

## COVID-19 BROADCAST CHILD LICENSING APPLICATION FORM

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

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

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

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

**Note:**

- a) All parts, including Appendix A and C and copies of any requested documentation, must be submitted by production; if any parts do not apply the box must have N/A written into it. This submission to the licensing authority must be at least 21 days before the first performance or activity for which the licence is requested, since the licensing authority may otherwise refuse to grant a licence.*
- b) Production now seeks permission from schools with regards to education.*
- c) Failure to submit all requested information may slow down the licensing process.*

<b>PART ONE - PRODUCTION COMPANY DETAILS</b>
Production Company:
Production Address:
Name of production:
Name of person signing this form responsible for regulatory compliance e.g. Producer:
Job title and role:
Email:
Contact:
<p>I confirm that all the attached information is correct to the best of my knowledge and understand that I am responsible for ensuring all regulatory compliance is in place and the terms of this licence are met:</p> <p>Signed:</p>
Dated:

***Note: it is best practice that organisations that involve children in performances, paid modelling or paid sport have or develop a child protection policy, regularly review and update it, and ensure that all staff and volunteers are familiar with it.***

## PART ONE - PRODUCTION

### REHEARSAL ADDRESS/ UNIT BASE/ PERFORMANCE LOCATION ADDRESS

Address:	Address:
Address:	Address:
Address:	Address:

***Add more boxes if required.***

### SAFEGUARDING

***Please note GDPR does allow for safeguarding disclosures.***

***LARCSS – (Local Authority Regulatory Compliance Safeguarding Support)***

***Best practice would be to ensure production assign a \*Head of Department for DfE Children's Regulatory Compliance.***

State: <i>Details of your appointed Safeguarding Officer</i> Name/Contact Number/Email Supply a copy of their Safeguarding Training dated within the last 2 years.	
Supply a copy of your child protection or safeguarding policy.	
State your *H.O.D. for child performance regulatory compliance. Please ensure Appendix C is completed for this individual.	

### DETAILS OF THE CHILD'S PERFORMANCE

1) Cast name and number	
2) Please provide as full a description of the child's role as possible, including what the child will be required to do.	
4) Highlight possible risks to the physical health and wellbeing of the child that have been identified and mitigated. <i>Provide a copy of any risk assessment</i>	
5) Highlight possible risks to the emotional /psychological health and wellbeing of the child that have been identified and mitigated. <i>Provide a copy of any risk assessment</i>	

## DATES AND TIMES FOR REHEARSALS AND PERFORMANCES

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

6) Dates and times (from and to) of rehearsals. <i>Any amendments to dates: please notify your LA immediately.</i>	
7) Dates and times (from and to) of performances.	
8) Please confirm the total duration of each of the rehearsals will maintain regulatory compliance.	
9) Please confirm the total duration of each of the performance days will maintain regulatory compliance.	

## LICENSED CHAPERONE DETAILS

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

10) State the name, licensed chaperone(s) name(s) and address(es), who you assign to this child to ensure regulatory compliance. This should include any proposed overnight chaperones, if applicable.	
11) State the licensing authority/s of any persons named in Box 10. Or If in Scotland supply the name of the education authority.	
12) If applicable: Name of the local authority or if in Scotland the education authority which has previously approved the appointment of the chaperone for work.	

<p>13) Chaperone details: <i>Please complete Appendix C for everyone named in box 10. Remember to include:</i></p> <ul style="list-style-type: none"> <li>• DBS number</li> <li>• Chaperone's licence/ photo ID</li> <li>• Safeguarding training certificate</li> <li>• Any evidence of local authority chaperone training/ regulations training.</li> </ul>	
<p>14) If using any parent or legal guardian as a chaperone: Do they hold a current chaperone's licence? YES /NO (If yes, ensure completion of boxes 10-13)</p>	
<p>15) If the answer above is NO, then a trained licensed chaperone should be engaged to ensure your regulatory compliance (see 10-13 above)</p>	
<p>16) The number of children the chaperone will be responsible for, their age(s) and gender (s):</p>	<p>Number of children:</p> <p>Age or age range:</p> <p>Gender Split   Males:       Females:</p>

