

A photograph of a woman with grey hair tied back, wearing a blue patterned shirt, and a young boy with brown hair, wearing a white shirt and a dark vest. They are both looking down at a script or book they are holding together. The background is dark with some green foliage. The text 'CHILD PERFORMANCE LICENSING' is overlaid in large white capital letters, enclosed in a white rectangular frame.

CHILD PERFORMANCE LICENSING

SUPPORT AND FAQ

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INTRODUCTION

OVERVIEW

Children who perform on stage, in television, in film or commercial work, who take part in paid or professional sport or who work as models need to be licensed by their local authority for such performances if:

- They are paid or;
- They require absence from school or;
- They will perform for more than 4 days in a period of 6 months

Children who take part in licensed performances require supervision by a chaperone, who must have a chaperone's licence from their local authority (chaperone's licences are issued along with an enhanced DBS check). Chaperone licences must be current (they must be renewed every 3 years).

If your young people require a performance licence, the licence should be shown to the Child Performance Licensing Lead at the theatre on or before the first technical rehearsal or, if no technical rehearsal, on or before the children attend the theatre for the first performance.

USEFUL CONTACTS

Child Performance Licensing Lead:

Jacob Blackburn | J.Blackburn2@exeter.ac.uk | 07585 248244

Designated Safeguarding Lead:

Martin Berry | M.Berry@exeter.ac.uk | 07513 724357

Deputy Safeguarding Leads:

Jacob Blackburn | J.Blackburn2@exeter.ac.uk | 07585 248244

Tom Welch | T.Welch@exeter.ac.uk

Sonny Evans | S.Evans7@exeter.ac.uk

Technical Contacts:

Sonny Evans (Barnfield) | S.Evans7@exeter.ac.uk

Tom Welch (Northcott) | T.Welch@exeter.ac.uk

Marcus Bartlett (Northcott) | M.Bartlett@exeter.ac.uk

CHECKLIST & NOTES

CHECKLIST FOR COMPANIES WORKING WITH YOUNG PERFORMERS

The following documents should be shared with the Child Performance Licensing Lead, and Head of Technical Team ahead of your show or run of shows:

- Child Performance Licence (CPL), or Body of Persons Approval (BoPA) (if required)
- Risk Assessment (including specific reference to Young People)
- Information about chaperone plans (ratios and arrangements)
- Your Child Protection/Safeguarding policy may also be requested

NOTES FOR COMPANIES WORKING WITH YOUNG PERFORMERS

It is your responsibility to ensure that all the young people in your show are licenced (where necessary), appropriately supervised at all times, and supported during their time in your show. If you have any questions, or would like to discuss your arrangements with us, please do get in touch with Jacob via email: J.Blackburn2@exeter.ac.uk

LICENCE FAQ

AT WHAT AGE DO MY YOUNG PEOPLE NOT NEED A PERFORMANCE LICENCE?

Any young person who has **both** left Year 11, and is 16 years of age will not require a performance licence. If a young person turns 16 prior to their last day of Year 11, they will still require a licence and will need to be chaperoned.

HOW DO I CHECK IF I NEED TO APPLY FOR A PERFORMANCE LICENCE?

If you're not sure whether you need a CPL or a BoPA, you can contact Creative Engagement Producer, Jacob on J.Blackburn2@exeter.ac.uk, or Devon County Council's Child Performance Licensing team at childemploymentandentertainment@devon.gov.uk

HOW DO I CHECK IF I NEED TO APPLY FOR A PERFORMANCE LICENCE?

If you're not sure whether you need a CPL, a BoPA, or something else, you can contact Child Performance Licensing Lead, Jacob on J.Blackburn2@exeter.ac.uk, or Devon County Council's Child Performance Licensing team at childemploymentandentertainment@devon.gov.uk

HOW LONG DOES IT TAKE TO BE GRANTED A PERFORMANCE LICENCE?

Your Child Performance License Application should be submitted **at least 21 working days before** the first technical rehearsal (if relevant) or the first performance. But we recommend getting in touch with Devon County Council as soon as you can to start discussing and preparing for your application, as there are quite a few elements needed that can take some time to secure.

HOW DO I APPLY FOR A PERFORMANCE LICENCE OR BODY OF PERSONS APPROVAL?

You can find all the information on applying via the Devon County Council website - click the links at the bottom of the page for Child Performance Licence Applications, or Body of Persons Approval. Use the link of QR Code on page 8 to find this.

