Good Practice

within the boundary of Essex County Council

A development partnership between Essex County Council’s Education Welfare Service – Child Employment Team and local members of the National Operatic and Dramatic Association

This ‘Good Practice’ document has been endorsed by Carolyn Hamilton, LLB (Bristol), Barrister, Professor, Department of Law Essex University

April 2007
Acknowledgement

You are most welcome to copy and plagiarise this ‘Good Practice’ document

however

You are asked to acknowledge

this original

partnership development work

by

Essex County Council’s
Child Employment Team

and the
local members of the

National Operatic and Dramatic Association (NODA)

Format of this document

This document is made up of a number of separate sections; all are appropriate to voluntary/amateur drama societies within the jurisdiction of Essex County Council as well as other interested parties.

The document has been created in this way so that each section can be used in a stand alone manner, dependent on who needs to have the information contained in each section. It is therefore inevitable that some of the information is repeated in different sections, we hope not to cause confusion but to ensure that the appropriate information is given to each reader.
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Section 1. Introduction and background

For some considerable time, nationally, organisations and individuals have raised concerns with a range of issues concerning the implementation of legislation for children who perform.

Essex County Council's Education Welfare Service has a small dedicated Child Employment Team whose responsibilities are the administering of:

- the regulations concerning the part time employment of children from the age of 13 years until the end of their compulsory education; and
- the regulations concerning children who entertain from birth until the end of their compulsory education.

Although the team's role is one of enforcement, in practice they work to develop and maintain strong working relationships with those concerned with all issues of child employment.

The Child Employment Team has increased the development of working relationships with amateur dramatic organisations both nationally and locally. The team has become more aware of the need for voluntary organisations within the County of Essex to be enabled to minimise the administration and bureaucracy when developing their considerable number of productions without minimising the support and welfare of their child members.

The welfare of the child is ‘paramount’

1989 Children's Act

Therefore after an initial meeting in March 2005 at the Headgate Theatre, Colchester a representative group of people from 7 local drama groups met with the Child Employment Officers in July 2005 to discuss and start a development of good practice initiatives.

The 7 groups represented were all members of The National Operatic and Dramatic Association (NODA), founded in 1899, it is the main representative body for amateur theatre in the UK, however it is not the aim of this initiative to restrict these good practice issues solely to NODA members within the boundaries of the Essex County Council, the aim is to enable and support all amateur dramatic groups within Essex and to allow other LEA's to follow our practice if appropriate.
The following pages describe the group’s efforts in creating an atmosphere of continually evolving *good practice* initiatives.

Other organisation’s and individual’s suggestions are welcomed, to enable the initiatives to remain *live* and appropriate.

Terry Drury
Jo Salter       Essex County Council’s Child Employment Team
Claire Fawcett
Section 2. Legislation, definitions and licensing

The following is a list of the legislation and regulations that govern *children in entertainment*:

- Children & Young Persons Act 1933 & 1963
- Children (Performances) Regulations 1968
- The Children (Performance) (Miscellaneous Amendments) Regulations 1998(1)
- The Children (Performance) Amendment Regulations 2000
- The Children (Performance) (Amendment) (No.2) Regulations 2000

Definition of a child

For the purposes of *children in entertainment* a child is a person aged from birth until the end of their compulsory schooling.

The end of compulsory education

A child ceases to be of compulsory school age on the last Friday in June of their academic year 11.

Although a young person can remain in education after this date this is then classified as voluntary education.

The requirement to licence:

Children

The above legislation requires licences to be issued by each Local Authority (LA) for: children who take part in one of the following categories:

- **broadcast performances that cover**: films, TV, video - all performances that will be broadcast;
- **non-broadcast performances that cover**: theatre, modelling, sport (activities), that are not broadcast.
Section 37(3) (b) of the Children and Young Persons Act 1963 does not require a child to be licensed if:

“(b) the performance is given under arrangements made by a school (within the meaning of the Education Act 1944 or the Education (Scotland) Act 1962) …..”

Exemptions

The legislation and regulations enable some exemptions for the need to licence individual children who take part in entertainment. (see Section 3 of Good practice for voluntary amateur dramatic societies/organisations within Essex County Council's Local Education Authority).

Children are required to be licensed in one of three ways:

- an individual licence for each child;
- as a member of a Body of Persons licence;
- or the licensing authority agreeing to the four day rule being applied.

To ensure that your society applies for the correct form of licence advice should be sought from the local licensing authority before an application is made. For County of Essex it is Essex County Council who is the licensing authority. The contact details are shown in various sections of this good practice document.

Chaperones

There is a legislative requirement that children taking part in a performance should be licensed unless they fall within an exempted category (see Section 3 of Good Practice). Children do not need a licence for the first 4 days that they perform in any six months.

All licensed children need to be chaperoned in law while taking part in a performance.

The chaperone can be either a child's parent or a licensed chaperone engaged by the production company or producer.

Children who take part in a rehearsal, group meeting sessions or are unlicensed (because they are only performing for 4 days in 6 months) are not required by law to have a chaperone. However, as a matter of good practice it is suggested that chaperones should always be present at rehearsals and performances.
Adult helpers should be encouraged to become licensed chaperones. The local authority will licence an adult (over 18) as a chaperone and will undertake an enhanced criminal record check (see section 8 of Good Practice).

There is a legislative requirement for children to be licensed to perform in a production unless an exemption applies. (see Section 3 of Good Practice).

Children who take part in a rehearsal are not required to be licensed. However, taking part in a rehearsal during the life of a licence to perform may, in special circumstances, affect the number of days on which a child can perform (see Section 6 of Good Practice page 6.2).

During rehearsals or group meeting sessions there is no legislative requirement to have licensed chaperones in attendance.

In terms of *good practice* it is suggested that those adult helpers present on such occasions are encouraged to become licensed chaperones, to enable groups and societies to inform parents that the helpers have a Criminal Record Enhanced Disclosure and a Chaperone Licence from the licensing authority.

There are other advantages in having adult helpers to apply for chaperone licences (see Section 5 of Good Practice page 5.4.)
Section 3. Exemptions

Essex County Council
Education Welfare Service - Child Employment Team

Children and Young Persons Act 1963 The Children (Performances) Regulations 1968

Performances where an individual child does not need a licence

Mainstream schools do not have to licence children taking part in productions organised by the school.

The above Act and Regulations enables two further categories of exemptions to be used by LA's whereby individual children do not need a licence. They are:

- the four day rule; and
- a Body of Persons.

The Child Employment Team of Essex County Council promotes and enables voluntary and professional groups to use the above exemptions where appropriate. Where these exemptions are not applicable, applications for individual one off licences are available on request from the Child Employment Team, address over leaf.

It is also important to state that if there are queries or a further explanation is required the Child Employment Officers are pleased to help.

