

Conditions of Entry to a scaba event

This information is relevant to **ALL** bands taking part in any scaba event and relates to Child Performance Licencing and general Safeguarding.

This information must be read, understood and acknowledged as such by each band taking part in any scaba event. **Bands who do not complete the proforma will not be permitted to take part in the event.**

Child Performance Licencing

Under the 1963 Children and Young Persons Act and the 1968 Children (Performance) Regulations, it is necessary to ensure that any young person aged 16 and under is properly supervised and able to perform in a safe environment.

scaba will apply to Brass Bands England (BBE) for a Body of Persons Approval (BoPA) for any scaba event. This means that bands do not need to apply for licences for individual players. In order to do this, each band must assure scaba that they meet certain requirements.

Bands are reminded that it is their individual responsibility to comply with the terms and conditions of any BoPA in place. These are set out below and can also be found on the BBE website:

- There must be a minimum ratio of 1:12 for supervising adults who have had a DBS check or DBS Status check carried out in the last 3 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.
- The supervising adult must supervise the child at all times, including rehearsing for the performance, during the performance and taking part in the activity. They must maintain sight and sound contact with the child. This means that if the supervising adult is a front row cornet player for example, they cannot supervise a child who plays on the back row of the cornets. They must also maintain proper supervision during toilet breaks etc.
- The supervising adult must have knowledge and understanding of the Children (Performances and Activities) (England) Regulations 2014 and be suitable to exercise care and control of the child in question.
- One adult who has attended BandSafe training must be present at the event.*
- No payment can be made to any child or to anyone else, apart from defrayment of expenses.
- A representative from BBE may attend to perform spot checks on bands and the organiser.
- **You** must accurately report to scaba the number of children aged 16 and under taking part with your band. We do not need the names of the chaperones, parents or children concerned.
- **You** must be able to readily evidence the following permissions for each child: a) to be at the event, b) photographic consent, c) emergency medical information, d) emergency contact information. In case of difficulties, it may be necessary to share this information with the scaba Safeguarding Lead. This information must be in place prior to arriving at the event venue.
- A child cannot be absent from school in order to attend the event
- A child cannot be on site or at the place of performance for longer than the Regulations allow, nor can they be there earlier or later than the Regulations allow. They must also have breaks and meals as a minimum, as set out in the Regulations.

scaba undertakes to:

- Email the BBE-held BoPA to the Local Authority Licencing Officer
- Have a risk assessment in place for the event location
- Have a first aider present
- Have a volunteer present who has attended BandSafe training*

**whilst scaba has its own BandSafe trained volunteers, it is recommended that all bands also have their own BandSafe trained adult with them on the day of the event.*

scaba reserves the right, in accordance with statutory duties, to take independent action to report areas of concern to higher authorities. We may do this without the permission of individual bands or their Safeguarding Lead, should the need arise.

General Safeguarding requirements

Safeguarding applies to Vulnerable Adults and Young People as well as to children under the age of 18. scaba expects ALL bands to have their own Safeguarding Policies and Procedures in place.

We need to know the name and contact number of the person who will be responsible for Safeguarding in your band on the day of the event. Should any form of Safeguarding incident occur on the day, scaba will deal with matters appropriately. This is likely to involve liaising with your band's Safeguarding Lead. We reserve the right to act independently and without the permission of individual bands if we deem it necessary to properly exercise our duty of care to participants in and volunteers at our events.

Bands are expected to be fully responsible for all members of their group (playing or otherwise) and are expected to advise scaba should any concerns arise.

All our volunteers are either committee members or persons know to committee members. All committee members have current DBS checks and have completed NSPCC online training in Child Protection. They are expected to have a good working knowledge of our own Safeguarding Procedures, including what to look out for and how to deal with any concerns raised.

The venues that we use are all established performance spaces and have their own Safeguarding procedures in place.

The scaba Safeguarding Policy is available on our website. Our Safeguarding Lead is Jane Stewart. She is the first contact point for any concerns and is contactable on 07980 407831. If you are not comfortable talking to Jane, you should contact Andrew Wilson (Chairperson) or Alex Sears (Secretary). All three have attended BandSafe training and have current DBS certificates.

Please complete the form below for each scaba event your band attends.

All bands must complete this form, even if there are no players aged 16 or under. If you do not complete and submit the form in advance, your band will not be permitted to take part in the event.

**Information required by scaba for BoPA compliance and general Safeguarding.
ALL Bands must complete the items in bold.**

Date of scaba event: _____

Name of band:	
Band Secretary / Contest Secretary:	Mobile number:
Safeguarding Lead on the day:	Mobile number:

How many children 16 years or under will perform with your band at this event?	
Do you have written parental consent* for each child to take part?	
How many of these children will be supervised by their own playing parent?	
How many of these children will be supervised by their own non-playing parent?	
What is the ratio of supervising adults you are providing for children not being supervised by their parent (adult:child)? These adults must have a current DBS check.	
Do you have written permission* for each child for the taking of photographs? <i>Photographs may be displayed on the scaba website, Facebook page or other social media. Please contact Alex Sears if you have a concern.</i>	
Do you have contact details* for the parent of each child?	
Does your band have its own Safeguarding /Child Protection policies and procedures in place?	
Have both the Band Secretary/Contest Secretary and the Band Safeguarding Lead familiarised themselves with scaba's own Safeguarding policies and procedures?	

** Consents and contact details must be brought to the event and shown to the scaba Safeguarding Lead / BBE representative if requested.*

I understand that this information is required to allow scaba to apply for a Body of Persons Approval from Brass Bands England (BBE) for this event. The information will be protected by scaba in line with General Data Protection Regulations unless the sharing of such information is deemed necessary in the event of a Safeguarding incident.

I confirm that all the information supplied is correct to the best of my knowledge.

Signed: _____

Date: _____

Name: _____

Position in the band: _____

This form must be returned to Jane Stewart by _____ (no later than 2 weeks prior to the event)