



# Information for LICENCE HOLDERS & CHAPERONES

**Children (Performance) Regulations  
Children in Entertainment**



**Children Missing Education Service**



# CONTENTS



Introduction .....	2
Legislation .....	3
Licences .....	4 – 7
Licence Holders Records .....	8
Licence Conditions .....	9 – 13
Permitted Hours .....	14 – 18
Appendix A: Chaperones .....	19 – 22
Appendix B: Child Protection .....	23
Useful Telephone Numbers .....	24
Index .....	25

**If you have any concerns about the welfare of a child taking part in an activity or production please contact the local authority [Email: [cmes@bathnes.gov.uk](mailto:cmes@bathnes.gov.uk)] or the Police - all concerns will be treated seriously, in confidence and fully investigated.**



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# Children in Entertainment

## Introduction

This guideline booklet has been produced to answer some of the most common queries arising from children participating in entertainment performances, modelling and paid sporting activities.

It is intended to aid licence holders (producers) and chaperones understand the rationale behind the restrictions imposed by legislation and any conditions laid down by Bath & North East Somerset in respect of a licence. It is essential that the licence holder is aware of their responsibility towards each child engaged in entertainment and to understand that it should be a pleasurable experience for the child.

This document contains pertinent advice on the role of the registered chaperone and how they may directly affect the health, safety & education of children in their care.

The contents of the document deal with the most common types of performances in entertainment. Legislation in relation to children in entertainment is very complex and often difficult to interpret accurately. Therefore the information given here will be of great assistance on a number of issues but deals with general matters only.

For more detailed information you should contact the Children Missing Education Service on 01225 394167/394454.

## Legislation

The legislation below relates to:

**Children in Entertainment**

**(performing on stage, television, film, commercials etc.)**

**Children working in paid/professional sport.**

**Children working as models.**

The legislation that deals with children in entertainment:

- **The Children and Young Persons Act 1933 & 1963**
- **The Children (Performances) Regulations 1968**
- **The Children (Protection At Work) Regulations 1998**
- **The Children (Performances) (Miscellaneous Amendments) Regulations 1998**
- **The Children (Performances) (Amendment) Regulations 2000**
- **The Children (Performances) (Amendment) (No 2) Regulations 2000**

The Children and Young Persons Act prescribes how the health and safety needs of child performers are met through regulation of the number of hours they rehearse and perform, the activities they can and cannot undertake and the standard of facilities and conditions in which they may work.

The legislation requires that a licensing system regulating the participation in a performance of any child, from birth until they cease to be of compulsory school age, be administered **by the local authority in which the child lives**.

A child remains of **compulsory school age until the last Friday in June**, of the school year in which they reach the age of sixteen.

A child, for the benefit of the legislation and these guidance notes, is anyone below compulsory school leaving age.

A chaperone may be of either sex, but in the Regulations they are referred to as a Matron and as 'she', similarly the child is referred to as 'he'.

## Performances which require a licence

There is often uncertainty expressed by prospective licence holders (producers) as to which performances require a licence and which ones do not. The following passages address issues on a general basis and will help clarify most situations.

**A licence is required for any performance:**

- if absence from school is required;
- in connection with which a charge is made;
- at a licensed premises or a registered club;
- any broadcast or any performance recorded by whatever means with a view to its use in a broadcast, or film intended for public exhibition.

*(Any child used as a stand-in (understudy) should be licensed in the same way as the other children in the performance.)*

## Performances which do not require a licence

**A licence is not required:**

- if a child does not perform on more than four days in any period of six months (providing there is no absence from school required);
- for performances organised by school;
- for performances put on by a body of persons approved and granted exemption by the Secretary of State or by the local authority, and no payment has been made to the child or any other person. *(This might include productions organised by churches, scouts and other youth organisations);*
- Any activity which the local authority does not consider to be a performance. *(This could be children interviewed or filmed while taking part in some normal activity not specially arranged for the purpose, such as doing ordinary school lessons, playing in the park or at a youth club).*

An activity **directed in any way** can be classified as a performance.