Sections 4 and 5 of this Good Practice pack illustrates the requirements of the legislation to allow each exemption to be used.

Further advice and information can be sought from:

Education Welfare Service
Child Employment Team
PO Box 47
Chelmsford CM2 6WN

Telephone 01245 436743/5
Fax 01245 436752
Email child.employment@essexcc.gov.uk
Internet www.essexcc.gov.uk
Section 4. The four day rule

The Children and Young Persons Act 1963
The Children (Performances) Regulations 1968

“The Act and the Regulations constitute a comprehensive new code, governing the circumstances in which children under the upper limit of compulsory school age may take part in performances of all kinds, and containing safeguards for the children.”

The Act and Regulations identifies performances where an individual child does not need to be licensed:

The four day rule

This exemption can be considered for use by both professional and amateur companies. A licence is not required for a child if:

- they perform for only 4 days in any 6 month period; and
- they do not need time off from school to undertake the performance; and
- they do not receive any payment other than expenses.

If they take part in a performance for their full time school (this is the educational school not a full time drama school or a full time school of dance) then a licence is not needed as this is seen as a part of their full time education.

Children who fall within the exemptions and do not need a licence are still covered by Regulations 21, 22, 33 and 34 of the Children (Performances) Regulations 1968 covering the number of days on which children may perform and permitted hours of performance (see Section 7 of Good Practice).

Each organisation should consider using the four day rule where appropriate; however this should not be done without consulting the Child Employment Team (contact details are at the end of this section) who would need to know the names of the children taking part in the production, and the production dates.
It should be noted as previously mentioned:

- that where children do not need to be licensed they are still subject to certain restrictions as detailed in Regulation 21, 22, 33 and 34 (see section 7 of this information document) the LEA has a duty to monitor the work these children are undertaking;

- a production that has children performing under the 4 day rule is still subject to inspection by the Child Employment Team.

**Accidents and Insurance Claims**

Producers may wish to check with their insurance companies that in the event of a child being involved in an accident with the need to consequently claim against the organisations’ liability insurance and if that child is performing outside of the regulations (illegally) would the liability still be covered by the insurance company?

**Further Advice & Information can be sought from:**

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- Child Employment Team
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- Chelmsford CM2 6WN
- Telephone 01245 436743/5
- Fax 01245 436752
- Email child.employment@essexcc.gov.uk
- Internet www.essexcc.gov.uk
Section 5.  Body of Persons licence

Background

The Children & Young Persons Act 1963 gives a local authority under Section 37(3)(b) the power to issue a licence to a Body of Persons e.g. a group of responsible adults - youth organisations, amateur dramatics, etc. (but not professional companies) to enable them to engage children in non broadcast and recorded performances without the need to apply for separate licences for each child for each production.

The Body of Persons must then provide the Education Authority with the following information in advance:

- the names, addresses and dates of birth of all the young people who will be performing;
- the venue and dates of performances;
- the names and addresses of the adults forming the Body of Persons.

Applicants should apply for this licence not less than 10 working days prior to the first performance provided they can meet the following criteria.

Approval can be granted providing:

- the child performers receive no payment other than expenses;
- the performance is for a stage production;
- the performances all take place within Essex (or whichever local authority is granting the body of persons licence);
- the child performers are supervised by the adults who form the body of persons or licensed chaperones;
- the organisation complies with the regulations on days and permitted hours of performance contained in the Children (Performance) Regulations 1968 (see section 7 of Good Practice);
- that the Child Employment Team agreed that the rehearsal/performance venue(s) are suitable places for children to perform;
Good practice for voluntary amateur theatrical organisations

- the organiser has ensured appropriate arrangements are in place to transport child performers to and from the venue and released into the care of an appropriate person;
- the organiser will not use the children in performances that may be dangerous;
- the organiser can demonstrate that it can meet any health, safety and welfare conditions set by the local authority;
- the Body of Persons ensure that arrangements are made to transport young performers to and from the venue;
- the Body of Persons does not use young people in performances that maybe dangerous.

The holders of the licence must ensure that they keep records of each young person's performance as required by Schedule 3 Children and Young Persons, The Children (Performances) Regulations 1968 (see ECC pro forma).

Approval can only be granted for young people who perform solely for the holder(s) of the Body of Persons Licence.

The Applicant

The chair person or secretary of each society is normally the person who applies for the Body of Persons Licence and must complete an appropriate application form available from the address on the last page.

The Application

The application must be made on the appropriate application form. The application form asks for details of the society/company that is running the production together with details of the performance dates, times and venue.

The licence applicant must provide a list of the names and addresses of the children taking part in the performance. As more societies/companies have updateable membership lists the Child Employment Team will accept a printed list of the membership showing names and addresses indicating which child is performing in the production that the Body of Persons licence is being applied for (please see example of listing details).
Medicals are not required for each child, but the licence applicant should ensure that each child/parent has signed a form declaring that the child is fit and healthy and that participation in the performance will not impact on his health.

The applicant must also provide the names and addresses of the adults who are to be named as part of the Body of Persons (This may also be an updateable list - see Body of Persons Chaperones).

Both lists of participants must be in a universally agreed format (Please see example)

Essex County Council grants a Body of Persons licence on a strictly Production basis, however the right is reserved to withdraw a licence if it is felt the above conditions are not being met.

**Body of Persons chaperones**

Although the law does not place a statutory obligation on organisations to ensure that chaperones are provided for unlicensed children, the local authority prefers that all children be provided with a chaperone as a condition of granting a Body of Persons licence.

The local authority believes this preference is justified as a matter of good practice and to ensure that all children benefit equally from child protection procedures.

**Chaperone licensing**

It is not a statutory requirement that Body of Persons adults are licensed as chaperones, but Essex County Council under the heading of good practice encourages all groups to apply for individual chaperone licenses for their adults (there is no additional charge for a licence) for the following reasons:

Each chaperone licence is issued for 3 years - a reduction in administration

Each organisation can submit a list of their registered chaperones with each Body of Persons application, indicating the production in which each person will become a member of the Body of Persons - for a reduction in administration.

If an organisation finds, just before a production that they are without the required number of adults’ currently licensed chaperones can be sought from other organisations. (Regulatory 1 for 12 children - Good Practice, recommends that a male and a female chaperone are available to enable gender issues to be accommodated as well as allowing for continued supervision of the
children should it be necessary for a chaperone to deal with individual issues when they arise)

An email to the Child Employment Team will enable them to check the licence holders details and to be made aware of the changes to a Body of Persons licence without the need for the producers to wait for a new licence to be issued.

Further advice and information can be sought from:

Education Welfare Service
Child Employment Team
PO Box 47
Chelmsford CM2 6WN

Telephone 01245 436743/5
Fax 01245 436752
Email child.employment@essexcc.gov.uk
Internet www.essexcc.gov.uk
Section 6. Body of Persons licence – do’s and don’ts

The following relates to children who are part of a Body of Persons licence which is only applicable to stage productions.

