe social distancing measures.	
9	Describe social distancing measures transporting the child between locations.	

	<b>CHAPERONES AND TUTORS</b>	<i>Particularly mindful of the implications of Covid-19, and to ensure consistency, continuity, risk mitigation and to support safeguarding, the same chaperones and tutors should be used.</i>												
10	Please provide a full list of names and licensing authority for any proposed chaperones & chaperone/ tutors. Please ensure Appendix C is completed for every individual.	<table border="1"> <thead> <tr> <th><i>Name</i></th> <th><i>Licensing authority.</i></th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	<i>Name</i>	<i>Licensing authority.</i>										
<i>Name</i>	<i>Licensing authority.</i>													
11	Please state the maximum number of chaperones and/or tutors near the child at any one time.													
12	Please describe what PPE equipment will be provided to chaperones and tutors.													



**PART TWO - PRODUCTION**

**COVID-19 CHILDREN AND YOUNG ADULTS  
RISK ASSESSMENT QUESTIONNAIRE**

	<b>EDUCATION</b>	<i>Please describe how education provision is to be provided i.e. in a suitable setting ensuring social distancing is adhered to.</i>
13	Describe what social distancing measures will be implemented.	
14	Describe what PPE will be provided to the Tutor.	
15	Outline the hygiene procedure to be implemented for the tutor room.	
	<b>MAKE- UP</b>	<i>It may be advisable that cast members remove their own make-up at the end of the shoot.</i>
16	What is the maximum capacity of cast/crew in the make-up department?	
17	What PPE equipment will be provided to the Make Up department when interacting with the child?	
	<b>COSTUME</b>	<i>Must include separate private changing areas for children.</i>
18	What is the maximum capacity of cast/crew in the child changing area?	
19	What PPE equipment will be provided to the Costume Department when interacting with the child?	

**PART TWO - PRODUCTION**

**COVID-19 CHILDREN AND YOUNG ADULTS  
RISK ASSESSMENT QUESTIONNAIRE**

	<b>SOUND DEPARTMENT</b>	<i>To avoid cross contamination, it is advisable to ensure that mics are not shared and are cleaned accordingly at the end of the shoot.</i>
20	Outline the mic fitting protocol for the young person i.e. mics/tie clips etc. <i>Please include details of sterilisation of the equipment</i>	
21	What PPE equipment will be provided to the Sound Department when interacting with the child?	

	<b>PROPS DEPARTMENT</b>	<i>Please provide details how the young person will be supported when being provided with any necessary props to avoid cross contamination.</i>
22	What PPE equipment will be provided to the Props Department when interacting with the child?	
23	Outline the hygiene procedure for the Props Department for props that the child will directly interact with.	

**PART TWO - PRODUCTION**

**COVID-19 CHILDREN AND YOUNG ADULTS  
RISK ASSESSMENT QUESTIONNAIRE**

	<b>GREEN ROOMS</b>	<i>Include if these are private or with adequate social distancing being marshalled at all times and the maximum ratio for the room. It is advisable to remove any shared areas in green rooms where there are tea/coffee facilities.</i>
24	What is the maximum capacity of the child green room(s) <i>Please note that children must have separate green rooms from any adult cast at all times.</i>	
	<b>CRAFT SERVICES/CATERING</b>	<i>Please confirm what craft/catering services will be available.</i>
25	Please describe how food service will be managed around the child. E.g. Single use cutlery, single service / pre-ordering, no buffet etc.	
	<b>TOILETS</b>	<i>Separate toilets that are signposted are to be made available for children as per the regulations.</i>
26	Please confirm that the child will have their own toilet, not to be used at any time by adult cast or crew.	

**PART TWO - PRODUCTION**

**COVID-19 CHILDREN AND YOUNG ADULTS  
RISK ASSESSMENT QUESTIONNAIRE**

**ANYTHING FURTHER**

*Please supply any further relevant information to support this document below*

I certify that to the best of my knowledge the details in this application are correct.  
I have completed Parts 1 and 2 above and am including completed versions of appendices A and C.