## Licence Application

The person responsible for the production of the performance in which the child is taking part is the person who should make the application for a licence.

*(This should not be the teacher of a dance school that provides the children or a casting agency).*

A licence is granted by the local authority where the child lives (this may not necessarily be the same local authority as the child's school).

Should the child live outside the UK the local authority in whose area the applicant resides, or has his place of business, will issue the licence.

The applicant completes and signs Part I of an official application form and the parent then completes and signs Part 2. This form is then sent to the local authority with the following items attached:

- **proof of the child's date of birth**
- **two identical, unmounted, colour passport sized photographs**
- **a copy of the child's contract**
- **a declaration (if under fourteen) that the role cannot be taken except by a child of about that age.**

The person who signs the licence application will be deemed to be the licence holder. The regulations require that application be made to the local authority at least **twenty-one** days before the first performance.

*(Every effort will be made to process applications received with less than twenty-one days notice but this cannot be guaranteed.)*

**[An application form for a Child Performance Licence can be downloaded from this link.](http://www.bathnes.gov.uk/services/schools-colleges-and-learning/support-parentscarers-educational/children-missing-educatio-x)** Or via: <http://www.bathnes.gov.uk/services/schools-colleges-and-learning/support-parentscarers-educational/children-missing-educatio-x>

## Open Licence

There is much discussion across local authorities on the interpretation of such licenses. Bath & North East Somerset Legal Services have determined that 'open' licenses are illegal.

## Licence for Modelling

Bath & North East Somerset appreciates that modelling assignments arise at very short notice but are precluded from the open licensing system by legislation. For this circumstance we have adopted an alternative licensing procedure so as to provide an efficient and practical means of licensing whilst retaining the necessary regulatory control. Application must be made in the following way:

The parent submits a complete part two of an application form to the Children Missing Education Service, along with two recent colour passport size photographs, proof of child's date of birth and health declaration form. This is kept on file for six months. The parent **MUST** submit a fresh, part two application after each six months period.

The client submits to the child employment office, a completed part one of an application form.

Each client **MUST** submit a fresh part one application for each subsequent assignment.

The client (applicant) must be the production company representative and not the modelling agency.

## Licence Details

The licence will show the following information:

- details of the child
- photograph
- identity of the licence holder
- name and nature of the performance
- place of the performance
- dates of performances or, for some recorded performances, the number of days between set dates.
- any conditions made by the local authority, these could include permitted hours,
- transport and chaperoning arrangements, sums earned and educational provision.

A licence will not be granted unless Bath & North East Somerset is satisfied that the child is fit to take part in a performance, that their education will not suffer and that proper supervision has been made to secure the child's health, safety and welfare.

## Responsibilities of the Licence Holder

The licence holder is responsible for observing the conditions of the licence. Wherever children are involved in a public performance for which a licence has been issued, the law requires they are cared for by an approved chaperone. It is the responsibility of the licence holder to ensure there are an appropriate number of chaperones on duty at each performance and that they are providing the supervision required by law.

The licence holder is required to keep certain records. *Please see next heading.*

## Requirement to Keep Licence Records

The following records must be kept by the licence holder and retained for six months after the last performance to which the licence relates:

- the licence
- the following particulars in respect of each day or night on which the child is present at the place of performance:
  - the date
  - the time of arrival at the place of performance
  - the time of departure from the place of performance
  - the times of the child's participation in each performance/rehearsal
  - the time of each rest interval
  - the time of each meal interval
  - the time of any night work authorised by the local authority
- the date and duration of each lesson and the subject taught where arrangements are made for the education of the child by a private teacher.
- details of any incidents, injuries and illnesses suffered by the child at the place of performance, including dates and action
- the dates of any medical examinations of the child carried out
- the dates of the breaks in performances
- the amount of all sums earned by the child by reason of taking part in the performance and the details of the persons to whom such sums were paid

**The local authority has the power to inspect these records at any time either during the life of the licence or up to six months after the last performance for which the licence was issued.**

## Medical Requirements

No child should be allowed to perform when unwell. If a child does fall ill or is injured whilst in the charge of the chaperone or teacher, then medical advice should be sought. The licence holder must inform the parent and the local authority as soon as possible.

In order to ensure that a child is fit to take part in a performance the local authority has the discretion to require a child be medically examined if they think necessary. Medical clearance by the Senior Medical Officer (or any other practitioner approved by the authority) covering the area in which the child lives is compulsory for:

- film or television work;
- performances lasting more than a week in which the child is to perform on six days during that week (five days for sound broadcasting);
- every month for runs lasting more than four weeks.

Once obtained, medical clearance is valid for a period of six months.

## Absence from School

Under the provision of Regulation II of the Education (Schools and Further Education) Regulations 1981, leave of absence may not be given to enable any pupil to undertake employment except in accordance with a licence. The law contains no provisions under which absence may be authorised for an unlicensed performance. Parents must request leave of absence from their child's school.

## Chaperones

A chaperone is an adult approved by a local authority to take charge of children at all times during a performance except when the child is in the care of her/his parent or tutor. Anyone wishing to become a chaperone should contact their LA. They should complete an application form, supply references and will require an enhanced check and disclosure from the Disclosure and Barring Service (DBS). Registered chaperones are important members of the team and must ensure that proper provision is made for a child's health, safety and welfare. It cannot be stressed too highly the importance for licence holders and chaperones to be fully conversant with the information contained in Appendix A.

## Education

Whilst the local authority recognises that performances of this nature are part of a child's life education, it will not permit the formal aspect of the child's education to be compromised. Before granting a licence Bath & North East Somerset will liaise with the child's school to ensure that the child's education will not suffer should that licence be granted.

For long engagements there should be a private tutor, although regulations do not stipulate how many days absence from school will be permitted before the authorities insist on this. It is the responsibility of the licence applicant to state their proposals for the child's education at the outset and it is the local authority who will then decide whether or not the arrangements are satisfactory. The authority must be satisfied that:

- the private tutor is suitable and competent;
- the course of study is suitable;
- one teacher must not teach more than six children at any one time unless they all reached a similar standard and in this case the teacher may teach twelve;
- the school room must be approved by the local authority;
- the child should be taught for at least three hours on each day that they would normally be required to attend school.

## Children Staying Away From Home

The local authority is obliged to ensure the wellbeing of a child who is required to stay away from home as a result of their performance. Therefore the child may only stay in accommodation approved by the local authority for the area in which the performance takes place. That authority may inspect the premises to make sure that it is clean, comfortable and suitable.

**The child must be in the care of the chaperone at all times.**

## Travel Arrangements

The holder of the licence shall ensure that suitable arrangements are made for the child to get to his/her home, or temporary residence, after the last performance or rehearsal on each day by parent's car, taxi or other transport.

A child's age shall be taken into account when making these arrangements but children should not be allowed to go home unsupervised especially, for example, after an evening's performance in the theatre.

**Chaperones must be kept advised of arrangements for children in their care.**

## Venues of Performance or Rehearsal

Bath & North East Somerset must be satisfied that the premises where either a performance or rehearsal is to take place meets certain criteria. Therefore the authority will approve these premises only if they are satisfied that:

- suitable arrangements have been made for meals, rest and recreation
- premises have suitable and sufficient toilets and washing facilities
- the child will be adequately protected against inclement weather
- suitable arrangements made for the child to dress for performance or rehearsal.  
Children aged five and over should only dress with children of the same sex.

## Breaks in Performances

Where a performance licence is granted for sixty days or more there **MUST** be a fourteen day break after eight consecutive weeks of performing. During the break period a child must not take part in any

- performance
- rehearsal
- employment of any form

## Performances Abroad

The law is quite prescriptive. It states that no child is permitted to go abroad for the purpose of:

- singing
- playing
- performing
- paid sporting activity
- paid modelling

### UNLESS

- A licence has been granted for this purpose by a Justice of the Peace sitting at a Magistrates Court within the area of where the child resides or Bow Street Court. London
- Notice of the intended application must be given to the Chief Officer of Police for the district in which the child resides at least seven days before the application is heard. The Magistrate shall not grant the licence unless satisfied that notice has been properly given.