Payment

Children must not receive payment for any performance, other than expenses.

Education

Children who are part of a Body of Persons are not individually licensed therefore they are not allowed to take time off from their education for a performance. For this reason, no child must perform or rehearse at a time when they should be in school.

Place of performance

The place of performance is defined as the area backstage that includes the stage, wings, dressing rooms and green room.

All performances must be within the jurisdiction of the Essex County Council (this does not include areas like Southend on Sea, Thurrock Council or the London Boroughs that have an Essex postal address).

Supervision

All children must be chaperoned by their own parent/s, a licensed chaperone or by an adult named on the ‘Body of Persons’ Licence with a regulatory requirement of a ratio of 1 adult to 12 children.

However, Good Practice, recommends that a male and a female chaperone is available to enable gender issues to be accommodated as well as allowing for continued supervision of the children should it be necessary for a chaperone to deal with individual issues when they arise.

NB: unless the parent is a licensed chaperone they cannot chaperone other children.
Number of performances

A child cannot take part in a rehearsal or a performance on more than 6 days in any period of 7 days (note that in this context rehearsal is defined as one taking place during the life of the licence).

If in the life of a Body of Persons Licence a child is additionally called upon to take part in or rehearse for another production other than that that is covered by the Body of Persons Licence then the child cannot take part on more than 5 days in any period of 7 days.

Length of time performing

- A child must not take part in a performance that lasts for more than 3.5 hours.
- A child’s appearance in each performance must not exceed 2.5 hours.
- A child must not take part in more than 2 performances or one rehearsal and one performance in a day.
- A child must have a break of 1.5 hours between 2 performances or rehearsals in the same day. This break of 1.5 hours can be reduced to 45 minutes on 2 days in a week as long as the child is not at the same place of performance for more than 6 hours.
- If a child performs or rehearses on consecutive days there must be a break of 14 hours or more between each day that they are performing. e.g. if there is a performance with an end time of 10:00 pm then the child cannot take part in another rehearsal or performance until 12:00 noon the following day.

Permitted hours for stage performances

After each performance the regulations allow 30 minutes after their performance for the children to shower and change, therefore standard start and finish times are:

<table>
<thead>
<tr>
<th>Age</th>
<th>Earliest start time</th>
<th>Latest finish time</th>
<th>Latest departure time from theatre</th>
</tr>
</thead>
<tbody>
<tr>
<td>A child aged younger than 13 years</td>
<td>10:00 am</td>
<td>10:00 pm</td>
<td>10:00 pm</td>
</tr>
<tr>
<td>A child aged 13 years and over</td>
<td>10:00 am</td>
<td>10:30 pm</td>
<td>10:30 pm</td>
</tr>
</tbody>
</table>
The latest finish time may be extended by 30 minutes on a maximum of 3 evenings in any one week at the discretion of the Local Education Authority (LEA) this then means that finish times and theatre departure times could be:

<table>
<thead>
<tr>
<th>Age</th>
<th>Earliest start time</th>
<th>Latest finish time</th>
<th>Plus discretionary 30 minutes</th>
<th>Latest departure time from theatre</th>
</tr>
</thead>
<tbody>
<tr>
<td>A child aged younger than 13 years</td>
<td>10:00 am</td>
<td>10:00 pm</td>
<td>10:30 pm</td>
<td>10:30 pm</td>
</tr>
<tr>
<td>A child aged 13 years and over</td>
<td>10:00 am</td>
<td>10:30 pm</td>
<td>11:00 pm</td>
<td>11:00 pm</td>
</tr>
</tbody>
</table>

**Information/records to be retained**

A record must be kept by the *Body of Persons* applicant on each child's performance, for 6 months after the last performance of each production, for inspection if called upon.

**Further advice and information can be sought from:**

- Education Welfare Service
- Child Employment Team
- PO Box 47
- Chelmsford CM2 6WN
- Telephone: 01245 436743/5
- Fax: 01245 436752
- Email: child.employment@essexcc.gov.uk
- Internet: www.essexcc.gov.uk
Section 7. Performance criteria

The following performance criteria applies to all children who perform whether they are individually licensed, form a Body of Persons or are exempt from needing a licensed.

Number of days permitted to perform

Broadcast or recorded performances:

- A child may not take part in a performance or rehearsal on more than five days in any period of seven days.

Other performances:

- A child may not take part in a performance or rehearsal on more than six days in any period of seven days (note that in this context rehearsal is defined as one taking place during the life of the licence)

If there is a mix of rehearsals and performances during the life of the licence a child is not allowed to take part on more than five days in any period of seven days.

Permitted hours of performance

The regulations permit different hours for stage performances compared to those for broadcast or recorded performances.

Stage performances

<table>
<thead>
<tr>
<th>Age</th>
<th>Earliest start time</th>
<th>Latest finish time</th>
</tr>
</thead>
<tbody>
<tr>
<td>A child aged younger than 13 years</td>
<td>10:00 am</td>
<td>10:00 pm</td>
</tr>
<tr>
<td>A child aged 13 years and over</td>
<td>10:00 am</td>
<td>10:30 pm</td>
</tr>
</tbody>
</table>

The latest time may be extended by half an hour but not on more than 8 evenings in 4 consecutive weeks and even then not on more than 3 evenings in any one week.

A child must not take part in a performance that lasts more than three and a half hours.

A child’s part or total appearances must not exceed two and a half hours.
A child must not appear in more than two performances or one performance and one rehearsal in one day.

There must be an interval of at least one and a half hours between two performances or rehearsals in the same day. (This interval may be reduced to forty five minutes on two days in a week, providing the child is not at the same place of performance for more than six hours).

If a child has taken part in a performance or rehearsal on the previous day there must be a break of at least fourteen hours before he is again present at such a place.

