



Check list for organisations applying for a Body of Persons (BOP) Approval

Part 1

The performance will take place in Merton

YES NO You cannot apply for a BOP from Merton

Children or young people will not miss any school in order to rehearse or perform?

NO YES

Please request written consent from the head of the child/children's school.

I can confirm that no child performers or any other person on their behalf are receiving any payment other than expenses.

YES NO

If payment is received a BOP cannot be granted. Please apply for individual licences.

I can confirm that the children/young people taking part in rehearsals and performances under the requested BOP will be chaperoned by their own parents or a licensed chaperone in line with current legislation.

YES NO You must ensure this for the BOP to be issued

Part 2

If this is your 1st application for this organisation, are you applying 28 days or more in advance?

YES NO

If so we are unable to issue a BOP

Have you completed Document A “Application for a Body of Persons” licence.

YES NO

Please complete Document A

Have you completed a risk assessment for the venue and the production?

YES NO

Please complete this

Have you forwarded the risk assessment to the Merton Local Authority?

YES NO

Please do this at least 21 days in advance of the 1st performance.

Have you supplied your Child Protection/Safeguarding policy to the Local Authority?

YES NO

This must be received before consideration can be given to issuing a BOP

Have you confirmed that all staff/volunteers meet the current vetting and barring requirements including DBS/CRB checks (see Declaration of Agreement)?

YES NO

Please complete this before proceeding

Have you confirmed that you have adequate insurance for the performance you are undertaking? (see Declaration of Agreement)

YES NO

Please complete this before proceeding

Have you completed the BOP Details of Children and Young People performing, spread sheet?

YES NO

This must be completed and forwarded to LB Merton at least 21 days prior to the 1st performance.

Have you completed the BOP spread sheet for Details of Chaperones engaged to look after the children and young people taking part?

YES NO

This must be completed and forwarded to LB Merton at least 21 days prior to the 1st rehearsal/performance.

Have you forwarded both spread sheets to LB Merton at education.welfare@merton.gov.uk at least 21 days in advance of the 1st performance?

YES NO