**NB. The local authority has no involvement or responsibility regarding the issue of these licences.**

## Dangerous Performances

The legislation does not clearly define what constitutes a dangerous performance but does include performances as an acrobat or contortionist.

In addition the regulations state:

- No child shall take part in any public performance whereby his life or his limbs are endangered
- No child below compulsory school leaving age may take part or be trained to take part in a performance of a dangerous nature.

## Circus Performances

In the main the rules relating to circus performances are similar to those of performances on stage.

However, a child is allowed to give one extra performance or rehearsal. This means that the child may perform:

- Two performances on school days.
- Three performances on other days.

Whilst this extra performance is permitted by the regulations the following conditions apply:

- there must be an interval of at least one and a half hours between each performance or rehearsal, and
- the duration of their appearance in any performance or rehearsal must not exceed thirty minutes.

## Powers of the Local Authority

### With a Warrant

**An officer of the local authority or a Police Officer may enter any place where there is reasonable cause to believe that:**

- ❖ employment is taking place,
- ❖ a child is believed to be taking part in or being trained for a dangerous performance contrary to the provisions of the relevant legislation and may make enquiries about that child

### Without a Warrant

**An officer of the local authority or a Police Officer may at any time enter any place:**

- ❖ used as a broadcasting or film studio or
- ❖ used for the recording of any film or performance which is intended for public exhibition and make enquiries about any child taking part.

**The holder of the licence must produce the licence at any reasonable time and place of performance to any authorised officer of the local authority.**

## Permitted Hours of Performance

The hours permitted for stage performances differ to those permitted for broadcast or recorded performances.

### Stage Performances

- ❖ Earliest and latest times:
  - 10:00 am – 10:00 pm if aged under thirteen years
  - 10:00 am – 10:30 pm if aged thirteen years and over.
- ❖ The latest time may be extended by half an hour but not on more than eight evenings in four consecutive weeks and even then not on more than three evenings in any one week.
- ❖ A child must not take part in a performance lasting 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.)*
- ❖ A child must only appear in one performance or rehearsal on any day that he attends school for the whole day.
- ❖ 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 10.30pm, a thirteen year old must not attend for a dress rehearsal until at least 12:30pm the following day.

## Maximum 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.

**If there is a mixture of the two, the limit is five days as for broadcast and recording performances.**

## Broadcast or Recorded Performances

The age of the child has a distinct effect on what that child may or may not do. Recent legislation has brought about radical changes in relation to this area of entertainment. A table is printed on a following page giving an 'at a glance' view of the regulations.

A chaperone may give permission for a child to perform for an extra thirty minutes after the latest permitted hour if not felt prejudicial to the child's welfare. Additionally, in exceptional circumstances a child aged twelve or over may be present at a place of performance or rehearsal between the hours of 10 a.m. and 10 p.m. However, this exception only applies to the British Broadcasting Company and the Independent Television Authority.

## Night Work in Broadcast or Recorded Performances

Bath & North East Somerset may grant a licence for a child to work after the permitted hours if satisfied that outside scenes, near studios or on location, are essential and that the child's appearance is necessary in those scenes.

### **Working after Midnight**

If work starts after midnight or cannot be completed before midnight Bath & North East Somerset may grant a licence **only**:

- ❖ If satisfied that it is impractical to complete the work before then.

### **It is important for licence holders and chaperones to understand that:**

- ❖ Any performing after midnight counts as part of performing time allowed on the previous day. Sixteen hours must elapse before the child again starts work.
- ❖ If a child works on two consecutive nights one week must elapse before they do any more night work.