*For example if a technical rehearsal continued until 10:30 pm that night a thirteen year old must not attend for a dress rehearsal until at least 12:30 pm the following day.*

**Performances-daily times and hours**

The following chart shows the regulations of times and hours as required by *The Children (Performances) Regulations 1968*. All categories of children’s entertainment licensing, including both licence exemptions are subject to these times and hours.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the maximum length of performance a child can appear in?</td>
<td>The total duration of the performance cannot exceed <strong>3.5 hours</strong></td>
</tr>
<tr>
<td>What is the maximum length for a child's part in a performance?</td>
<td><strong>2.5 hours</strong></td>
</tr>
<tr>
<td>What is the amount of consecutive days a child can perform?</td>
<td><strong>6 days</strong></td>
</tr>
<tr>
<td>Can a child perform/rehearse on school days?</td>
<td>If the child is expected to attend school all day, they are <strong>not</strong> permitted to take part in more than <strong>one</strong> performance or rehearsal.</td>
</tr>
</tbody>
</table>
| Can a child perform/rehearse on non-school days?                        | On days when a child is not at school they can perform in either:  
  - **2 performances**; or  
  - **2 rehearsals**.  
  They must be playing the same part in both performances. |
| What is the minimum interval required between rehearsals and performances? | 1.5 hours  
On 2 days of the week this interval can be reduced to 45 minutes.  
However on these days the child cannot be at the place of rehearsal or performance for more than 6 hours. |
|---|---|
| What are the earliest and latest times of arrival/departure from the place of rehearsal/performance? | Under 13 years of age:  
10:00 am – 10:00 pm (or 30 minutes after the end of the child’s performance – whichever is the earliest)  
13+ years of age  
10:00 am – 10:30 pm (or 30 minutes after the end of the child’s performance – whichever is the earliest) |

**Note:** If the child is working on consecutive days, there must be a break of at least 14 hours.
Section 8. Information for chaperones and Body of Persons adults included on the licence

The following shows the responsibilities and requirements of licensed chaperones. It looks daunting but comes down to practical common sense. The Children (Performances) Regulations 1968 only apply to actual performances and therefore the following information does not legally apply to rehearsals or groups/societies regular meetings. It is suggested however that in terms of good practice the following requirements have a place within regular meetings of groups/societies.

The regulations require 1 chaperone to 12 children, however good practice suggests that it would seem sensible to have 2 chaperones to 12 children and for appropriate gender issues to be considered.

If a group of children does have more than one chaperone it is essential that each chaperone ensures that they have taken into consideration the following, irrespective of what others may have already done.

A chaperone is acting in loco parentis and should exercise the care which a good parent might be reasonably expected to give that child.

Welfare responsibility

- A chaperone’s first priority is always, to the child, and must not take part in any activity that would prevent them from proper supervision and care of the children they are responsible for.

- A chaperone will have total charge of a child – unless the child is being chaperoned by his/her parent/carer – whilst the child is at the theatre/performance location, and is responsible for the child’s care and control. If the child has completed his performance and is then handed into the care and control of his parents who are outside of the stage performance area the chaperone will no longer have responsibility for the child.
• A chaperone must ensure that the child’s welfare overrides all other considerations. 1989 Children Act “The welfare of the child is paramount”.

• If a chaperone feels that a child is being over-worked or is unwell/not fit to continue then the chaperone has a duty to inform the producer that they are not prepared to allow the child to continue for that day (as a guide to times and hours worked see Section 8 Appendix 1).

Punctuality

• A chaperone should always arrive at the performance before the children to ensure that the children are not left without the appropriately recognised adult.

Practicalities

Upon arrival a chaperone should familiarise themselves with basic health and safety issues.

• The sound of the fire alarm.

• The fire exits.

• The assembly location.

• The first aider and any procedure of the theatre/performance location. Whilst familiarising themselves with this information the chaperone should ensure and continue to ensure that fire exits are clear and remain clear during their time at the location.

• Floor areas that are dimly lit.

• Hazards that may cause people to trip.

• The condition and availability of toilets, washing, changing facilities and rest room, and to devise a practical solution if the number of facilities do not meet the regulatory requirements.

• Who the children are and the names of the specific children they are responsible for, as well as the parent/carer contact details for each child.
Recordings (record keeping)

- When the children arrive at the theatre/performance location the chaperone must ensure that the child is registered as being on site.

- Schedule 3 of the Children & Young Persons Act 1963 requires certain records to be kept by the show's producer, it is the producer's responsibility to ensure that the records are maintained. However this task often falls to a Chaperone, and it is very important that this information is kept (please see Section 8 appendix 2 for further information).

Supervising the child/children

A chaperone is expected to supervise children when the children are not required on stage. This supervision includes:

- ensuring that they have appropriate amounts, and type of refreshments;
- ensuring that appropriate behaviour is maintained;
- ensuring that the child/children do not leave the location without their parent(s) or nominated adult;
- ensuring that the child/children are transported home appropriately.

Child protection

A chaperone must have a general knowledge of their society's policy on child protection and an understanding of the practice issues involved in implementing the policy.

Car/vehicle insurance

Separate to the above regulations it is also felt that good practice must also include some recommendations regarding car/vehicle insurance as well as some pointers to travelling Good Practices please see Section 8 Appendix 3.
Appendix 1. Non recorded performances – daily times and hours

The following Chart shows the regulations of times and hours as required by The Children (Performances) Regulations 1968. All categories of children’s entertainment licensing, including both licence exemptions are subject to these times and hours.

<table>
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</tr>
<tr>
<td>What is the maximum length for a child's part in a performance?</td>
<td><strong>2.5 hours</strong></td>
</tr>
<tr>
<td>What is the amount of consecutive days a child can perform?</td>
<td><strong>6 days</strong></td>
</tr>
<tr>
<td>Can a child perform/rehearse on school days?</td>
<td>If the child is expected to attend school all day, they are <strong>not</strong> permitted to take part in more than <strong>one</strong> performance or rehearsal.</td>
</tr>
<tr>
<td>Can a child perform/rehearse on non-school days?</td>
<td>On days when a child is not at school they can perform in either: 2 performances; or 2 rehearsals. They must be playing the same part in both performances.</td>
</tr>
<tr>
<td>What is the minimum interval required between rehearsals and performances?</td>
<td><strong>1.5 hours</strong>&lt;br&gt;On <strong>2 days</strong> of the week this interval can be reduced to <strong>45 minutes</strong>. However on these days the child cannot be at the place of rehearsal or performance for more than <strong>6 hours</strong>.</td>
</tr>
</tbody>
</table>
| What are the earliest and latest times of arrival/departure from the place of rehearsal/performance? | **Under 13 years** of age: **10:00 am – 10:00 pm** (or 30 minutes after the end of the child’s performance – whichever is the earliest)**  
**13+ years** of age **10:00 am – 10:30 pm** (or 30 minutes after the end of the child’s performance – whichever is the earliest) |

**Note:** If the child is working on consecutive days, there must be a break of at least **14 hours**.
Appendix 2. Recordings

The following is a copy of the requirements of the regulations that apply to all categories of children's entertainment licensing, including both licence exemptions.

Some of the requirements are clearly not appropriate to voluntary organisations, however it is thought best to show the complete schedule of requirements, and to make **bold** the appropriate parts that apply to voluntary organisations.

Essex appreciates that the performances by voluntary amateur dramatic societies are completely supported by unpaid voluntary helpers. Therefore where there is a requirement to record times on, times off for performances and rest and meal intervals **a total amount of time taken for these categories is acceptable to the Essex Child Employment Team**.

The records must be kept for a period of 6 months after the date of the last day of the performance, when they can be destroyed. The records must be available for inspection during a performance, and then held by the producer/secretary of the society.

Essex County Council **do not require** these records to be sent to the Child Employment Team as a quarterly return, but available for inspection within each 6 month period.

**The Children (Performances) Regulations 1968, Regulation 5, Schedule 3**

Records to be kept by the holder of a licence

The holder of a licence shall keep the following records:

1. The licence.

2. The following particulars in respect of each day (or night) on which the child is present at the place of performance:
   
   (a) the date,
   (b) the time of arrival at the place of performance,
   (c) the time of departure from the place of performance,
   (d) the times of each period during which the child took part in a performance or rehearsal,
   (e) the time of each rest interval,
   (f) the time of each meal interval,
   (g) the times of any night-work authorised by the local authority under Regulation 30 of the Children (Performances) Regulations 1968.
3. Where arrangements are made for the education of the child by a private teacher, the
date and duration of each lesson and the subject taught.

4. Details of injuries and illnesses (if any) suffered by the child at the place of perform-
ance, including the dates on which such injuries occurred and stating whether such
injuries or illnesses prevented the child from being present at the place of performance.

5. The dates of medical examinations (if any) of the child carried out under Regulation 17 of
the Children (Performances) Regulations 1968.

6. The dates of the breaks in performances required under Regulation 16 of the Children
(Performances) Regulations 1968.

7. The amount of all sums earned by the child by reason of taking part in the performance
and the names, addresses and description of the persons to whom such sums were paid.

8. Where the licensing authority grant a licence subject to the condition that sums earned
by the child shall be dealt with in a manner approved by them, the amount of the sums
and the manner in which they have been dealt with."
Appendix 3. Chaperones and motor vehicle insurance

While working as a chaperone you may be required, or asked on the spur of the moment, to transport children in your own vehicle to and from performances/productions. We recommend you consider the following points before your journey:

- passenger comfort and safety;
- driver qualifications and competence;
- the type of journey;
- potential traffic problems including breakdowns;
- changes in weather conditions;
- procedures for notification of late return;
- contact details in case of emergencies.

Section 143 of the Road Traffic Act 1988 requires all drivers using a motor vehicle on the road to have a policy of insurance in force for that vehicle.

Essex County Council strongly recommends you have comprehensive level cover for your vehicle insurance.

You must have insurance cover that allows occasional business use. (There is normally no additional premium for this cover). This will cover your employment as a chaperone whether you are paid or acting as a volunteer. All insurance policies automatically cover passengers for injury (third party liability).

We also recommend the following practices.

- Whenever possible transport primary school age children in the rear seats only. Ensure belts are worn.
- Avoid travelling in a convoy as attention to road conditions can be diverted and those at the rear can be tempted to take risks in order to keep up with the convoy. Ensure all drivers know the route / destination before departure.
- Smoking, alcohol and drugs bans must be strictly adhered too. If travelling a long-distance, plan a comfort break every two hours.
• Ensure your vehicle is roadworthy and has all the necessary legal documents, i.e. Vehicle Excise License, MOT. Ensure you have sufficient fuel, oil water and ensure your lights work.

• If you are using a mini-bus to transport a large number of children ensure you have at least one other adult with you, who should sit in the rear of the vehicle to supervise the children and allow the driver to concentrate on the road.

• Ensure all costumes and equipment is stored safely and securely.
Section 9. Recognising child abuse

Advice and guidance for licensed matron/chaperones and others who work with children and young people who perform.

Child Employment
The Children and Young Persons Act 1933 (as amended)
and the Essex County Council Byelaws on the employment of children (1988)
Good practice for voluntary amateur theatrical organisations

## Introduction

All children have the right to grow up to be protected from harm.

Protecting Children is everybody’s business - no matter if they are professional workers or everyday citizens.

This document has been specifically developed for adults working with children and young people in entertainment, and to simply create awareness of:

- the expectations placed on matron/chaperones;
- the responsibilities with the framework of child protection;
- safe practices;
- professional conduct.

It is also intended to provide guidance about recognising and referring suspected or actual child abuse, hoping that it will contribute towards the development of the individuals' child protection observation skills.

## Context

Children have the right to protection from neglect, physical, emotional and sexual abuse.

The community and individuals as a whole has a responsibility for the protection of children and for the reporting of concerns about an individual child’s welfare or safety.

Organisations, companies and individuals working with children and young people must have a particularly important role to play in the welfare and development of these young people.

The Children and Young Persons Act 1989 (C&YPA 89) lays down the health and safety needs of children and young people who perform. These needs are met through the regulation of the number of hours they can rehearse and perform as well as the activities they cannot undertake and the standard and conditions in which they may work.

Therefore the production companies and the particular chaperones have a responsibility to promote and safeguard the welfare of the children and young people on their care.
The Role of the Chaperone is in actual fact one of safeguarding in the broadest sense. The C&YPA 89 requires chaperones to not only ensure that the child or young person is not at risk of exploitation but also to ensure that the child or young person’s welfare is paramount.

It is good practice for production companies and their staff to have a nominated person with child protection training as a point of reference for chaperones. Chaperones should be made aware of whom the nominated person is and that they are able to give support and help when making a referral to the relevant social services team in the area.

Dealing with suspected or actual child abuse is always stressful worrying and upsetting. Chaperones and others working with children and young people in entertainment need to know how to recognise the possible signs of abuse and the action they should take to help protect children and young people, as well as gaining personal support.

Safe practice for production company staff and chaperones

All staff of a production company:

- **Cast**
- **Crew**
- **Chaperones**

and particularly those involved in direct physical contact with young performers such as:

- **Dressers**
- **Makeup Artists**

must be careful of their conduct including:

- **Use of Language**
- **Touch**
- **General Behaviour**

Physical contact

All unnecessary physical contact must be avoided so that either young people or other adults cannot misinterpret innocent actions.

Wherever possible direct physical contact with children and young people for the purpose of costume dressing or make up should be carried out in the presence of other adults, and must not involve intimate touching.
**General behaviour**

Meetings with children and young people should not be undertaken alone, preferably another adult should be present, and held in a venue that is accessible to other people.

Special relationships and favouritism should be avoided, they are divisive and can be misinterpreted.

Any unusual comments or disturbing behaviour by either a child/young person about an adult member of the Production Company or a peer must be reported to the nominated person with child protection responsibilities or a senior member of the production company. This person should where appropriate support the adult to refer their concerns to the child protection team of social services.

**Signs and symptoms**

**What to look for**

Recognising abuse is not a precise science and even the professionals get it wrong at times. The following sections outline some of the possible indicators that a child/young person has or is being abused.

**Physical abuse**

This area of abuse is perhaps the easiest to spot and tell apart, for example in injuries, which are not typical of the bumps and scrapes associated with children's activities.

