

Keeping young performers safe

Examples and information



Child and young person's summary



Introduction

Hello, we're licensing officers.
There's at least one of us in each area.

Lots of children and young people in Wales take part in performing and media.

There's plays, acting, orchestras, TV shows, dance, modelling, and other activities.

Taking part can help you grow in confidence and self-esteem. You learn skills and often make new friends.

It can help if you want to do it as a career someday.

Some people even get paid too.



We want you to enjoy performing and be safe too.



The Welsh Government have:

- a new law, The Children (Performances and Activities) (Wales) Regulations 2015
- new guidance, *Keeping young performers safe*.



This booklet has examples of issues that people producing, managing and organising activities face. It has notes on how we can help too.

★ The school musical



Hello,
I'm Mr Martin from Monton Secondary School.
We're doing *Mamma Mia*. It's a marvellous
musical!

We heard there are new rules for performances
so I thought we'd check with you first.



Wow! That sounds great.
Tell me about your plans.

There are three performances – Thursday, Friday
and Saturday.

Rehearsals run from nine till three. Then most of
them go home for tea unless they live too far away.

They've got to be back by 6p.m. to get ready for
curtain-up at 7.30p.m.

Unless there's a hitch, the play finishes at
10.30p.m.

They take about 30 minutes to change and remove
makeup. Then they're ready to head home just after
11p.m.

They're all ages from 14 to 19.

Right and what age are
the learners taking part?

Well Mr Martin, you **don't** need a licence. But
there's a few things to change and check, as
we have some rules you have to follow.

I'll send you a list.





Notes for Mr Martin



Time

Maybe move the starting time to 7p.m.?

- Everyone under 16 must have left before 11pm.

Performing times

Move the rehearsal start time to 12 noon or later.

- Under-16s can't perform or rehearse for more than five hours a day.
- Under-16s can't be at the place of rehearsal or performance for more than a total of 9.5 hours.
- Children must have at least a 12-hour overnight break.

Breaks

Plan-in proper break times.

- Meal breaks need to be at least 45 minutes.
- Other break times need to be at least 15 minutes.

Keeping safe

Check children are looked after properly.

- Older ones can't be left to care for younger ones.

Girls' and boys' changing rooms

Use a rota if you need.

- There must be separate changing rooms for learners over 16.

Policies and permissions

Check your child protection policies are up to date.

- Parental consent is needed for photographs or filming.





Youth group fundraiser



Hi I'm Cerys from Cymru Kids.
I heard there are new rules and I hope we don't need to cancel our play!



Hello Cerys.
Tell me why you're worried.

Our play's in three weeks! We've hired Hops Hall and we're hoping to raise money by selling tickets, ice creams and drinks. The hall has a licence for that because it has a bar.

There'll be two weekend performances. They end at 10p.m. and all the children will be out by 10:30p.m. The hall has plenty of space and there's separate changing areas and places for make-up.
There're 24 kids involved. All of them are under 16. They're great! They run the group, organise rehearsals and plan it all. Some of them were acting in Cardiff last week.

We have two adults looking after 12 children each.

The hall management's agreed to keep the performance and the bar area separate. They have door staff and bar staff who are trained.

That sounds great.
Tell me about your plans?

Can you tell me more about who will be looking after the children and how will they keep them out of the bar?

Well although the play charges I think the youth group could get a single Body of Persons Approval. It's a licence that covers all the children performing. I'll send you some information.





Notes for applying for a Body of Persons Approval

Policies

Make sure you're running the club well and your policies are up to date.

- We ask for references, to see child protection policies and DBS certificates.

Times

Check your times follow the rules.

- Under-9s must have left by 10p.m. and under-16s by 11p.m.
- Under-16s can't perform or rehearse for more than five hours a day.
- Under-16s can't be at the place of rehearsal or performance for more than a total of 9.5 hours.

Chaperones

You'll need to have chaperones to get the approval.

- Two adults for 24 children isn't enough.
- We have contacts for licensed chaperones.

Also, for our records, let us know how many times the young people have performed in the last six months. This isn't for the Body of Persons Approval.

- We have to protect the well-being of children and young people.



★ Television



Hello, I'm Lennard, I'm the licensing officer.

Hi Lennard, I'm Pete, I'm the producer of the show. How can I help?

That's not a problem. Our chief executive does the licences.