School permission was requested on \_\_\_\_\_. (Appendix B)

(It is advisable to include a covering letter detailing all attachments or include this information in the main body of any e mail.)

I hereby apply for a licence under section 37 of the Children and Young Persons Act 1963:

<b>Signature of applicant:</b> <i>(To be signed by person named on page 1)</i>	
<b>Date:</b>	

## APPENDIX A – FOR PARENTS

### EDUCATION WELFARE INFORMATION AND HEALTH DECLARATION

*Note: 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 activity or production). See regulation 4 of the Children (Performances and Activities) (England) Regulations 2014.*

**All sections to be completed by the parent/guardian and returned to production.**

Please supply production with school details so they can seek permission for absence from school and engage an appropriate tutor if required.

Any child or young person who remains on roll but is educated off site, including if a parent is directed to or chooses to temporarily educate at home under the overall direction of a school, **MUST** have a school permission letter.

1) Child’s name:	Part 2 Q1 Child’s name:
2) Gender	
3) Child’s home address:	P2 Q2 Child’s home address:
4) Child’s date of birth:	P2 Q3 Child’s date of birth:
5) Name and address of the school the child currently attends: OR If the child is not enrolled at a school, the name and address of the child’s private tutor/ education provider.	P2 Q4 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 teacher:
6) School website	
7) Head Teacher	
8) School contact number	
9) Year group	
10) Any visual or non-visual barriers to learning.  If none, please write ‘none’.	Any learning disability Any physical disability

**<sup>10</sup>It is important to state details of each licence granted to the child during the twelve months preceding the date of the application by any local authority, including all international licences: other than those granted by the licensing authority to which the application is being made. In Scotland this would be the education authority.**

<p>11) Has the child been absent from school in the last 12 months to attend rehearsals licensed or otherwise?</p>	<p>11) 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. For each rehearsal please state the date, the place and the approximate time and duration. 12) 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.</p>
<p>12) Has the child been absent from school in the last 12 months due to licensed performance (national or international)?</p>	<p>8) Dates, if any, on which the child has been absent from school during the 12 months preceding the date of the application by reason of taking part in a performance activity?</p>
<p>13) The name of the authority or, if international, magistrates court and production company.</p>	<p>P2 Q5a The name of the authority:</p>
<p>14) The date the licence was granted: Please list if more than one.</p>	<p>P2 Q5b The date the licence was granted</p>
<p>15) a) The number of days and dates from and to:  b) The nature of performances or activities:</p>	<p>P2 Q5c The dates and nature of performances or activities:</p>

**State details of each application in relation to the child for a licence refused in the last 12 months, other than the licensing authority to which this application is made.**

<p>16) The name of the local authority, (if Scotland) education authority or magistrate (for international licensing).</p>	<p>P2 Q6a The name of the local authority or education authority:</p>
<p>17) The reasons (if known) for the refusal to grant a licence:</p>	<p>P2 Q6b The reasons (if known) for the refusal to grant a licence:</p>

<sup>10</sup> This will only be relevant if the child has moved between authorities in the last 12 months.

**State details of any performances for which a licence was deemed not required in which the child took part during the previous 12 months, stating the justification – e.g. the 4-day rule or reason for exemption.**

**Reason for not needing a licence:**

18) The date/s of the performance:	P2 7a The date of the performance
19) The number of days of performance:	P2 Q7b The number of days of performance:
20) The title of the performance:	a) P2 Q7c The title of the performance:
21) The name and address of the production and/or the person responsible for the production:	P2 Q7d The name and address of the person responsible for the production:

### **Earnings**

22) 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:	P2 Q9 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:
23) State the name, address, and <sup>11</sup> relationship of the person to whom the sums are to be paid (if not to the child in question).	
24) Please confirm that the person to whom the sums will be paid (if not the child in questions) will store the money appropriately on behalf of the child and will not be used for personal gain. This can be provided in the form of a declaration in writing by the person or both parties signing the declaration here.	

