

Children in Entertainment - Inspections and Enforcement

Licensing Officers (LO) - Inspection Guidance

On arrival Licensing Officers will identify themselves to reception, showing GCC authorisation. They will explain the purpose of the visit and will be happy to answer any questions about the process.

- LO will ask production to explain what is required of the children - when and where.
- The producer will be asked for the following documentation:
 - Copies of licences for every child
 - Exemption/BOPA documentation as relevant
 - Signing in/out sheets (including for previous days)
 - Daily record sheets (including for previous days)
 - Contact details/medical information/photographic consent lists
 - medical/incident books
- LO will check the first aid arrangements

LO do not want to cause any disruption to the normal running of the show. The producer will be asked who is available to speak with/escort the LO while they carry out the inspection. LO will work around availability of chaperones etc. to ensure they are not hindered in their duties.

During the inspection Licensing Officers will:

- Meet and speak to children/young people checking they are healthy and happy.
- Meet all chaperones/parents. Check all chaperone licences, note the Local Authority and issue date. Check any DBS additional helpers (if under exemption or BOPA).
- Clarify which children each chaperone is responsible for and check there are sufficient chaperones.
- Talk to chaperones about fire escapes, first aid and check what information they are holding (medical, contact details, photographic consent etc.)
- If child is receiving tuition ask to see the tutor – check the work they are doing, tutoring record sheets, ensure regulations are being met.
- Ask to be shown the facilities:
 - Dressing rooms - to ensure they are large enough, reasonable temperature, blinds at windows. Ensure they are separate from the adults and that adults are not passing through or walking into children's rooms. Boys and girls over the age of 5 should change separately.
 - Toilets – check they are clean and working and sufficient in number. If no separate toilets check the procedures chaperones have in place to supervise children.
 - Quick change – If this is being utilised check the area and process. Can children changing cannot be viewed.
 - School room – suitable and appropriately resourced.
 - 'Green room' – suitable, if adults using as well then supervision procedures.
 - Walkways, corridors etc. – suitable and safe.

Dealing with issues that arise during the visit:

A child who should have a licence but does not have one:

Where possible (if during working week) the LO will try to contact the local authority to verify a licence has been issued. If unable to verify then they will need to instruct the producer they cannot allow the child to perform (The Local Authority may be deemed complicit if the unlicensed child has an accident and will not be insured).

Children working beyond permitted hours:

LO will discuss with production and the chaperone to ascertain the reason why. It may be possible to use chaperone discretion (Reg 29) otherwise they will insist the child finishes at the appropriate time.

Insufficient chaperones/supervision:

LO will insist additional chaperones/supervision is found as soon as possible and will wait to check what arrangements are put into place.

Parent caring for other children:

Parents can only care for their child, so if found to be caring for other children, LO will insist additional chaperones are found as soon as possible or the child will be unable to perform.

Failure to provide records:

LO will discuss missing/weak documentation. It must be noted that should the license holder fail to keep the required records or fail to provide them on request, they are committing an offence under section 40(2) of the 1963 Act which on conviction carries a fine or imprisonment or both.

Other concerns that arise during the inspection will be addressed at the time by the LO.

Inspection report

Licensing Officers will make notes throughout the visit. Concerns will be noted including any actions on the day and actions that must be taken in the future. It will be clear who is responsible for the actions and timelines.

Following the visit a copy of the visit report is sent by secure e-mail to the applicant/producer and any other Local Authorities who had children performing.