<p style="text-align: center;"><b>NIGHT WORK</b></p> <p><b><i>State the amount of night work (if any) for which approval is being sought. Please note a 16-hour rest break must be attached to the end of each night shoot, before the child starts work, school or tuition the next day.</i></b></p>	
<p>1) State the approximate number of days.</p>	
<p>2) State the dates.</p>	
<p>3) State the (from and to) times for each date.</p>	
<p>4) State the reason that the performance must take the form of night work.</p>	

## ACCOMMODATION

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

1) The address of any accommodation where the child will live, if different from the place where the child would ordinarily live.	
2) Describe the type of accommodation.	
3) State how many other children will be at this accommodation.	
4) Approximate length of time which the child will spend travelling to and from the place of performance, rehearsal or activity each day.	
5) Arrangements (if any) for transport.	
6) Name of any other local authority, or in Scotland, any education authority to which an application has been made for another child to take part in performances or activities to which the application relates (if not known at the time of application, to be provided when known).	

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

## DECLARATION OF EARNINGS

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

1) State the sums to be earned by the child in taking part in the performance or activity.	
2) State the name, address, and <sup>1</sup> relationship of the person to whom the sums are to be paid (if not to the child in question).	

<sup>1</sup>i.e. if it is an individual what is their relationship to the child, or is it a company or organisation and if so, what is their

## PART ONE - PRODUCTION

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

## TUTORS AND EDUCATION

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

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

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

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

<b><i>What are the proposed arrangements (if any) for the education of the child during the period for which the licence is requested.</i></b>	
Is the education to be provided by a school?	YES/NO
If YES please provide: School Name/Address/Contact details	

Is education to be provided by a private tutor? If YES: please complete *	YES/NO
*Proposed location of tutoring.	
*Name of proposed tutor(s).	
*Tutor(s) email.	
*Tutor(s) address.	
*Do they have Qualified Teacher Status (QTS)? <i>Please attach evidence.</i>	
*Do they have a DfE number? <i>Please state</i>	
*Enhanced DBS number.	
The proposed course of study.	As per the National Curriculum, guided by a school? Yes/No
The number of other children to be taught at the same time by the same teacher and the gender and age of each child.	
Are they also a licensed chaperone?	
If yes: state, the licensing authority of this tutor/chaperone? <i>Please also complete Appendix C for the tutor/chaperone.</i>	
I confirm that the child/young person named above will be provided appropriate education in accordance with The Children (Performances and Activities) (England) Regulations 2014.	
Signed	
Printed Name	



## PART TWO – PRODUCTION COVID-19 RISK ASSESSMENT

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

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

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

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

### **Recommendations/explanations:**

- There will be no overnights until further notice.
- Local Authority chaperones must be engaged to support regulatory compliance for the duration of the shoot and remain for the duration of the shoot for continuity.
- The parent/guardian must travel to and from work with their child, preferably travelling in their own transport, which can be used between unit base and set (if insurances permit). If parents are not able to use their own transport then public transport must be avoided. Productions are to supply a unit car with the correct Covid-19 assurances as per the Risk Assessment Questionnaire sections 8-11. Chaperones cannot be in the vehicle, as this will not support social distancing. Where possible the parent/guardian is to remain with their child for the duration of the working day: this is to facilitate chaperones being able to keep social distancing at work. If the parent/guardian cannot remain then the licensed chaperone may remain with the child on a 1-2-1 basis and over the age only of 9 and over as this age group are more able to support and understand productions duty of care that all cast and crew must agree and adhere to.
- Each licence to have advisory notes to include that the LA will retract the licence and re-issue as government legislation changes at any point – e.g. if a lockdown is reinstated.
- Each licence is to have advisory notes to include that the LA will retract the licence and re-issue if government legislation changes at any point – e.g. if a lockdown is reinstated.
- The Risk Assessment Questionnaire will be supplied to the LA where filming takes place and will be used for council spot checks.

