

## Introduction

The Children (Performance and Activities) (England) Regulations 2014 states; it is a legal requirement for any young person who is not of compulsory school leaving age (compulsory school age ends the last Friday of June in the academic year in which the child becomes 16 years old) to hold a valid Performance License or an Exemption to Licensing issued by the Local Authority when taking part in a live performance.

## When is a license required?

A license is required if a performance takes place on a licensed premises (for example, a theatre), the performance will be broadcast, filmed, or recorded for public exhibition, or a charge is made (even if there is no admission charge).

A license is also required if the child performs more than 3 days in 6 months, is being paid for their performance, or is required to take time off of school.

## Exemption to licensing

If a child does not meet the above guidelines and does not require an entertainment license, they must apply for an exemption to licensing.

Performances arranged by school, and youth clubs are exempt from the licensing process. However, it is good practice for other possible exempt organisations to notify the Local Authority of any forthcoming productions.

Organisations that have proven record of the licensing process may apply to the Local Authority for a 'Body of Persons' exemption certificate.



**DreamCatcher**  
PRODUCTIONS

This guide has been created by DreamCatcher Productions for the benefit of performers, parents, and groups that take part in any of our events. The information was sourced from West Sussex County Council and was correct at the time of print.

**for further information of clarification please visit the West Sussex website or contact them on:**

**Tel: 0330 222 8384**

**E-mail: [Childemploymentteam@westsussex.gov.uk](mailto:Childemploymentteam@westsussex.gov.uk)**

**CHILDREN IN ENTERTAINMENT  
& SAFEGUARDING YOUNG PEOPLE**

## Applying for Licensing

It is the event producers responsibility to apply for a license or exemption to licensing through the Local Authority. When a license is issued it will be sent to the licensee who signed the application form. Copies are also sent to the child's parent/carer, the child's school and the Local Authority where the performance is to take place.

An application must be made at least 21 days before the first day of performance or rehearsal.

## Record Keeping

A record of the license should be kept for up to 6 months after the performance it relates to, including date, time of arrival, time of departure for each performance or rehearsal, the time of each period the child took part, the time and length of any rest or meal breaks, and any arrangements made for the child's education (if applicable). A record of any illness or injuries sustained, and any payments made in relation to the child's performance.

The license holder is required to produce these on request to any officer of the Local Authority who granted the license.

## Licensing Restrictions

A child is restricted to perform only 6 days in any 7 day period. The earliest time a child can arrive at any venue is 07:00hrs and the latest time of departure is 23:00hrs (22:00hrs for children under 4 years old)

The maximum number of hours a child can be present at place of performance is 5 hours for 0-4 years old, 8 hours for ages 5-8 and 9.5 hours for children 9 and over.

The maximum period of continuous performance or rehearsal is 2.5 hours, or 30 minutes for children aged 4 and under. After this time they must have a break that lasts a minimum of 15 minutes.

If present at the place of performance or rehearsal for more then 4 hours they must also have one meal break lasting a minimum of 45 minutes. If present at the venue for 8 hours or more they must have the above breaks with an additional 15 minutes break.

A minimum break of 1 hour 30 minutes is required between any performances. The total maximum hours of performance or rehearsal is 2 hours for children 0-4 years old, 3 hours for ages 5-8 and 5 hours for children 9 and over.

## Supervision & Chaperones

Children who take part in public performances or entertainment under a local authority licence must be supervised by an approved chaperone - unless they are in the care of their parent or an approved tutor.

A chaperone can look after up to 12 children at a time. They are responsible for the welfare and well-being of each child, including: ensuring the managing health and safety issues.

## Dressing Rooms

Children of the same gender can share a dressing room until the age of 5. After this time the boys and girls must be separated for changing.

Under no circumstances must a child share with an adult who is also getting changed.

## Safeguarding

Young people should be able to participate in entertainment with an entitlement to do so in an enjoyable and safe environment, free from neglect, physical, sexual and emotional abuse and exploitation in any form.

Keeping children safe is everyone responsibility. When children are involved in live performances their own welfare and safety is paramount above anything else in the production. Children should not feel pressured into performing or made to do anything they feel uncomfortable doing.

All production staff, including chaperones, runners, technical members etc. are responsible for ensuring the environment is safe and to report any safety concerns to the relevant personnel. Chaperones should be wearing their ID badge at all times

Parents and other adults should not be allowed in the dressing rooms or backstage areas (unless a parent is acting as chaperone for their own child). Photography and video is prohibited in dressing rooms and mobile devices should be away and not used within the backstage areas and dressing rooms.

All safeguarding concerns should be recorded and reported to the Designated Safeguarding Lead for the production and dealt with accordingly.

## Useful Contact Numbers

Motif-Agency Safeguarding Hub: 01403 229900  
Out of hours: 0330226664  
Immediate Concerns: 999