The regular occurrence of unexplained injuries or the child who is frequently injured where there are conflicting explanations of how the injuries were sustained.

Injuries that do not fit the explanation.

Furtive, secretive behaviour and/or uncharacteristic aggression or withdrawn behaviour can also be an indicator as can changes such as a child who suddenly becomes uncoordinated, or finds it difficult to stay awake.
**Emotional abuse and neglect**

The recognition of both emotional abuse and neglect is based on observations over time of the quality of relationships between parent/carer and the child. For example inappropriate or inconsistent developmental expectations of the child (this may be seen in the context of unreal expectations or excessive demands on the child in relation to theatrical performance and professional success) and the level of care given to the child’s basic needs.

**Sexual abuse**

It is possible that there may be no recognisable physical signs of sexual abuse with the children/young people that are in your care, but the following indicators may be signs that a child is or has been sexually abused.

Sexually provocative behaviour or knowledge that is incompatible with the child's age and understanding.

Drawings and or written work which are sexually explicit (indirect disclosure).

It is important to recognise that children have neither the experience nor the understanding to be able to make up stories about sexual assault (direct disclosure).

**What action to take - who to tell**

As a licensed chaperone you have a duty of care for the young people in your charge, therefore if you have concerns about the wellbeing of a child in your care you have a duty to report your concerns to the appropriate professionals/agencies.

The following process will enable you to discuss your concerns and to refer the information in the most effective way.

- Where the Production Company has a nominated Child Protection person, they should be informed of the concern and should talk through with you your concerns, and then make the referral to the appropriate Social Services Department's Child Protection Team.
• Where the Production Company has no nominated Child Protection person you must report your concerns to a senior member of the production company who should then support you in informing the appropriate Social Services Department's Child Protection Team.

• Appropriate Social Services Department would be the department in the Local Authority where the child lives.

• This can be done by telephone, speaking to the Duty Social Worker.

**What to tell Social Services**

Social Services need to have the following information when you make the referral:

• the child's name;
• address;
• date of birth;
• race;
• religion;
• language any known special needs;
• parents/carers names address;
• the reason for your concern;
• any other factors within the family, which may be contributing to the problem.

If you do not have all of the above information do not let this deter you from contacting Social Services.

If the Production Company refuses to refer the matter onto Social Services, the individual chaperone has to make a judgement whether to refer the matter on themselves.

The judgement should be based on the chaperone/matron's knowledge of the circumstances as well as the reasons given by the company for refusing to refer.

If there is a decision to refer by the individual Chaperone/Matron then this should be carried out in accordance with the guidance above -

**BUT REMEMBER; THE WELFARE OF THE CHILD IS PARAMOUNT.**
Recording

It is good practice to record in writing all of your concerns and actions.

It is also important when notifying either the Production Company or a Social Services Department to follow up your communication in writing within 24 hours of your initial contact.

The maintenance of notes kept of significant events or conversations will assist with any referral and subsequent investigation.

Such notes ensure that there is a documented account of the events and concerns, which have led to a referral being made.

They should be written in plain English, and should always show the difference between facts, opinion or judgement. Each set of notes must be dated.

Records such as this can be an essential source of evidence for enquiries and investigations and a validation of the provider's decision to refer.

Dealing with parents

The well being of the child is the paramount consideration in all child protection work.

In any conflict between the needs of the child and those of the parents/carers or staff working with the child, the needs of the child must be put first.

Production staff and chaperones in particular often experience anxiety about how to deal with parents where child abuse is suspected, this is a particularly sensitive issue for some chaperones who may know the family socially, or where in large productions, parents are also assisting with chaperon responsibilities.

It would be helpful for all parents to be issued with some written guidance that outlines a chaperon/matron's duties and the legal responsibility to uphold the welfare of the child as their paramount consideration. The guidance should also explain the chaperone's duty to refer child protection concerns to the appropriate agencies.

This useful information can be given to parents when the child/young person begins to attend rehearsals.
You are advised that if it becomes necessary to report your concerns about a particular child/young person, you should not raise these concerns with the parents. The issue, in the first instance, should be completely confidential between yourself and the production company’s nominated person for child protection matters.

Referral checklist

The following checklist will be helpful before making a referral:

- concerns or incident identified and recorded;
- contact the production companies nominated Child Protection person or if appropriate the Social Services department with details of your concern;
- remember to have information to hand about the child including date of birth, address, names and address or parents or carers, race, religion, language and any known special needs the child has;
- note the time and date of your referral and ensure you are clear what if any action is requested of you by social services;
- contact your associated support group if necessary.

Remember, the welfare principal, above all else.

Allegations against production staff/chaperones or their families

If an allegation is made against a member of the production team, chaperone, cast or helper, full co-operation will be sought and expected from:

- those in charge;
- the individual member of staff;
- the licensing authority.

In the case of serious allegations it will be necessary for the member of staff to be immediately suspended until the investigation is concluded.
If the allegation concerns a friend or family member of the Production Company including:

- cast;
- crew;
- a chaperone.

they will be advised of the nature of the allegation and their full co-operation sought and expected with any investigation.

It may be necessary to exclude from the theatre/rehearsal rooms the person against whom the allegation has been made or ensure that they do not have unsupervised contact with children.

After an investigation has been completed, the licensing authority, in consultation with the police and social services will then consider whether it is safe for the registration of that person to continue.

**Personal Support Networks**

Child protection referrals and investigations are often distressing and professionally demanding situations, and consideration should be given to what support may be necessary for any production company staff involved in the process.

It is helpful for production company staff to have a nominated person with child protection training or experience as a point of contact and who can offer support and advice to chaperones or others in dealing with the emotional component of child protection related issues. Wherever possible the Production Company should establish who within their organisation would be able to fulfil this role, and then to inform staff and chaperones.
Appendix 1. What is Child Abuse?

Department of Health Definitions

Physical Abuse

Physical Abuse may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to a child. Munchausen Syndrome by Proxy or Factitious Illness by Proxy, may also constitute a physical abuse whereby a parent or carer feigns the symptoms of or deliberately causes ill health in a child

Emotional Abuse

Emotional Abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to frequently feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities such as involving children in looking at pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or a carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to the appropriate medical care or treatment. It may also include neglect of a child's basic emotional needs.
Appendix 2. The concept of significant harm

The Children Act 1989 introduced the concept of *significant harm* that justifies compulsory intervention in family life in the best interests of the child. Significant harm is measured against the severity, extent, duration, frequency, extent of premeditation and the degree of threat and coercion involved. It also takes account of the effect on the child and the degree of difficulty in helping the child overcome the adverse impact of the ill treatment.
Appendix 3. Child Protection Investigation

Social Services, the Police and in some areas the NSPCC are responsible for investigating referrals to establish the facts and to clarify the grounds for concern. The initial investigation seeks to identify the sources and levels of risk and to agree what protective action may be necessary. If the investigation finds sufficient cause for concern, a child protection conference will be called within fifteen working days.
Appendix 4. Child Protection Conference

This is a meeting convened by social services and involving the professionals who know the family, the parents, the investigators, and others who can contribute to the decision making. Depending on the age and understanding the child, the child in question may be invited. You may be invited to attend a child protection conference and to share your knowledge of the family and the concerns about the child.

The purpose of the conference is to establish whether or not the child is suffering or at risk of suffering significant harm, and to agree an action plan (called a child protection plan) to protect the child and support the family.

It is important in dealing with allegations of child abuse for there to be the fullest cooperation possible between all concerned.
Appendix 5. Body Map

The body map is included to assist workers in identifying potential non-accidental injury sites.
Section 9a. Model child protection policy


The society recognizes that abuse can take many forms, whether it be physical abuse, emotional abuse, sexual abuse or neglect. The society is committed to practice which protects children from harm. All members of the society accept and recognize their responsibilities to develop awareness of the issues which cause children harm.

The society believes that:

- the welfare of the child is paramount;
- all children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse;
- all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;
- all members and employees of the society must be clear on how to respond appropriately.

The society will ensure that:

- all children will be treated equally and with respect and dignity;
- the welfare of each child will always be put first;
- a balanced relationship based on mutual trust will be built which empowers the children to share in the decision-making process;
- enthusiastic and constructive feedback will be given rather than negative criticism;
- bullying will not be accepted or condoned;
- all adult members of the society provide a positive role model for dealing with other people; action will be taken to stop any inappropriate verbal or physical behaviour;
- it will keep up-to-date with health and safety legislation;
• it will keep informed of changes in legislation and policies for the protection of children;
• it will undertake relevant development and training;
• it will hold a register of every child involved with the society and will retain a contact name and number close at hand in case of emergencies.

The society has child protection procedures which accompany this policy. This policy should also be read in conjunction with the society’s Equal Opportunities Policy and Health & Safety Policy.

The society has a dedicated Child Protection Officer, who is in charge of ensuring that the child protection policy and procedures are adhered to.

That person's name is ..............................................................................................................................

and he/she can be contacted on ...........................................................................................................

This policy will be regularly monitored by the Executive Committee of the society and will be subject to annual review.

Date: ........................................................................................................................................

Acknowledgement to the National Operatic and Dramatic Association (NODA) who have supplied this model.
Section 10. Inspections

Children & Young Persons Act, 1933 and 1963, Children (Performances) Regulations 1968 placed on Local Education Authorities (LEAs) a duty to regulate Entertainment Licences for Children in Entertainment.

Therefore this duty allows LEAs to carry out inspections at the venue of the performance.

Inspections carried out by Essex County Council Child Employment Officers will be unannounced using the criteria: in Section 10 appendix 1.

It is vital that all organisations professional, semi professional and amateur/voluntary understand that:

Essex County Council's Child Employment Team are committed to working in partnership with all organisations (Professional, Semi Professional and Amateur/Voluntary) to offer advice and support to ensure that children benefit from worthwhile experiences within the legal framework, whilst ensuring that the welfare of the child is paramount.

When an organisation is subject to an inspection by the officers of the Child Employment Team the inspection should be seen as a positive opportunity to work in partnership rather than a negative experience. The officers are happy to be open with all members of an organisation.

The following pages contain the inspection criteria that are followed by the officers. Some of the criteria will not necessarily apply to all organisations, and where there is a requirement for separate changing rooms, toilets etc for gender, adults, it is appreciated that many theatres have not been built to these requirements. It would be impossible for an organisation to meet the full requirement of the regulations; however the officers would expect to see a workable practical solution in place as an alternative.

If the officer had any concerns with an organisation these would be expressed to the producer/chairperson and talked through in a positive practical way.

A written report is forwarded to the producer/chairperson.
Good practice for voluntary amateur theatrical organisations

Sample of form

<table>
<thead>
<tr>
<th>Education Welfare Service – Child Employment Team</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Children who Perform – Inspection</strong></td>
</tr>
<tr>
<td>Children &amp; Young Persons Act 1933 and 1963</td>
</tr>
<tr>
<td>Children (Performances) Regulations 1968</td>
</tr>
</tbody>
</table>

1. General Information

<table>
<thead>
<tr>
<th>Date of Inspection:</th>
<th>Time of Inspection:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Officer:</th>
<th>Name of Officer:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Production:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Venue Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Producer/Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

2) Please list overleaf details of all Children who are taking part in the Production.

3) Please list overleaf details of all Chaperones present.
2. Names of Children taking part in the Production

<table>
<thead>
<tr>
<th>Licence No.</th>
<th>LEA</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Young Person Present</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Licence Produced by</th>
<th>Parent</th>
<th>Chaperone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chaperoned by:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Good practice for voluntary amateur theatrical organisations
3. Chaperones

<table>
<thead>
<tr>
<th>Licencing Authority</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>I.D. Number</td>
<td></td>
</tr>
<tr>
<td>I.D. Available</td>
<td>Yes</td>
</tr>
<tr>
<td>Name of Chaperone</td>
<td></td>
</tr>
</tbody>
</table>

Good practice for voluntary amateur theatrical organisations
### 3a. Chaperones Responsibilities

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the ratio of Chaperones to Children?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has there been any illness or injury?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>If yes, brief outline of how this was dealt with?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the Chaperone recorded any accident or illness in the production records?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Do the Chaperones have contact details for all parents?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>What arrangements are there for first aid and medical assistance?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are the children supervised when not actually working?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Is the supervision satisfactory?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If not, how can it be improved?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3b. Travel Arrangements

<table>
<thead>
<tr>
<th>What arrangements are there for the children to get to and from the venue?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Are they satisfactory?</td>
<td>Yes</td>
</tr>
<tr>
<td>If not, what changes should be made?</td>
<td></td>
</tr>
</tbody>
</table>

4. Records

<table>
<thead>
<tr>
<th>Name of person who holds and maintains records?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position in the Company?</td>
<td></td>
</tr>
<tr>
<td>Is there a licence for each child?</td>
<td>Yes</td>
</tr>
<tr>
<td>Are the records adequate and well kept?</td>
<td></td>
</tr>
<tr>
<td>If not, what changes should be made?</td>
<td></td>
</tr>
</tbody>
</table>
5. On Set Facilities

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do the children have separate dressing rooms to the adults?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do children over the age of 5 years have single sex dressing rooms?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are the dressing rooms clean, adequately ventilated and generally satisfactory?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If no, what could be improved?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there separate toilets for the children?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Are the toilets clean and satisfactory?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Are the washing/showering facilities separate from adults?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are the washing/showering facilities sufficient in number and satisfactory?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there a rest room/green room for the children?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the rest room/green room satisfactory?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 6. Education Tutor (if applicable)