- ALL international licences must go through the magistrates and LA to ensure, all necessary equal measures are in place for safeguarding, travel, and Covid-19 risk assessments. LA can also monitor and ensure the commitment to a 14-day isolation period is in place and that production supply remote tutoring for the child to cover 30 hours over this period.
- Any child or young person who remains on roll but is educated off site, including if a parent is directed to or chooses to educate at home under the overall direction of a school, MUST have a school permission letter. Elective home education (EHE), commonly known as home-schooling, is NOT the same thing and gives a parent/guardian full legal responsibility for compulsory education. Once informed, the school is obliged to inform the local authority of children removed from its admission register and will give home education as the reason.
- Also, where school permissions have been attached to licences that are current but on hold, new school permissions should be required with the above in mind.

<b>COVID-19 CHILDREN AND YOUNG ADULTS RISK ASSESSMENT QUESTIONNAIRE</b>		
	<b>POLICIES</b>	
01	Highlight here all points that include children on your production insurance policy.  <i>Please include a copy</i>	
02	Attach your child protection policy.	
03	Who is the person who is responsible for your Covid-19 risk assessment?	
	<b>HEALTH CHECKS AND TESTING</b>	
04	State how cast and crew will undertake Covid-19 awareness training.	
05	Who will marshal the cast and crew?	
06	Do you have health check questionnaires for cast and crew? <i>Please include a copy</i>	
07	Please explain your procedures if a member of crew and/or cast report symptoms.	

## PART TWO - PRODUCTION

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

	<b>TRAVEL AND TRANSPORT</b>	<i>Please provide details of how the young person will be transported to and from the work and between locations, include air and ground transport. Public transport must be avoided. It is advisable that any parent/ legal guardian travels in using their own vehicle with the young person to work, remains with them and travels back.</i>
08	What are your measures for the use of production vehicles?	
09	Describe hygiene measures.	
10	Describe any shielding from/for the driver.	
11	What is the maximum occupancy?	

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

## PART TWO - PRODUCTION

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

	<b>EDUCATION</b>	<i>Please describe how education provision is to be provided i.e. in a suitable setting ensuring social distancing is adhered to.</i>
15	When education provision is being provided in person:  Describe what social distancing measures will be implemented.	
16	Describe what PPE will be worn by the Tutor.	
17	Outline the hygiene procedure to be implemented for the tutor room.	
	<b>MAKE- UP</b>	<i>It may be advisable that cast members remove their own make-up at the end of the shoot.</i>
18	What is the social distancing ratio in the Make Up Department?	
19	What PPE equipment will be provided to the Make Up Department?	
20	Outline the hygiene procedure for the Make Up Department.	
	<b>COSTUME</b>	<i>Must include separate private changing areas for children.</i>
21	What is the social distancing ratio in the Costume Department?	
22	What PPE equipment will be provided to the Costume Department?	
23	Outline the hygiene procedure for the Costume Department.	

## PART TWO - PRODUCTION

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

	<b>SOUND DEPARTMENT</b>	<i>To avoid cross contamination, it is advisable to ensure that mics are not shared and are cleaned accordingly at the end of the shoot.</i>
24	What is the social distancing ratio in the Sound Department? Include details of how the young person will be fitted with any mics/tie clips etc.	
25	What PPE equipment will be provided to the Sound Department?	
26	Outline the hygiene procedure for the Sound Department.	

	<b>PROPS DEPARTMENT</b>	<i>Please provide details how the young person will be supported when being provided with any necessary props to avoid cross contamination.</i>
27	What is the social distancing ratio in the Props Department?	
28	What PPE equipment will be provided to the Props Department?	
29	Outline the hygiene procedure for the Props Department.	

