**BODY OF PERSONS APPROVAL - GROUP PARTICIPANT INFORMATION**

|  |
| --- |
| This form should be completed by individual dance/theatre schools and returned to the Responsible Organisation, together with a list of the children taking part as requested by the organisation. |

|  |
| --- |
| **DETAILS OF PERFORMANCE / EVENT** |
| **Name of Performance / Event / Competition etc.** |  |
| **Location** |  |
| **Date(s)** |  |
| **DETAILS OF PARTICIPANT GROUP** |
| **Name of participant group (eg. dance/theatre group)** |  |
| **Address of Participant group** |  |
| **Name of Lead Person** |  |
| **Telephone No(s)** |  |
| **Email Address** |  |
| **DETAILS OF CHILDREN – insert number of children** |
|  | Male | Female | No. of Chaperones |
| Age 0 – 4 |  |  |  |
| Age 5 – 9 |  |  |  |
| Age 9 – 16 (This includes any child that is 16 and currently in year 11 of secondary School)  |  |  |  |
| Age 16/17 that are no longer on compulsory school age (left year 11) |  |  |  |
| **DETAILS OF LOCAL AUTHORITY APPROVED CHAPERONES**Chaperones must have licences with them on performance days in the event of an inspection by the the Local Authority |
| Names of Authorised Chaperones present |  | Date Present |  | Expiry date of licence |  | Name of Authority which approved chaperone |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **DETAILS OF ADDITIONAL SUPERVISING ADULTS** |
| Name of Supervising Adult (this can either be the child’s own parent or teacher/teaching assistant from the school they would ordinarily attend. |  | State whether Teacher and which school or parent and include DBS Number and date of DBS. |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. [ ]  I have obtained, and will have available at the event, a register of the children involved together with a list of emergency contact numbers for each child.
2. [ ]  I have checked chaperone approval licences and will ensure chaperone licences will be available at the event in case of a local authority inspection.
3. [ ]  I have obtained a signed statement of fitness from each child’s parent and have informed the responsible organisation of children with any special/medical needs.
4. [ ]  I have read and will adhere to the requirements of the safeguarding instructions provided by the responsible organisation. All relevant safeguarding information has been communicated to chaperones / adult helpers.
5. If illness/emergency occurs whereby a chaperone or teacher is substituted I will inform the event organiser prior the event with relevant up to date details.

Signed: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name:

Position within organisation: