

Children in Entertainment Licensing Charter



Wandsworth Education Welfare Service (EWS) strives to maintain the highest level of customer satisfaction in delivering efficient and effective services for children, young people and families.

The EWS is experienced, well-regarded and safe in all area of its business functions, both statutory and non-statutory.

This charter aims to ensure that those working in the children in entertainment industry understand the need for us to provide the best quality protection for services involving children, with safeguarding at the heart of everything we do, and the important role our clients play to achieve this.

To this end, you can expect Wandsworth EWS to provide:

- All necessary checks made to safeguard children in entertainment
- A professional and courteous service from knowledgeable and experienced staff
- Efficient and prompt administration of licences in advance of the date of each performance within 7 clear working days
- Effective communication between the EWS and other local authorities
- Excellent customer care
- Information and advice on safeguarding practice, in line with legislation and guidance from the National Network for Children in Employment & Entertainment (NNCEE)

Block licences can be issued for groups of up to 5 in children appearing in a performance where information in relation to the following is the same:

- applicant
- name of performance / time of performance (including rehearsals)
- location / chaperones
- tutors (if applicable)

For **Block licences**, applicants are advised to allow up to 10 days before the date of the performance.

To ensure the safeguarding of children in entertainment, we expect all applicants, whether agents or producers, to:

- Provide at least 7 clear working days notice prior to the date of each performance
- Complete and submit all relevant parts of the licence application form with supporting documentation together listed below -
 - Part 1 and Part 2
 - The signed medical declaration by the applicant and parent/carer
 - Chaperone information – full name and addresses indicating whether or not the chaperone is the parent/carer
- Produce and submit supplementary documentation without exception – copy of birth certificate, school letter (on headed paper and signed by the head teacher)) and passport-sized photograph of the child
- Provide the applicant's full contact details, including address, telephone number and email address
- Follow up on ensuring incomplete or missing paperwork is submitted when requested by the EWS
- Be aware of the official guidelines:
<https://www.gov.uk/government/publications/child-performance-and-activities-licensing-legislation>

Please note that failure to administer any or all of the above, or submission of a late application, may result in a refusal to issue a licence on grounds of safeguarding children and young people.

A **BOPA (Body of Persons application)** replaces the need to apply for individual licences from each child's home local authority for a specific performance or for a limited period of time for groups of more than 5 children. Individual checks are made for each child and so the processing time may exceed the standard 7 days for individual applications to up no longer than 21 days, dependent on the number of children.

The applicant completes and submits the Excel spreadsheet provided with all the names and details of children participating. Applicants also complete and submit a BOPA application form along with the agreement form. Once submitted, the EWS makes all the necessary checks. Extra time may be required where missing information is needed.