HOW DOES THE '4 DAY RULE' WORK WITH DIFFERENT PERFORMANCE GROUPS?

The '4 Day Rule' is based on the individual young person. So, if a young person is only performing for one day with you, but has performed with another company for three or four days in the last six months, they will require a licence.

You will need to check whether they have performed in any other youth theatre/paid settings. Activities organised and run by their school do not count.

LICENCE FAQ CONT.

DO THE YOUNG PEOPLE NEED A LICENCE ISSUED BY DEVON COUNTY COUNCIL?

Licences are issued by the local authority from the child's home. So, if the young person lives in Devon they will need to apply to Devon County Council. However, if they live elsewhere, such as in Plymouth or Somerset, a licence will need to be sought from that authority.

There are some exceptions to this, such as a BoPA which is issued by the local authority in which the performance is taking place. Do get in touch via the contact info above with any questions regarding this..

DO I NEED A RISK ASSESSMENT FOR MY YOUNG PEOPLE?

Yes – even if a performance licence is not needed, and it must make specific reference to the work the young performers will be doing in the show. This can be part of your overall risk assessment for the show, but we often recommend creating a separate risk assessment focused on the young performers specifically.

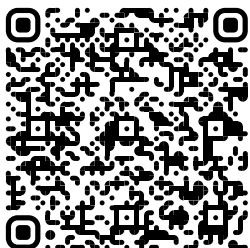
You can find an example risk assessment towards the end of this document.

ARE COMPETITIONS EXEMPT FROM BEING LICENSED?

No - according to guidance published by the NNCEE:

'It should also be noted that nowhere in the performance legislation does it state that "competitions" are exempt from licensing.'

It goes on to say that if it meets any of the conditions in the relevant legislation, then it must be dealt with as a licensable activity.



[CHILD PERFORMANCE LICENCE
APPLICATION INFO](#)

CHAPERONES FAQ

HOW MANY CHAPERONES WILL I NEED?

This will depend on the ages of the children, alongside any access or additional needs. But, and any stipulations in your specific CPL or BoPA, but usual guidance suggests that a chaperone should accompany a group of no more than 12 children.

HOW DO I GET MY CHAPERONES TRAINED?

Chaperone licensing and training is run by the Child Performance Licensing Team at Devon County Council. You can find all the info at the link below.

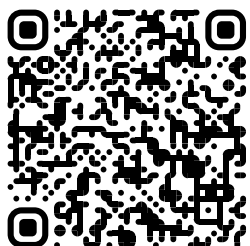
I DO NOT REQUIRE A PERFORMANCE LICENCE – DO I STILL NEED TO PROVIDE CHAPERONES?

Although technically you do not have to provide licenced chaperones, the Northcott and Barnfield's guidance on best practice is that the young people should be accompanied by licenced chaperones.

WHAT IS A CHAPERONE PLOT?

A chaperone plot is written specific to the show you are creating. It will enable you to ensure that young performers are supervised at all times, including accompanying them to the relevant side of the stage and to and from dressing rooms and toilets.

An example Chaperone Plot can be found towards the end of this document. For support with this please contact Jacob: J.Blackburn2@exeter.ac.uk



[DEVON COUNTY COUNCIL](#)
[CHAPERONE INFORMATION LINK](#)

GENERAL FAQ

HOW CAN I FIND OUT DRESSING ROOM CAPACITY AND AVAILABILITY?

You can find all technical information, including dressing room capacities and availability on the Exeter Northcott Theatre website, see links below for more info.

CAN YOUNG PEOPLE OVER 16 SHARE A DRESSING ROOM WITH YOUNG PEOPLE UNDER 16?

No, they must have separate dressing rooms. Once changed, they can be in the same dressing room/green room, but they must have separate spaces to change in.

CAN ALL YOUNG PEOPLE UNDER 16 CHANGE IN THE SAME DRESSING ROOM?

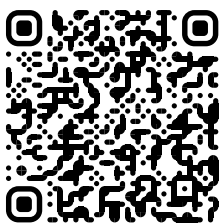
If you have both male and female young performers in your company, they will need separate dressing rooms.

DO I NEED A RISK ASSESSMENT FOR MY YOUNG PEOPLE?

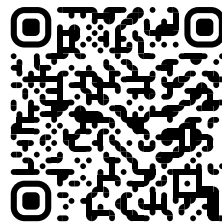
Yes – even if a performance licence is not needed, and it must make specific reference to the work the young performers will be doing in the show. This can be part of your overall risk assessment for the show, but we often recommend creating a separate risk assessment focused on the young performers specifically.

You can find an example risk assessment towards the end of this document.

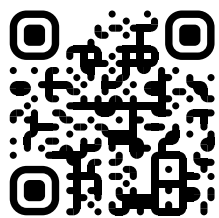
USEFUL LINKS:



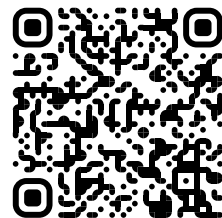
[DCC CHILD PERFORMANCE
LICENCE WEBPAGE](#)



[DEVON MULTI-AGENCY
SAFEGUARDING HUB \(MASH\)](#)



[DEVON SAFEGUARDING
CHILDREN PARTNERSHIP](#)



[EXETER NORTHCOTT
SAFEGUARDING POLICY](#)

SUPPORT DOCS


In order to help with your planning, we have pulled together some example documentation that you can use as a reference in your own thinking. The documents below are all from shows / productions that the Exeter Northcott Theatre has produced in recent years where we have either been working solely with young performers, or with young performers as part of an ensemble cast alongside adult professionals.

The documents included are:

- 1) Example Risk Assessment (from Studio on the 3rd Floor, 2023)
- 2) Example Chaperone Plot (from Beauty and the Beast, 2019)
- 3) Young Performer Timesheet (template for general use)
- 4) Young Performer Signing In / Out Sheet (template for general use)
- 5) Young Performer Contact Sheet (template for general use)
- 6) Young Performer Incident Form (template for general use)

In addition to this, you can find two safeguarding documents; the Exeter Northcott Theatre's Safeguarding Information and Contact Sheet; and the Exeter Northcott Theatre's Safeguarding Action Plan.

YOUNG PERFORMERS RISK ASSESSMENT FORM

Department	Creative Engagement	Date of Risk Assessment	08/06/23	
Name of person carrying out assessment	NAME	Job Title	JOB TITLE	
DESCRIPTION Give details of the process, task, activity, event etc. being risk assessed	NYC & Young Creatives show: <i>Studio on the 3rd Floor</i> 21 August – 2 September 2023			
HAZARD IDENTIFICATION Hazard - something with the potential to cause harm within the process, task etc. you are assessing. NB: Consider things that you can "foresee" / imagine going wrong and how this could happen?	Ref:	Hazard	Who and How Many can be harmed? e.g. student, staff, contractors etc.	
			How can they be harmed? Describe	
	A	Road traffic	Children / Adults / Parents	Personal injury through collision with vehicle.
	B	Children going missing	Children	Distress, potential personal injury
	C	Children not being picked up at the end of the session	Children / Parents	Distress
	D	Tripping/falling	Children / Adults	Personal injury
	E	Technical Equipment	Children / Adults	Personal injury through misuse or collision with technical equipment
	E.1	Technical Equipment 	Children	Personal injury through misuse or collision with technical equipment
	F	Illness or accident	Children / Adults	Personal injury or illness
	G	General security	Children / Adults	Risk to individuals
	H	Pyrotechnics	Children / Adults	Personal injury



