

Information for Hirers where any participant in a public event may be subject to The Children (Performances and Activities) (England) Regulations 2014

1. The Regulations cover not only drama and musical groups, but dance school shows, orchestras, and young people in bands supporting a musical theatre event.
2. The body responsible for monitoring children in entertainment within our locality is Essex County Council. They can **and do** make inspections at any point and on any night, including the last night of a run!
3. In 2016, the guidance ECC gave regarding the age that a child needed to be covered by a licence was as follows:
Currently a licence needs to be in place for any child born on or after 01/09/2000 – anyone who was born before this date will not need to be licensed

This guidance needs to be adjusted each year – ie in 2017 it will be any child born on or after 01/09/2001 who will need to be licenced.

4. The Hirer is responsible for obtaining the licence, (either for an individual or a body of persons licence,) and can do so by emailing child.employment@essex.gov.uk at least 21 days in advance of the event.
5. Since mid 2016, the forms for the licence have become more detailed, and there are a clear set of statements that the Hirer must complete. It should be noted that
 - a. The Headgate has a full first aid box sited behind the foyer desk.
 - b. It does NOT have a first aider on site, and additionally The Headgate does NOT supply chaperones.
6. The Hirer needs to give detailed consideration to the organisation of dressing room space, access to toilets, health and safety requirements in set design and construction, clear passage for fire escape routes and availability of chaperones when planning their event. We are happy to deal with any queries at an early stage, or to provide advice based on our experience – please contact dawn66king@gmail.com
7. The Headgate Theatre must receive a copy of the individual or body of person licences prior to the first night, and it will be displayed in the foyer.
8. The Headgate volunteers who are “on the desk” will be different each evening of a performance, and therefore the organiser should ensure that any special arrangements are communicated clearly for each performance.
9. The Hirer should have a clear system of signing in/out. Children will not be allowed into the theatre building unless there is a chaperone available to supervise them, and this should be made clear to parents when communicating the arrangements for dropping children off. The desk person cannot assume any responsibility for signing in/out for external hirers.