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are the Licences held by ECC children requiring a private teacher?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, is the teacher approved by DfES?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, teacher's DfES Number?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the teacher keep written records?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do the records show a combined total of 3 hours teaching per school day for each child?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the teacher recorded any problems?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have the problems been resolved?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If no, how could they be overcome?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the course of study work set by the children's schools?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the teaching seem adequate?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the teaching accommodation satisfactory?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If no, what is unsatisfactory?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How many children is the teacher tutoring?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## 7. Overall Impression of the Welfare of the Young People

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the care/supervision of the children seem satisfactory?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do the children seem generally happy?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do the children seem generally fit?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do the children seem to be worked too hard?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Recorded Only

**Television, Film, Commercials**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has the Chaperone allowed extra time?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, give details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Were the Licensing Authorities notified?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>On location only – Are the children protected from bad weather?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>On location only – Are the children wearing sufficient clothing for the weather etc?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
8. Comments by the visiting Officer

<table>
<thead>
<tr>
<th>Has the visiting Officer raised any comments with the organisers?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, list the comments and the person that they were raised with:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

General Comments:

<table>
<thead>
<tr>
<th>Signature of visiting Officer(s)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Section 11. Application for a Body of Persons Licence

<table>
<thead>
<tr>
<th>Applicant Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Production Company</td>
</tr>
<tr>
<td>Name of applicant</td>
</tr>
<tr>
<td>Position in the Company</td>
</tr>
<tr>
<td>Address for correspondence</td>
</tr>
<tr>
<td>Town</td>
</tr>
<tr>
<td>County</td>
</tr>
<tr>
<td>Post Code</td>
</tr>
<tr>
<td>Tel No.</td>
</tr>
<tr>
<td>Fax No.</td>
</tr>
<tr>
<td>e-mail address</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Performance details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance title</td>
</tr>
<tr>
<td>Location of performance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dates of performances:</th>
<th>Times of performance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
<td>3.</td>
</tr>
<tr>
<td>4.</td>
<td>4.</td>
</tr>
<tr>
<td>5.</td>
<td>5.</td>
</tr>
<tr>
<td>6.</td>
<td>6.</td>
</tr>
</tbody>
</table>

Declaration of the compliance to The Children Performances (Regulations 1968) as amended 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 off setting expenses, will be made to any young person or to their representative such as a parent/carer.

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

I confirm that suitable arrangements have been made for the young people to get to and from the place/s of performance.

Signed: ................................................................. Dated: ......................

Full name: .................................................................

Position in the company: .................................................................

All Essex County Council forms are issued by FMS – Business Services, County Hall, Chelmsford (see Forms Catalogue)
Section 12. Good practice advice for a drama group/society

The Good Practice Group that comprises of:

- Eric Smart 2005/6 President NODA
- John Warburton NODA Eastern Region Councillor
- Michelle Rawlings Springers Amateur Dramatic Society
- Anver Anderson Springers Amateur Dramatic Society
- Val Scott Trinity Methodist Music & Drama Fellowship
- Trevor Walton Colchester Operatic Society
- Tony Carpenter Young Gen (Chelmsford)
- Jo Salter ECC Child Employment Team
- Terry Drury ECC Child Employment Team

in their experience believe that all organisations benefit from having written policies and procedures they do not have to be lengthy but should be practical and informative, and reviewed regularly.

It is recommended as best practice that the following are rated as of high importance:

**Aims and Objectives of the Group**

- Venue address
- Membership fees
- Age groups catered for & times of opening
- Reasons for the club/society operating

**Who's Who in the Group/Society**

- Committee Members and contact addresses and phone no's
- Helpers on each opening time and contact addresses and phone no's

**Rules of the Group/Society**

- AGM
- Election of committee members
Child Protection Policy

Nominated person responsible for the operating of the policy
Advice on recognising child abuse
Procedure of what to do when concerns are raised

e.g. Photographing child members

Expected Behaviour Policy - Children, Parents and Adults

Times of arrival and collection of children by parents
Dress code
Language
Respect for other members both children and adults

Membership criteria

Age ranges
Children
    parental permission including a declaration of health & fitness
    contact telephone no’s including mobile number

Meetings

It is assumed that regular practice meetings for groups/societies takes place in a building, the following good practice advice is given to remind organisation to remain vigilant

Safety

Fire doors are not obstructed by chairs and furniture
All fire doors are unlocked
All fighting is switched on, particularly outside lighting wintertime
Members are aware of the fire drill Is there a first aider available
Accidents and Emergencies

What to do in the event of an accident
How to call an emergency service
When to notify the parents/carers and what and how to tell the parents
What has happened
Volunteer who is involved in supporting the child Hospital address (if appropriate)
Notifying a committee member
Accidents/incidents report

Register

A register is kept showing everybody (adults, children and helpers) having arrived and signed out when they leave

Membership Contact Details

Contact details of all members are brought to each meeting in case of the need, through illness or accident, to contact the next of kin. It is important to keep this information confidential.

Supervision and Welfare of Child Members

A written code of practice illustrating:
  how to talk to children physical contact
  suggested ways of keeping children involved
Adequate liquid refreshments (to prevent dehydration)

Rehearsals and Performances

Safety

Fire doors are not obstructed by chairs and furniture
All fire doors are unlocked
All lighting is switched on, particularly outside lighting winter time
Members are aware of the fire drill
Is there a first aider available
Accidents and Emergencies

What to do in the event of an accident
How to call an emergency service
When to notify the parents/carers and what and how to tell the parents
Hospital address (if appropriate)
Notifying a committee member
Accidents/incidents report

Registers

A register is kept showing everybody (adults, children and helpers) having arrived and signed out when they leave

Membership Contact Details

Contact details of all members are brought to each meeting in case of the need, through illness or accident, to contact the next of kin. It is important to keep this information confidential.

Supervision and Welfare of Child Members

A written code of practice illustrating:
how to talk to children
physical contact
suggested ways of keeping children involved
Adequate liquid refreshments (to prevent dehydration)

It should be noted that it is the intention that this document remains live and therefore further ideas and issues of good practice are welcome so that it remains appropriate and contemporary.
For further information please contact:

**By post:**
Education Welfare Service
Children & Young People’s Service
A Block, 2nd floor, County Hall
County Hall, Essex CM1 1LX

**By telephone:**
01245 436743 / 436745

**By Fax:**
01245 436752

**By email:**
child.employment@essexcc.gov.uk

**Internet:**
www.essexcc.gov.uk

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**Essex County Council – making Essex a better place to live and work**

The information contained in this leaflet can be made available in alternative formats: large print, Braille, audio tape or disk.

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