EXISTING CONTROL MEASURES IN PLACE What control measures are already in place to reduce the risk of the hazard becoming a reality? Refer to the hazards identified above i.e. A B C D etc.	Ref:	You may combine some of the hazards together if one control measure addresses more than one hazard e.g. A, C & E to save repeating the same information				
	A	Parents will be briefed about where to drop their child to ensure that they do not need to cross the road unnecessarily, particularly in relation to the cycle lane on Barnfield Road. Lisa will be on hand to greet and bring the children into the building through the main front doors.				
	B	YP will be supervised by a chaperone or member of facilitation team at all times. All participants are familiar with the Barnfield but will be given a thorough tour of backstage and FoH areas at the beginning of the first day of rehearsals. Signage is present throughout the building. Young people will take breaks together in the café area and will be supervised by chaperones / facilitators. Young Creatives (age 16+) will not need to be supervised and can take breaks offsite. All YP will sign in and out on an attendance register.				
	C	Parents have been briefed about picking up their child at the end of each session, or will ensure that their child (age dependent) can depart safely on their own.				
	D	Any unexpected hazards will be identified by adults before the sessions and YP will be briefed accordingly. Young people will be reminded about safety on the stairs both backstage (leading to the stage) and FoH. Trip hazards will be identified and mitigated. Any cables will be securely taped down. Out of bounds areas will be clearly explained.				
	E	Technical equipment will be used by trained and authorised staff only. YP will not use technical equipment. The show may require the YP to look like they are using technical equipment, but these are merely props made to look real or real technical equipment which is not connected.				
	E.1	NAME, a 13 year old NYC member, will be supporting with the technical aspects of the show. NAME will not use technical equipment without supervision from a facilitator or technical staff. She will be thoroughly briefed when working with the sound / lighting desk. NAME will not lift or carry any set with any weight in it.				
	F	First aiders will be present at all times. Facilitators and chaperones will carry contact information for the children's parents as well as signed medical consent forms from all parents. (Consent has been obtained to hold paper copies of this information whilst rehearsals are ongoing).				
	G	Participants and adults are briefed that, in event of a fire alarm, they follow the instructions of ENT / NYC staff re evacuation to a safe place. Participants will be familiar with location of nearest emergency exits and the assembly point event of an evacuation / fire alarm. YP will be made aware that the building is open to the public and will be directed to use toilets that the general public do not have access to.				
	H	The show will use some simple pyrotechnics. These will be used in accordance with safety guidelines. Relevant distances will be adhered to. YP will be thoroughly briefed and away from the effect. A safety firing will take place before each use. Only trained technical staff will set and operate the effects.				
RISK ASSESSMENT SCORE Use the consequence (table 1a) and likelihood (table 1b) tables overleaf to calculate the risk score (table 1c) NB: Take into account existing controls	Risk	Consequence (1-5)	X	Likelihood (1 - 5)	=	Risk Score (1-25)
	A	4		2		8
	B	3		2		6
	C	2		2		4
	D	3		3		9
	E	4		2		8
	E.1	4		2		8
	F	3		3		9
	G	3		2		6
	H	4		2		8



ACTION PLAN – things that need to happen now to control / reduce risk further

Risk	Further Action Required To Control Risk	By Whom	Date Complete
A	Vigilance and regular monitoring by adults and children, particularly parents who will be dropping off.	NYC staff / parents	3 Sep 2023
B	Register will be taken at each session and after breaks. There will be sign in and out sheets on the noticeboard.	LH / JB / chaperones	3 Sep 2023
C	Emergency contact details are held by workshop leader to contact parents in the event that a child is not picked up.	LH / JB	3 Sep 2023
D	Participants to be reminded that care needs to be taken when moving around to minimise danger of tripping or falling, and to take extra care when working on the stage and when moving between the performance areas. Some of the rehearsals will constitute young people working in backstage areas such as dressing rooms, the Southernhay room or corridors. YP will be fully briefed about potential hazards in each of these spaces separately and about measures taken (and to take) to mitigate these. These small group rehearsals will be supported by a DBS checked adult at all times.	LH / JB / chaperones	3 Sep 2023
E	Children to be reminded that they should not be using technical equipment in any space of the theatre.	LH / JB	3 Sep 2023
E.1	MJ will not set, operate or be in the proximity of the pyro effect at any time	LH / JB / technical	3 Sep 2023
F	Adults and children will be reminded to contact a member of the ENT / NYC team should they need a First Aider. In the case of children, facilitator / chaperone will fill in an incident form	LH / JB / chaperones	3 Sep 2023
G	Participants will be made aware that the fire alarm is an automated voice. Information will be shared with parents and carers. They will also be invited to see full RA if they would like to.	LH / JB	3 Sep 2023
H	Audience warnings will be in place.	LH / JB	3 Sep 2023

NB: When actions are complete they need to be transferred to the section above as now being 'control measures already in place'. The risk rating scores may also need to be amended to acknowledge that these additional controls measures are now in place.

ASSESSMENT SIGN OFF			
Assessor's Signature			
Manager's Name		Manager's Signature	
Date signed		Local monitoring to be performed by:	
Review Period: (please circle as appropriate)	continuous	daily	weekly
		monthly	annually
			<u>after significant change</u>
Risk Assessment Review Dates:		Copies of Assessment to: (please identify)	

ENT Beauty and the Beast - Chaperone Plot - TEAM NAME

Act 1	Cue to Standby	Chaperone 1	Chaperone 2
All You Need Is Love (Cupettes)	Cupid: Sur Le Pont D'Avignon	Go to SL Auditorium door with 5, 4 and 3 Then go to SR Wing	Open SR Auditorium Door - 2, 1 and 6 Then go to SR Wing
Let's Face the Music and Dance (Cupettes + beret, bow)	Cupid: Belle, what a lovely name	Collect - 4, 5 and 3 - go to SL Hats - 3, 4 + 5 Stay SL to collect same	Stay SR - 2, 1 and 6 Hats - 1, 2 + 6 Stay SR to collect same
Love is in the Air/I Don't Care (Cupettes + beret and heart sunglasses)	Cupid: Could I, Cupid, be falling in love?	Set 4, 5 and 3 behind cloth Stay SL to collect 6, 1 and 5 to change	Set 2, 1 and 6 behind cloth Go to SL to collect 4, 2 and 3 then back to SR to change
Orpheus (Can-Can) (Love hearts, pink bloomers and headdresses)	Betty: That's nice, she'll be glad she left and impression.	SL Wing - 6, 1 and 5 Stay SL to collect same, then back to dressing room	Go to SR Wing - 4 and 2 + SR Door - 3 Stay SR to collect same, then back to dressing room
Poker Face (Ghoul Costumes, inc. masks)	Go to stage during 'All of Me' Reprise Cupid: I need to protect that girl - see you later!	When called take 4, 5 and 3 to SL Wing Stay SL to collect any, then back to dressing room	When called take 2, 1 and 6 to SR Wing Stay SR to collect any, then back to dressing room
Act 2	Cue to Standby	Chaperone 1	Chaperone 2
You Can't Hurry Love (Dungarees, straw hats, yellow glasses and brooms)	Belle: Anyway, I thought you were making cakes?	When called take 4, 5 and 3 to SL Wing Stay SL to collect same, then back to dressing room	When called take 6, 1 and 2 to SR Wing Stay SR to collect same, then back to dressing room
Dear Future Husband (Cupettes)	Go to stage during slosh scene Soufflé: Did he just say that I was, like, the most beautiful girl in the world?	When called take 4, 2 and 5 to SL Wing <i>(keep front of wing - quick change behind)</i> Then go back to dressing room to wait for others	When called take 1, 6 and 3 to SR Wing Then stay SR to collect all and back to dressing room
This Is Me (Cupettes)	Go to stage during 'Say Something' Cupid: You did everything you could.	When called take 4, 5 and 3 to SL Wing Stay SL to collect all, then to stairwell to change for walkdown	When called take 2, 1 and 6 to SR Wing Go to SL to collect all, then to stairwell to change for walkdown
I'm a Believer (Cupettes + shiny waistcoats and headdresses)	Go to stage during songsheet Soufflé: So father can hear you while he gets his trousers on.	When called take all to SL to set behind cloth Stay SL to collect all, then back to dressing room - END	When called take all to SL to set behind cloth Stay SL to collect all, then back to dressing room - END

ENT Beauty and the Beast - Chaperone Plot - TEAM NAME

Pre-Show Checks

Stage Left:

- Heart, pink bloomers and headdresses set by correct numbers at cross-over (5, 6 + 1)
- Berets and pink sunglasses set with bows on props table (3, 4 + 5)
- Bows set on props table (correct numbers sorted by stage team)

Stage Right:

- Hearts, pink bloomers and headdresses set by correct numbers at cross-over (3, 4 + 2)
- Berets and pink sunglasses set with bows on props table (1, 2 + 6)
- Bows set on props table (correct numbers sorted by stage team)

Numbers:

- 1 - CHILD'S NAME
- 2 - CHILD'S NAME
- 3 - CHILD'S NAME
- 4 - CHILD'S NAME
- 5 - CHILD'S NAME
- 6 - CHILD'S NAME

Children in Performance - Timesheet

Date		Incidents?	Yes / No
Location			
Show Title			
Children's Names			

07:00				08:00				09:00				10:00			
00-15	15-30	30-45	45-00	00-15	15-30	30-45	45-00	00-15	15-30	30-45	45-00	00-15	15-30	30-45	45-00
11:00				12:00				13:00				14:00			
00-15	15-30	30-45	45-00	00-15	15-30	30-45	45-00	00-15	15-30	30-45	45-00	00-15	15-30	30-45	45-00
15:00				16:00				17:00				18:00			
00-15	15-30	30-45	45-00	00-15	15-30	30-45	45-00	00-15	15-30	30-45	45-00	00-15	15-30	30-45	45-00
19:00				20:00				21:00				22:00			
00-15	15-30	30-45	45-00	00-15	15-30	30-45	45-00	00-15	15-30	30-45	45-00	00-15	15-30	30-45	45-00
23:00				00:00				01:00				02:00			
00-15	15-30	30-45	45-00	00-15	15-30	30-45	45-00	00-15	15-30	30-45	45-00	00-15	15-30	30-45	45-00