## BROADCAST AND RECORDED PERFORMANCES

Topic	Age 0 to 4	Age 5 to 8	Age 9 & Over
<b>Maximum Time at Place of Performance</b>	5 Hours	7 ½Hours.	9 ½ Hours
<b>Maximum Times Present</b>	Between 9.30 am & 4.30 pm	Between 9 am & 4.30 pm	Between 7 am & 7 pm
<b>Maximum Performing Time</b>	2 Hours	3 Hours	4 Hours
<b>Maximum continuous time to take part without a rest</b>	30 Minutes	45 Minutes	1 Hour
<b>Minimum rest/meal Times</b>	All times when not taking part	Present 3 ½ hours = 2 breaks 1 hr meal & 15 mins rest.  Present 8 hours = 3 breaks 2 x 1 hr meal & 15 mins rest.	Present 4 hours = 2 breaks 1 hr meal & 15 mins rest.  Present 8 hours = 3 breaks 2 x 1 hr meal & 15 mins rest.
<b>Education</b>	NIL	3 hours per school day (see <i>Education for aggregated hrs</i> )	3 hours per school day (see <i>Education for aggregated hrs</i> )

### EXCEPTIONS BBC/ITV and Contractors for children aged 13 and over only (Ref 27(2)(a))

#### Maximum time 7 day week

12 hrs any 1 day **OR** 10 hrs any 2 days **OR** 9 ½ hrs any 3 days provided not present on any other day that week & not present after 7 pm on max. 20 days in previous 12 mths

Times between 7 am & 7 pm **OR** between 10 am & 10 pm

### ALTERNATIVE TO ABOVE EXCEPTIONS (Ref 27(2)(b))

#### Maximum time 7 day week

12 hrs 1 day provided not present more than 4 hrs on any other day that week and:

does not take part for more that 2 hrs any other day that week and:

does not take part on day following a day on which he was present after 7 pm and:

has not been present after 7 pm on any of the 6 previous days.

Times between 7 am & 7 pm **OR** between 10 am & 10 pm

## NON BROADCAST PERFORMANCE TABLE

Performances	2 per day	1 Performance & 1 rehearsal OR 2 Performances
Performances per Week	Max. 6 days per 7 day week	Max. 8 consecutive weeks requires 2 week interval before performing again in ANY production
Time Gap between performance days	14 hours must elapse between the end of the previous days performance and the beginning of the following days performance	
Performance Time	Max. 3 hrs 30 mins	Including breaks
Appearance in Performance	Max. 2 hrs 30 mins	aggregated
Intervals	1 ½ hours minimum	Between 2 performances OR 1 performance & 1 rehearsal
Exception to Intervals ( <i>in any week</i> )	On not more than 2 days minimum of 45 minutes interval between performances and/or rehearsals. Maximum 6 hours at place of performance	
School Day	Attending school after the morning session	1 performance OR 1 rehearsal ONLY
Performance Hours	Age 12 & Under	Age 13 and over
Earliest Arrival	10 a.m.	10 a.m.
Latest Departure	10 p.m.	10.30 p.m.
Exception (1)	10.30 p.m.	11.00 p.m.
Exception (2)	Not later than 11 p.m. on not more than 3 evenings per week, provided that he is not so present on more than 8 evenings in a period of 4 consecutive weeks.	
Medical (1)	YES ( <i>period longer than 1 week</i> )	Performing over 6 consecutive days
Medical (2)	NO ( <i>period less than 1 week</i> )	Performing under 6 consecutive days
Arrangements for getting Home	Applicant shall ensure that suitable arrangements (having regard to the child's age) are made for the child to get to his home or other destination after the last performance or rehearsal or the conclusion of any activity on any day.	

### Chaperones

It is a legal requirement that when a child below compulsory school leaving age is engaged in a public performance or entertainment under a licence issued by the local authority, they must be supervised by a registered chaperone, unless in the care of either their parent or agreed tutor.

Involvement in such activities can help children gain confidence and self-esteem, also enabling them to appreciate the needs of others and develop team skills.

It is clear that the chaperone holds a key role in ensuring that the experience a child gains whilst so engaged is enjoyable and beneficial.

Bath & North East Somerset has devoted this section of the document to examining the role of chaperone and explaining how important we believe the role of chaperone is to licence holders, parents and the children to be cared for.

