A BOPA allows groups and organisations to have one licence for all the children involved in a performance. This means you don't need a performance licence for each individual child as the BOPA covers the organisation.

The person in charge of running the event must apply to the local council in which the event is being held. An application for a BOPA must be submitted **at least 21 days** before it is required, so the relevant checks can be made.

**[Apply for a BOPA](https://www.solihull.gov.uk/sites/default/files/2024-08/BOPA-Application-Form.rtf%22%20%5Co%20%22BOPA%20Application%20Form%22%20%5Ct%20%22_blank)**

If approved, the organisation agrees to adhere to the following conditions:

1. No payment will be made to the child or anyone else, on behalf of the child, other than for reasonable expenses.
2. No child will be absent from school to take part in a performance given under the Body of Persons approval, unless by prior agreement with Solihull Child Employment and Exclusion Team who will consider the implications of the Education (Pupil Registration) (England) Regulations 2024.
3. No child taking part in a performance is employed on the day of that performance or the following day.
4. The Organisation will provide the Local Authority with details of each performance/rehearsal including the dates, times and location, together with the details (i.e. total number performing, ages, gender, special needs and role) of all children taking part, at least 21 days in advance of the first performance unless the Child Employment and Exclusions Team has agreed to a shorter notice period.  Notifications of changes to the performance schedule must be sent to the Solihull IChild Employment Team in advance. The Organisation will also provide the name and contact details of the lead person responsible for each performance.
5. The Organisation will ensure the lead person responsible for each performance will have available at the place of performance a full register of all children performing and their emergency contact details including any medical issues or additional needs.
6. The Organisation agrees to comply with Regulation 11 and Regulations 15 to 29 of The Children (Performances and Activities) (England) Regulations 2014 (see booklet for further information)
7. To ensure a risk assessment is carried out in respect of each place of performance and provided to a member of the Local Authority upon request.
8. A First Aider is present at each place of performance.
9. The Organisation will ensure that an appropriate number of Local Authority approved chaperones are employed to care for the children (see Reg.15), having specific regard to their gender and age, ensuring that each child is supervised at all times at each performance an appropriate rehearsals.
10. The Organisation provides details of the chaperones appointed.
11. The Organisation agrees to any authorised officer of the Local Authority having unrestricted access whilst any dress or technical rehearsal or performance is taking place at any venue that the Organisation uses for such purposes.
12. The Organisation provides a written Child Protection Policy to the Solihull Child Employment and Exclusions Team when the application is made.  A statement of the Organisation’s commitment to protecting children must be displayed prominently at each venue.
13. The Organisation will obtain an up to date confirmation of fitness from the parent of each child.
14. The Organisation ensures that a list of emergency contact details in respect of each child including any medical issues or additional needs is securely held and is available at the place of performance.
15. The Organisation will ensure signing in and out sheets and daily record sheets are completed for each performance.

**Failure to comply with any of the above agreements or conditions is likely to result in the Local Authority revoking the Body of Persons exemption with immediate effect.**

**Failure to comply with Children & Young Persons Act 1963 s.37 and The Children (Performances and Activities) (England) Regulations 2014 is a criminal offence, which on conviction carries a maximum penalty of £1,000 or three months imprisonment or both, for each offence.**

For further information and advice please contact:

* Child Employment and Exclusions Team
* Email:  childemployment@solihull.gov.uk
* Tel: 0121 704 6171