A - Arrive	S - Standby	P - Performing	M - Meal	O - Other	R - Rest	D - Depart
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Lead Chaperone	
Signature	
Checked By	
Signature	

Date: _____

Location: _____

Time IN		Lead Chap	
(Expected) Time OUT		Additional 1	
Incidents?	YES / NO	Additional 2	

Child's Name	Signature IN	Name of person Signing OUT	Signature OUT
TEAM NAME 1			
TEAM NAME 2			

Child's Name	Age	Parent	Phone	Email	Medical
TEAM NAME 1					
TEAM NAME 2					

Young Performer Incident Form

Child's Name	
Name of Production	
Location	
<i>In the case of an accident or incident involving a young performer (under 16), this form should be filled in by the chaperone in charge. All details of any accident, injury or illness of any child must be noted in the space below. (This form should also be used for safeguarding reports)</i>	
Lead Chaperone	
Signature	
Date	

Please make a note on the signing in/out form that there has been an incident and keep together.

YOUR SAFEGUARDING TEAM



Martin Berry
Designated
Safeguarding Lead



Tom Welch
Deputy Safeguarding
Lead



Sonny Evans
Deputy Safeguarding
Lead



Jacob Blackburn
Deputy Safeguarding
Lead

Martin Berry - Creative Director & Joint-CEO

M.Berry@exeter.ac.uk

Northcott designated safeguarding number **07513 724357**

safeguarding@exeternorthcott.co.uk

Deputy Safeguarding Leads:

Tom Welch – Technical Manager (Stage)

Sonny Evans – Technical Manager (Barnfield)

Jacob Blackburn - Creative Engagement Producer

For MASH consultation and enquiries please contact: 0345 155 1071

E-mail: mashsecure@devon.gov.uk

Referral Form available at:

www.devon.gov.uk/mash-enquiryform.doc

Post: Multi-Agency Safeguarding Hub, P.O. Box 723, Exeter EX1 9QS

MASH Emergency Duty Team – out of hours

0345 6000 388

Police – non emergency – 101

SAFEGUARDING ACTION PLAN

Are you so concerned about the safety of the child that immediate action is required?

Yes

Ring Martin on the Designated Safeguarding Phone
07513 724357

Were you able to speak to Martin?

Yes

Write up your written record asap and hand to Martin

No

Leave a message on the ENT safeguarding phone.
Speak to a deputy safeguarding lead.
Ring MASH on 0345 155 1071 or out of hours (after 5pm) on 0345 6000 388.
Log who you spoke to, write up your record and hand to Martin asap.

No

Make a written record of your concerns using the guidance overleaf.

Give this record to the Designated Safeguarding Lead (Martin) ASAP.

M.Berry@exeter.ac.uk

TALKING & LISTENING TO CHILDREN

DO:

- Be approachable
- Listen carefully, uncritically and at the child's pace
- Take what is said seriously
- Clarify essential information
- Reassure
- Tell the child what will happen next
- Tell the Designated Senior Person without delay
- Record

DO NOT:

- Investigate
- Try to resolve
- Promise confidentiality
- Make assumptions

Recording Guidance:

- Try not to interrupt
- Tell the child they have done the right thing by telling you
- Inform the child of what you are going to do
- Make notes using all the child's words as soon as possible
- TED = TELL ME, EXPLAIN, DESCRIBE
- Inform the Designated Lead for Child Protection as soon as possible

Details to Record:

- Child's name and date of birth
- Date and time of the concern
- Factual account of what happened, where and who was present using the child's own words
- Any opinion / interpretation needs to be explained
- Printed name and signature of person making the record
- Job title of person making the record
- Date and time of the record



“We all have a responsibility to safeguard and promote the welfare of vulnerable adults, children and young people.”



This document was created by Jacob Blackburn for the Exeter Northcott Theatre. All information is reviewed by the ENT team annually, and updated as new information becomes available.