

Information regarding the Body of Persons Approval (BoPA) to be used at the London & Southern Counties regional Contest where school-age children perform.

The requirements for using a BoPA administered by Brass Bands England (BBE) changed with effect from 1/7/2025.

It is the responsibility of individual competing bands to follow the terms and conditions set out below.

Terms and Conditions

If you have any children of compulsory school age (16 years old and under), they must be covered to perform at any event outside of their school by either an individual Child Performance License (which the individual band must organise) or be part of the BoPA that L&SCRC will apply for. In practice, this means children in Year 11 or below.

L&SCRC must apply for the BoPA at least three weeks before the event takes place. We must submit the BoPA to the local authority where the event is taking place (currently Hertfordshire) no later than 2 weeks before the event date.

Children must generally not miss school and must not be paid for taking part (see below).

By using a BoPA, bands do not have to provide Local Authority Chaperones to supervise their children. However, the supervising adult must have a DBS check that has been completed within the last 3 years. BBE can apply for DBS check on behalf of personnel in BBE member bands. Please see their website for details.

Supervising adults can also play at the performance **provided** they have direct line of sight of the child at all times. This means that a front row cornet player cannot supervise a back row cornet player but could supervise a baritone or trombone player for example. A parent/carer may supervise their own child, providing they have direct line of sight, without having a DBS check, but in these circumstances, may not supervise any children that are not their own. (N.B. Supervising adults must accompany the child throughout the contest process, including but not limited to pre-registration, registration, warm-up, performance, post-performance. If the supervising adult is not part of the performance, they should supervise from the stage wing).

YOU must have permission, photographic consent, emergency medical information and contact details available for all child performers at the place of performance. This must be available for inspection if required.

BBE and the Local Authority can and do perform spot checks at events. Senior band members, deps and band supporters must be aware of our safeguarding policy and procedures. Children (and any adults at risk) must know who the band safeguarding lead is. The band safeguarding lead must know how to contact the L&SCRC Safeguarding Lead (Jane Stewart 07980 407831)

L&SCRC will send a copy of their safeguarding policy and risk assessment to BBE. We must also provide First Aid cover for the event (supplied by the venue).

In order to use the BoPA, L&SCRC will be asked to supply the number of children taking part in their performance **and** must comply with the following BBE terms and conditions:

- There must be a ratio of 1:12 for supervising adults who have had a DBS check or DBS Status check carried out in the last three years.* In the case of a parent supervising their own child, a DBS check is not needed but they can only supervise their own child in this case. Please note that where parents are supervising their own children this does not remove the need to have a BOPA in place.
 - The supervising adult must supervise the child at all times including rehearsing for the performance during the performance period and taking part in the activity. Children must know who their supervising adult is. Where parents are supervising their own children, the supervision must be to the same level as that of a supervising adult so children must be kept in sight / sound.
 - The Supervising Adult's duty is to the child, and they must advocate for them and stand up to any request that they believe is not in the child's best interests or which might adversely affect their health or wellbeing. The Supervising Adult must challenge behaviour and actions that they feel are not appropriate when children are involved and raise any worries about health, safety and risk in any area of the performance or activity. The Supervising Adult must make sure that children who are unwell are not expected to perform.
 - The Supervising Adult must not drink alcohol or smoke while on duty. They must not take care of a child while under the influence of alcohol or drugs or whilst wearing inappropriate clothing. They must not use inappropriate language in front of a child.
 - The supervising adult must have knowledge and understanding of The Children (Performances and Activities) (England) Regulations 2014, or The Children (Performances and Activities) (Wales) Regulations 2015, for performances in Wales and be suitable to exercise care and control of the child(ren) in their care.
 - Please see Keeping young performers safe - Guidance to accompany the 2015 child performance regulations, for additional support for performances in Wales, available [here](#).
- The performance must take place in England or Wales.
- The permission certificate to use the BBE-held BOPA must be emailed to the Local Authority Licensing Officer where the activity is taking place at least 2 weeks in advance of the event. Please try to apply for the BOPA 3 weeks before the event. You will receive warnings via email if you apply later than this, and repeated late applications without sufficient reason will result in your organisation's ability to use the BOPA being revoked.
- You must send BBE a copy of your current Safeguarding Policy in advance of the event at which the BBE-held BOPA is being used. You do not need to send this every time, only if there is a policy update. We will be reviewing a cross-section of policies, to ensure that they are in line with the requirements set out in the Bandsafe Toolkit. If it is found that your policies are not acceptable, we will not be able to allow you to use the BBE-held BOPA. In the first instance, please send these directly to safeguarding@bbe.org.uk.