The law only permits one standard of registration and because of the contrast in the type of performances a chaperone can be asked to supervise, it is essential that they are properly advised and understand their duties and responsibilities. This will help them to become competent and feel comfortable in their role, which will be of benefit to themselves and the children in their care.

Once registered, chaperones are approved to supervise children at local amateur dramatic performances, West End shows or indeed on a film set or on location.

It must be emphasised that a chaperone's first duty is to look after the children in their care and must not undertake any activity that would interfere with the performance of these duties. Except when a child is in the care of a tutor, a chaperone is in *loco parentis* and is required to exercise the care which a good parent might reasonably be expected to give a child.

Explained in this document are many restrictions in relation to when a child may work. These are set by law to protect the child's general welfare. Chaperones must familiarise themselves with these restrictions, especially where they have specific relevance to their role.

It is not a matter of the local authority being pedantic or keeping to the letter of the law. The regulations are designed wholly to prevent a child being exploited by working too many hours during a given period of time that it may result in the child's general well being or education suffering in the long term. A chaperone has the responsibility to ensure that this cannot happen.

The law says that the maximum number of children an individual chaperone may supervise is twelve. However, Bath & North East Somerset may consider that due to the ages, gender of the children, or a combination of both, that the chaperone would only be able to effectively supervise a smaller number.

For instance, if boys and girls were in separate changing rooms, essential as they move towards their teenage years, there would have to be at least two chaperones on duty. This is because the regulations state that chaperones **must** remain with the children **all** of the time. It is only when they are on stage or performing that chaperones are not required to be by their side.

It is inevitable that the chaperone may sometimes feel that they are in the way, and perhaps not allowing the children sufficient freedom. However, the chaperone's sole concern must be to protect the health, safety, moral welfare and education, whilst ensuring the kind treatment, of each and every child in their care.

There may be occasions where a producer will want a child to continue working beyond the hours allowed. It is vital that where this is the case the chaperone is firm enough to advise them that the performance cannot be allowed to continue.

Disputes can normally be amicably resolved but may depend on the chaperone's knowledge and their interpersonal skills in dealing with such situations. If chaperones find themselves in this position it is vital they are clear as to the requirements of the legislation.

Child Protection issues are always difficult matters to deal with. It is an unfortunate fact that adults with an untoward interest in children infiltrate areas where children are known to be. We need to be alert that everything possible is done to protect the children in our care from harm of this nature. (See Appendix B)

The chaperone should ensure that there is a complete register of the children, with emergency contact numbers available.

Any significant incident or accident must be fully recorded. Parent/s and Bath & North east Somerset must be informed at the earliest opportunity.

Whilst it is inevitable that accidents will occur to children, it is a personal judgement whether to render first aid. Qualified first-aiders should be on hand in all entertainment establishments. This is something chaperones should establish when agreeing to perform such duties at a performance. It is also very important to ascertain where a first-aid kit is located.

The chaperone should become familiar with the procedures for evacuating the building in case of fire and the escape routes from whatever rooms the child is likely to use.

A chaperone is required to ensure that suitable travel arrangements are in place for each child under their control. They are also required to ensure that the person previously agreed collects the child.

The local authority representative is empowered to enter any premises where a performance or entertainment is being performed by children, without prior notice, to establish that the children are being properly supervised and cared for. They have the authority to withdraw the children from the performance, to rescind the chaperone's registration, or both.

This is the last thing Bath & North East Somerset would wish to do, hence the endeavour in these guidelines to bring home to the chaperone the extent of their role and the responsibility they have to the children in their care. It is hoped that by working together it will make it unlikely that we should ever have to take this type of action.

Chaperones should now be more aware of their powers and how they should be interpreted, that they feel more comfortable about the role and why we, Bath & North East Somerset, are so precise about the importance of them carrying out their role effectively.



### Child Protection and Safe Practice

The following summary is intended as a brief guide to heighten awareness of child protection responsibilities and safe practice. In addition it provides advice on recognising and referring suspected or actual abuse. A booklet 'What To Do If You're Worried A Child Is Being Abused' is provided to every registered chaperone along with contact numbers.