## PART TWO - PRODUCTION

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

	<b>GREEN ROOMS</b>	<i>Include if these are private or with adequate social distancing being marshalled at all times and the maximum ratio for the room. It is advisable to remove any shared areas in green rooms where there are tea/coffee facilities.</i>
30	Please describe how you will implement social distancing in your green rooms.	
31	Please describe what PPE equipment will be provided when accessing the green rooms.	
32	Outline the hygiene procedure when using the green rooms.	
	<b>CRAFT SERVICES/CATERING</b>	<i>Please confirm what craft/catering services will be available.</i>
33	Describe how utensils and crockery will be stored and distributed to cast and crew.	
34	Please describe how service will be provided.	
35	What is the social distancing ratio for the catering department?	
36	Please describe what PPE equipment will be provided for the catering staff.	
37	Outline the hygiene procedure for the catering department	
38	Please describe where the cast will take meal breaks.	

<b>PART TWO - PRODUCTION</b>
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<b>COVID-19 CHILDREN AND YOUNG ADULTS RISK ASSESSMENT QUESTIONNAIRE</b>
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	<b>TOILETS</b>	<i>Separate toilets that are signposted are to be made available for children as per the regulations.</i>
39	Outline hygiene procedures.	
40	How often will they be cleaned?	

	<b>ANYTHING FURTHER</b>	<i>Please supply any further relevant information to support this document below</i>

I certify that to the best of my knowledge the details in this application are correct.

I have completed Parts 1 and 2 above and am including completed versions of appendices A and C.

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

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

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

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

## APPENDIX A – FOR PARENTS

### EDUCATION WELFARE INFORMATION AND HEALTH DECLARATION

*Note: the applicant will usually need to obtain this information from the child's parent, and a parent of the child needs to sign the completed form, but the form should be submitted by the applicant (unless the parent is also responsible for organising the activity or production). See regulation 4 of the Children (Performances and Activities) (England) Regulations 2014.*

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

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

Any child or young person who remains on roll but is educated off site, including if a parent is directed to or chooses to temporarily educate at home under the overall direction of a school, MUST have a school permission letter. Elective home education (\*EHE), commonly known as home-schooling, is NOT the same thing and gives a parent/guardian full legal responsibility for compulsory education. Once informed, a school is obliged to inform the local authority of any child removed from its admission register and will give home education as the reason.

1) Child's name:	
2) Gender	
3) Child's home address:	
4) Child's date of birth:	
5) Name and address of the school the child currently attends: OR If the child is not enrolled at a school, the name and address of the child's private tutor/ education provider. Is the child formally receiving *EHE?	
6) School website	
7) Head Teacher	
8) School contact number	
9) Year group	
10) Barriers to learning  If none, please write 'none'.	



<b><sup>2</sup>State details of each licence granted to the child during the twelve months preceding the date of the application by any local authority, including all international licences: other than those granted by the licensing authority to which the application is being made. In Scotland this would be the education authority.</b>	
12) The name of the authority or, if international, magistrates court and production company.	
13) The date the licence was granted:	
14) The number of days and dates from and to	
15) The nature of performances or activities:	
<b>State details of each application in relation to the child for a licence refused in the last 12 months, other than the licensing authority to which this application is made.</b>	
16) The name of the local authority, (if Scotland) education authority or magistrate (for international licensing).	
17) The reasons (if known) for the refusal to grant a licence:	
<b>State details of any performances for which a licence was deemed not required in which the child took part during the previous 12 months, stating the justification – e.g. the 4-day rule or reason for exemption.</b>	
<b>Reason for not needing a licence:</b>	
17) The date/s of the performance:	
18) The number of days of performance:	
19) The title of the performance:	
20) The name and address of the production and/or the person responsible for the production:	
<b>Earnings</b>	
21) Amount of any monies earned by the child during the last twelve months, stating whether the monies earned were in respect of performances or activities for which a licence was granted or a performance for which a licence was not required:	
22) State the name, address, and <sup>3</sup> relationship of the person to whom the sums are to be paid (if not to the child in question).	

<sup>2</sup> This will only be relevant if the child has moved between authorities in the last 12 months.

<sup>3</sup> i.e. if it is an individual what is their relationship to the child, or is it a company or organisation and if so, what is their relationship to the child?

