



Application for a Body of Persons Licence

As per Section 37(3)(b) of the Children Young Persons Act 1963.

This application should be completed by those responsible for arranging amateur productions.

Please note that applicants can only apply for a Body of Persons licence where no payment is made to the child other than expenses.

All children who take part must have written parental/carer approval.

Where a child requires to be absent from school in order to perform, approval must be obtained from their Head Teacher.

1. Details of Organisation:

Please provide the name of the organisation, address, contact details, including information regarding its role and activities and responsibilities of individuals within the organisation.

2. Details of Productions and Rehearsals:

Please provide details of the amateur production including rehearsals (where available) and the suitability of the production for children. Dates, times and the number and age of children should be included wherever possible.

If these details are not known at present please provide information regarding the general nature of the production.

3. Details of the Chaperone(s):

Please provide any arrangements for appointing suitably skilled individuals to undertake the role of chaperone and include their details (i.e. Undertaking that the Chaperone will be subject to Protecting Vulnerable Groups (PVG) checking).

The maximum number of children a chaperone may have care and control of at any one time is 10.

4. Details of arrangements for the safe travel of children to and from the place(s) of performance:

5. Details of the organisation's child protection policies, procedures and relevant training for staff:

6. Details of lead child protection officer:

Please provide details of the lead child protection officer within the organisation who will have responsibility for the production in question and liaising with the authority.

7. Details of Children Involved:

Please provide the Name, Date of Birth, Address, School Name and the total number of performances, for each child taking part. Please use a separate sheet if necessary.

Signed:

Name (Print):

Date:

Please return applications to :-

East Lothian Council, Education Business Unit,
Resources and People Services, John Muir House
Haddington, EH41 3HA

Email – schoolplacements@eastlothian.gov.uk