Okay, the script has all the children facing threats on screen and those scenes are filmed at night.

Tim who's 12 and Jess who's 15 act like they're drowning. But, we have all the safety procedures in place and they won't face any real risk.

The children's headteacher's agreed. But, I'm not sure if he knows about working at night or that it's during term time.

I just need some extra information about your licence application.

Yes I saw that. But, it's the person who's responsible for the well-being of the children that must apply. That's usually the producer or director.

You've applied for licences for a number of children aged 12–16. I just wanted to know more about the night filming and these 'threats and danger' scenes.

Thanks Pete.
So you'll have to apply for this in your name.
I'll send over some notes for the new application.





Applying for a licence



Application

Make the new application in your name.

- Applications must be in the name of the person responsible for the children's safety and well-being.

Information

Make sure your paperwork's up to date and you send us everything we need.

Can you explain the details of the night filming too?

We need your risk assessments too.

Times

Make sure you follow the rules about children working nights.

- After working two nights in a row they can't work again at night for seven days.

Chaperone

Make sure the children have chaperones to keep them safe.

We have a list of registered chaperones.



★ Reality sports show



Hello, I'm Rachel the researcher. I'd like to talk to you about a reality show we're filming with schools.

It's a knockout sports competition.

There're four teams from local schools. The winning school goes through to the national finals in Cardiff. This means the learners get to stay at the regional training centre for five days.

How it'll work is each team has eight learners (four girls and four boys aged 11–14).

There'll be a mix of field and pool events. Some boys' events, some girls' events and some mixed events.

The school decides who takes part. We decide which events go on the show.

We'll also have a background 'life at home' piece with some of the learners. We won't show all of them. It depends on which school wins and how far individuals get in the competition.

The children aren't paid. But, there's a trophy for the winning team. The winning school gets £1,000 of sporting equipment too.

Sure, what's it about?

Are you paying them?

Thanks for the information. I'll do some checks on your production company and I'll send you some notes about what you need to do.





Notes when choosing what to apply for



Licences

Check if you need to apply for a licence.

- You will if the children's background interviews are directed or have a script.

A Body of Persons Approval

Check if you can apply for a Body of Persons Approval.

- You can if no one's missing time from school and the teachers look after the children from their own schools.

Keeping safe

Tell us how you plan to do the 'life stories'.

- Children can't be put at risk of being bullied or embarrassed.

Chaperones

Make sure there are enough chaperones.

- Children need to be safe and supported when away from home.

Risk assessments

Make sure all risk assessments are up to date.

- These must cover places like sporting venues, the impact of filming and interviewing.

Times

Make sure you follow all the rules about the time limits.

- Time details must include filming, time on sports field, warm-up and recovery.

Breaks

Make sure all children have proper breaks.

Accommodation

Make sure accommodation meets children's needs.

- A licensing officer must check it.

Education

Make sure children get education while they're away from home, unless it's during school holidays.

Working together

Tell us what other area of the country or counties you plan to film in.

★ Thanks!



Hopefully these examples get people thinking about planning and keeping young performers safe.



For more information:

<http://gov.wales/topics/educationandskills/publications/guidance/keeping-young-performers-safe/?lang=en>



The full version of this document has lots of forms and checklists to help people plan performances. It's available from here:

<http://gov.wales/topics/educationandskills/publications/guidance/keeping-young-performers-safe/?lang=en>



★ Chaperones

Keeping young performers safe



Hi we're licensing officers.

We make sure young performers are kept safe.



Sometimes we decide a young performer needs a chaperone. Chaperones look after you when you're performing, if your parents/carers can't.

Your chaperone should:

- give you support
- be on your side
- be your champion and stand up for your rights
- have contact numbers so they can report any worries they have
- know what to do when there are problems
- ask to see a copy of your performing licence if you have one
- know what information to share and what not to share
- know all the possible risks to your well-being
- stand up to people if they behave or speak to you badly.



Your chaperone shouldn't:

- let you perform if you are sick or feel unwell
- leave you alone with another adult (unless it's your parent/carer or teacher)
- take photos of you
- get autographs or get 'star-struck'
- ignore bad behaviour from adults or children
- let you get pushed into things you don't want to do
- swear or make you feel uncomfortable
- smoke, drink alcohol or be drunk when they're caring for you
- wear clothes or behave in a way that doesn't suit the job they have to do.