<sup>11</sup>i.e. if it is an individual what is their relationship to the child, or is it a company or organisation and if so, what is their relationship to the child?

## HEALTH DECLARATION AND MEDICAL HISTORY

Name of Child:	
Does your child have: ( <i>answer yes or no</i> )	If yes: please provide details including degree of severity, any treatment or medication:
Asthma	Asthma
Any allergies?	Any allergies
Any skin conditions?	Any skin conditions
Any non-visible barriers to participation? (Such as hearing impairment, dyslexia etc.)	Hearing impairment
Any visible/physical barriers to participation? (Such as mobility issues)	Visual impairment
Any medical conditions?	Any medical conditions?
Taking any regular medication(s)?	Taking any regular medication(s)?
Been to see or had a referral to a hospital consultant in the last 6 months?	Been to see or had a referral to a hospital consultant in the last 6 months?
I confirm that I have <sup>12</sup> parental responsibility for this child.	Signature of parent: I confirm that I have parental responsibility <sup>13</sup> for this child.
I confirm that I have parental responsibility for this child.  Postal Address (if different from child):	Print Name:  Postal Address (if different from child)
Email for above named person:	Parents Email Address
Telephone No.	Parents Telephone No
<b>I certify that to the best of my knowledge the details in this application are correct.</b> <b>Signature of parent/guardian:</b>	
<b>Date:</b>	

<sup>12</sup> 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.

<sup>13</sup> 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.



## DOCUMENTS TO BE ATTACHED

I attach the following:

- (a) A copy of the child's <sup>14</sup>birth certificate (scanned copied are acceptable – please do not send the original) In the exceptional circumstance where the child's birth certificate cannot be provided as part of the application (e.g. because they do not have one) the licensing authority may accept alternative evidence.
- (b) Two identical <sup>15</sup>prints (un-mounted) of a photograph of the child taken during the last 6 months or an electronic likeness (e.g. Jpeg). The image must not be altered or enhanced in anyway. It should be a full headshot taken in good light.
- (c) A copy of the contract, draft contract or other documents (where they exist) containing the details of the agreement regulating the child's participation in the performance or activity to which this application relates.

Notes:

- 1) *Electronic versions of this form and electronic documentation are acceptable, including signatures.*
- 2) *You 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).*

## APPENDIX B – FOR SCHOOLS: SCHOOL PERMISSION FORM

### SECTION 1: TO BE COMPLETED BY PRODUCTION

*Complete the dates below and forward this form to the parent.*

*Parents must then forward this to school for completion.*

Name of child	
Dates of planned absence from and to (if known)	
Total number of days absence is requested between these dates.	
*Email of licensing authority and contact name and number.	

### SECTION 2: TO BE COMPLETED BY SCHOOL

*The boxes below seek permission of absence for the above-named student.*

*Please copy them onto letter headed paper, completed, and email this to the local authority contact stated above. \**

Name of Child	
Dates of planned absence from and to	
Total number of days absence within this period.	
State the dates of any period of absence, where a performance licence has been granted in the last 12 months.  This must include performance licences granted for working abroad and within the UK.	
Number of days absent for the above (including 'none')	
Name of nominated contact who will co-ordinate academic and pastoral support.	
Contact details for above named person.	

I confirm that the child named above attends this school and give permission for the child to be absent for the dates above on the provision that the child receives adequate education delivered by a qualified teacher as per the DfE regulations.	
Signed	
Date	
Job Title	

Once a licence is granted, the tutor will contact the school. Work can be given to the child/young person directly or sent to the tutor. If given directly to the child/young person, please also inform the tutor of this.