#### Safe Practice

All production company staff, cast, crew and in particular chaperones and others involved in direct physical contact with child performers (such as dressers and makeup artists) should be mindful of their conduct. This includes:

- ❖ use of appropriate language, touch and general behaviour.
- ❖ avoidance of any unnecessary physical contact.
- ❖ refraining from lone contact or meetings with individual children.

#### Allegations

If an allegation is made against a member of the production company staff, cast, crew or chaperone, full co-operation will be sought from those in charge, the individual member of staff and the licensing authority. It may be necessary to exclude from the theatre/rehearsal rooms the person against whom the allegation is made or ensure that they do not have unsupervised contact with children.

#### Recognition

Recognising abuse is not a precise science and sometimes, even professionals get it wrong, however, the welfare of the child is and must be paramount. Abuse can fall into any of the following categories, physical, emotional, sexual or neglect.

#### Personal Support

It is helpful for theatre or production company staff to have a nominated person with child protection training or experience as a point of contact who can offer support and advice.

#### Records

Records kept of significant events or conversations will assist with any referral and subsequent investigation. They must be dated and should always differentiate between facts, opinion or judgement.

#### Action

If there are concerns about the wellbeing of a child in your care it must be reported to the nominated child protection person to make a referral to Social Services. If they decline to refer the matter on, you should do so by telephoning the contacts that you have been given.

## Useful telephone numbers

### CHILD PROTECTION

#### Bath & North East Somerset

Children and Families Assessment and Intervention Team on  
01225 396312 or 01225 396313

If outside of office hours please call the Emergency Duty Team on  
01454 615165

**If a child or young person is in immediate danger then please dial 999 and ask for police assistance.**

- Police Child Protection Duty Desk  
Lockleaze Police Station,  
Bristol.  
Tel: 01179454320  
Fax: 01179454324
  
- NSPCC  
Child Protection Help Line Advice & Referrals - 24 hour service  
Tel: 0808 800 5000

If you have any concerns about the welfare of a child taking part in an activity or production please contact the local authority [Email: [cmes@bathnes.gov.uk](mailto:cmes@bathnes.gov.uk)] or the Police - all concerns will be treated seriously, in confidence and fully investigated.

## Index

	<b>Page</b>
Breaks in performance .....	11
Broadcast/recorded performances .....	15
Broadcast/recorded performances table .....	17
Chaperones .....	9
Children staying away from home .....	10
Circus Performances .....	13
Dangerous performances .....	12
Education .....	10
Legislation .....	3
Licence application .....	5
Licence details .....	7
Local Authority power of entry .....	13
Medical Requirements .....	9
Modelling .....	6
Night work .....	16
Open licence .....	6
Performances abroad .....	12
Permitted hours of performance .....	14
Permitted days of performance .....	15
Record keeping .....	8
Responsibilities of licence holder .....	7
School absence .....	9
Travel arrangements .....	11
Useful telephone numbers .....	24
Venue .....	11
Which performances need a licence? .....	4
Which performances do not need a licence? .....	4
Appendix A – CHAPERONES .....	19-22
Appendix B – CHILD PROTECTION .....	23



## CHAPERONE REFERRAL FORM

This form is for use of Chaperones who wish to note with the licensing LA any concerns encountered whilst chaperoning child/children performing in: films, TV, modelling, commercials, theatre, sport or any other performance falling within the Children (Performance) Regulations 1968 and subsequent statutory instruments.

<b>Chaperone Name</b>	
<b>Chaperone Contact Details</b>	
<b>Name of Production</b>	
<b>Incident Date</b>	
<b>Number of children involved</b>	
<b>Reason for Referral</b>	

### DETAILS

<p><b>Continue on separate sheet if necessary and attach</b></p>
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<b>Chaperone Signature</b>		<b>Date</b>	
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**RETURN TO:**

Ann Hardy, Senior CMEO, Children Missing Education Service, 2<sup>nd</sup> Floor,  
North Block, PO Box 25, Riverside, Temple Street, Keynsham, Bristol. BS31 1DN  
Tel: 01225 394241 Fax: 01225 394296