- A representative from the Local Authority will be allowed entry to inspect the event if they wish. If an organisation is inspected by the Local Authority, a copy of the inspection report needs to be sent to BBE within a week of receipt.
- A representative of BBE will be allowed entry to the event to perform spot inspections if required.
- No payment is made to children or anyone else on their behalf apart from defrayment costs.
- The event must report the number of school aged children taking part to BBE for compliance reporting (this is collected via the online application process and is included on the permission certificate to use the BBE-held BOPA).
- Generally a child may not be absent from school. If a child is not going to be in school, please email safeguarding@bbe.org.uk for advice.
- The event has a risk assessment in place.
- The event has a first aider present who must be there for when children start to arrive.
- An accident book must be used to record any accidents with a carbon paper copy to send home with the child for parental knowledge.
- The band must have permission, photographic consent, emergency medical information and contact details available for all child performers at the place of performance. An example of this form can be seen at [this link](#). The document is a PDF you can type in so members can fill it out themselves. Feel free to use this form within your band.
- Children must not be on site longer than the restrictions on hours as laid out in the regulations.[see table]**
- Children must not be at the place of performance for longer than the restrictions on hours as laid out in the regulations. [see table]
- Children must not be at the place of performance earlier or later than the permitted time at the place of performance as laid out in the regulations. [see table]
- Children must have the minimum intervals for meals and rest as laid out in the regulations [see table]
- Children must have a break in performances as laid out in the regulations [see table]

Topic	Age 0 – 4	Age 5 to 8	Age 9 and over
Maximum number of hours at place of performance or rehearsal (regulation 22)	5 hours	8 hours	9.5 hours
Earliest and latest permitted time at place of	7am to 10 pm	7am to 11 pm	7am to 11pm

performance or rehearsal (regulation 21)			
Maximum total hours of performance or rehearsal (regulation 22)	2 hours	3 hours	5 hours
Minimum intervals for meals and rest (regulation 23)	<p>Any breaks must be for a minimum of 15 minutes.</p> <p>If at the place of performance for more than 4 hours, breaks must include at least one 45 minutes meal break.</p>	<p>If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, they must have one meal break of 45 minutes and at least one break of 15 minutes.</p> <p>If present at the place of performance for 8 hours or more, they must have the breaks stated above plus another break of 15 minutes.</p>	<p>If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, they must have one meal break of 45 minutes and at least one break of 15 minutes.</p> <p>If present at the place of performance for 8 hours or more, they must have the breaks stated above plus another break of 15 minutes.</p>
Minimum break between performances (regulation 23)	1 hour 30 minutes	1 hour 30 minutes	1 hour 30 minutes

- Suitable arrangements must be in place for meals, changing/washing facilities, breakout room, etc
- A child must not take part in performances or rehearsals on more than six consecutive days
- Children should be signed in on arrival and signed out on departure to record who is present in case of emergencies and to mark the handover in responsibility.
- Suitable travel arrangements must be in place for the child to get home. They should be signed over by the supervising adult to either a parent, or someone with parental responsibility or to a known person whose details have been given in advance. If a child is travelling home alone then the parents need to be give permission in writing.
- Access to the BBE-held BOPA may be revoked if it is found that a member is falling short of our safeguarding exceptions. This could be if:

- The organisation's Safeguarding Policy is not found to comply with the requirements set out in the BandSafe Toolkit
- An inspection from a Local Authority Officer or a BBE inspector has resulted in an unsatisfactory report, and there is little evidence of improvement in the organisation's operations
- A serious safeguarding concern has been raised. BBE will revoke access to the BOPA until there is a satisfactory resolution. BBE will work with bands and Local Authorities to find a solution
- BBE finds a safeguarding or licensing issue that is sufficiently concerning

*N.B. The supervising adult may also play in the band, but must maintain sight of the child in their care at all times during the performance. If the child needed to leave the stage then so must the supervising adult and all children in their care. For this reason we strongly recommend a lower ratio than this as best practice. During non-performing times the supervising adult must apply the usual rules about maintaining sight or sound to facilitate activities such as toilet breaks but preferably both sight and sound should be maintained.

** In the event a child has performed and left the venue but re-enters as a member of the public to watch later performances, this will not count as time spent in the venue as long as there has been some element of finishing their performance and coming back in as a guest e.g. after playing in a contest the band leaves the building and places instruments in vehicles and the child returns with their family to watch other performances, the performance time in the venue would only include up until the point the band have left the venue as performers.