*For information:*

In granting a licence, the local licensing authority will usually instruct that there will be a tutor in place to support the school and ensure there is no disadvantage in missing school days. The more work you can provide that is also appropriately challenging, the better. Furthermore, providing the information will also enable tutors to plan additional individualised work that directly contributes to the learning objectives of each child/young person

The following is a broad outline of what constitutes DfE regulatory compliance:

DfE regulatory compliance notes:

- Each child will receive on aggregate 3 hours of education and no more than 5 hours for every day they are absent from school, including travel days, should these fall on usual school days.
- For the register the school should mark **B** to show the child's absence but being educated off site.
- Each child will receive tuition with a qualified tutor who will have no more than 6 students in the relevant key stage.
- All tuition will take place on school days, those being Monday to Friday and within hours of 8.30am – 5.00pm
- The tuition will take place with just the tutor present, in a quiet room, with access to the Internet.
- Tutor hours will be monitored, and all work will be recorded on a tutor time sheet, which can be made available to schools.

- The tutor will contact school in advance for a work schedule and would appreciate the provision of any suitable textbooks /resources for the duration of the absence from school; this will help support the child whilst away from school.

Once contacted, providing the following information about any student will scaffold personalised learning and ensure learning is not affected.

- Current working level
- Expected working level
- Details of any assessments /exams being worked towards. (Entry level and exam board, as appropriate.)
- Any possible barriers to learning? (e.g. dyslexia, visual /hearing impairment etc.)
- Any other relevant 'need to know' information that may impact upon learning.
- A copy of the child/young person's most recent school report is beneficial if available.

#### **School guidance notes:**

The Department for Education (DfE) guidelines state that the licensing authority must look at the circumstances for each individual child. It is important that when agreeing to grant school permission for entertainment & performance absences that each case is individually assessed. It is deemed as inappropriate for a school to adopt a generic policy; for example, "it is this schools' policy not to allow time off for performances". A school must look at the individual child in terms of attainment and attendance and if they believe the child's education will suffer they must provide written evidence to that effect, for example falling attendance, missing homework, inability to catch up on work, additional support currently place.

A Head Teacher cannot differentiate between granting permission for a child to perform in an acting role and a child wishing to undertake a modelling assignment. All absences for entertainment and performance must be given equal consideration when approving school permission.

As a Head Teacher you can restrict the number of days you grant during term time for absences relating to entertainment & performance for each individual child. For example, you could state within your school permission letter that no more than 1 day per half-term will be granted within the academic year.

Absences will be monitored by the Child Employment & Entertainment Team, including those for prolonged periods of absence. During this period, if a child is approaching the number of agreed day's absence from school or, breaching the agreed number of day's absence, a member of the local authority licensing team will contact the school to discuss and inform the child's casting agent. To help monitor this, any school absences in the last 12 months when the child worked abroad are requested.

Should an agreed filming date be cancelled the production team will email the school to inform them and ensure the child is in school.

**How do schools mark the register if a child is receiving tuition from a private tutor?**

If a child is involved in a long running production e.g. touring stage production, film or drama series and will require considerable absence from school the decision to implement tuition is straight forward and must be arranged by the production company in partnership with the school.

Providing it is confirmed that education has been received and there is ongoing contact between school, tutor and parent the register may be marked with a code **B (Educated Off Site)**. However, it is the responsibility of the school to ensure that the code they use is lawful in the given circumstances.

**What should Headteachers do if they have any questions or concerns relating to the above information?**

For further information, advice, or guidance you can contact the Child Employment & Entertainment Team at the local authority as above.

**APPENDIX C – TO BE COMPLETED BY PRODUCTION**

**CHAPERONES AND TUTORS DETAILS**

*Please find below or enclosed the information requested to support this licence application.*

Production Company:	
Name of Production:	

Name of chaperone or tutor.	
Address	
Mobile number	
Email	
Licensing authority.	
Expiry date of current licence. <i>Licence seen? Yes/no</i>	
DBS number. <i>Original seen? Yes/No</i>	
Date of Birth - needed for a DBS check on the update service.	
Safeguarding training	
Any further relevant training. (Local authority training, accredited regulations training etc.) Please state and enclose evidence.	

***Repeat boxes as appropriate.***