## HEALTH DECLARATION AND MEDIAL HISTORY

Name of Child:	
Does your child have: (answer yes or no)	If yes: please provide details including degree of severity, any treatment or medication:
Asthma	
Any allergies?	
Any skin conditions?	
Any non-visible barriers to participation? (Such as hearing impairment, dyslexia etc.)	
Any visible/physical barriers to participation? (Such as mobility issues)	
Any medical conditions?	
Taking any regular medication(s)?	
Been to see or had a referral to a hospital consultant in the last 6 months?	
I confirm that I have <sup>4</sup> parental responsibility for this child.	Signature of parent:
I confirm that I have parental responsibility for this child.	Print Name:
Postal Address (if different from child):	
Email for above named person:	
Telephone No.	
<b>I certify that to the best of my knowledge the details in this application are correct.</b>	
<b>Signature of parent/guardian:</b>	
<b>Date:</b>	

<sup>4</sup> As defined within section 3 of the Children Act 1989, 'parental responsibility' means all of the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property.

<b>DOCUMENTS TO BE ATTACHED</b>
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I attach the following:

- (a) A copy of the child's <sup>5</sup>birth certificate (scanned copied are acceptable – please do not send the original) In the exceptional circumstance where the child's birth certificate cannot be provided as part of the application (e.g. because they do not have one) the licensing authority may accept alternative evidence.
- (b) Two identical <sup>6</sup>prints (un-mounted) of a photograph of the child taken during the last 6 months or an electronic likeness (e.g. Jpeg). The image must not be altered or enhanced in anyway. It should be a full headshot taken in good light.
- (c) A copy of the contract, draft contract or other documents (where they exist) containing the details of the agreement regulating the child's participation in the performance or activity to which this application relates.

Notes:

- 1) *Electronic versions of this form and electronic documentation are acceptable, including signatures.*
  - 2) *You should ensure that the parent/guardian and the chaperone are given a copy of the whole completed form, which you submit to the local authority.*
  - 3) *Any person who fails to observe any condition subject to which a licence is granted or knowingly or recklessly makes any false statement in or in connection with an application for a licence is liable to a fine not exceeding £1000 (level 3 on the standard scale) or imprisonment for a term not exceeding three months or both (section 40 of the Children and Young Persons Act 1963).*
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**APPENDIX B – FOR SCHOOLS****SCHOOL PERMISSION FORM**

***The applicant must complete the dates below on this page and forward this form to the school for completion requesting permission to be absent from school.***

Name of child	
Dates of planned absence from and to	
Total number of days absence is requested	
*Email of licensing authority and contact name and number.	
<b>TO BE COMPLETED BY SCHOOL</b> <b><i>The boxes below seeking permission of absence, must be copied onto letter headed paper, completed, and emailed to the local authority contact as stated above. *</i></b>	

Name of Child	
Dates of planned absence from and to	
Total number of days	
Please state here any known school absences, where a licence has been granted in the last 12 months, including those abroad through the magistrates' courts and through the local authority.	
Number of days absent for the above (including 'none')	
Name of nominated contact who will co-ordinate academic and pastoral support.	
Contact details for above named person.	
I confirm that the child named above attends this school and give permission for the child to be absent for the dates above on the provision that the child receives adequate education delivered by a qualified teacher as per the DfE regulations.	
Signed	
Date	
Job Title	

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

*For information:*

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

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

DfE regulatory compliance notes:

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

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

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

## **School guidance notes:**

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

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

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

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

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

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

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

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

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

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

<b>APPENDIX C – TO BE COMPLETED BY PRODUCTION</b>
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<b>CHAPERONES AND TUTORS DETAILS</b>
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<i>Please find below or enclosed the information requested to support this licence application.</i>
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Production Company:	
Name of Production:	

Name of chaperone or tutor.	
Address	
Mobile number	
Email	
Licensing authority.	
Expiry date of current licence.	
DBS number.	
Safeguarding training	
Any further relevant training. (Local authority training, accredited regulations training etc.) Please state and enclose evidence.	

***Repeat boxes as appropriate.***