

RTA Kids Performance & Licensing Policy

The Arts Centre Dunmow, 1 Haslers Lane, Great Dunmow, CM6 1XF

1. Introduction

RTA Kids is committed to ensuring that all students participating in public performances, events, and productions do so in a safe, legal, and well-managed environment. This policy outlines the procedures for child performance licensing, safeguarding requirements, and expectations for students involved in performances.

This policy aligns with:


- ✓ The Children and Young Persons Act 1963
- ✓ The Children (Performances and Activities) (England) Regulations 2014
- ✓ The Local Authority Child Performance Licensing Requirements
- ✓ RTA Kids Child Protection & Safeguarding Policy

All performances involving children must comply with licensing laws and safeguarding standards to ensure their welfare and well-being.

2. When is a Child Performance Licence Required?

A child performance licence is required for any child under 16 years old who is taking part in a performance if:

- ✓ They are being paid for their participation.
- ✓ The performance runs for more than four days in a six-month period.
- ✓ It is a professional or public performance that is not exempt under local authority regulations.
- ✓ The child will miss school time due to rehearsals or performances.

 If a performance does not meet these conditions, a licence may not be required, but RTA Kids will always seek clarification from the local authority.

3. Exemptions from Licensing


A licence is not required if:

- ✓ The performance is held exclusively within RTA Kids for training purposes.
- ✓ The child has not taken part in more than four public performances within the last six months.
- ✓ The performance is organised by a school or educational institution.

However, even if a licence is not required, all performances will still follow strict safeguarding guidelines to ensure child safety and well-being.

4. How to Apply for a Child Performance Licence


- ✓ Step 1: Parent/Guardian Consent – Parents must complete a child performance licence application form.
- ✓ Step 2: Medical Declaration – A medical declaration or doctor's note may be required.
- ✓ Step 3: Local Authority Submission – RTA Kids will submit the application to the local council at least 21 days before the performance.
- ✓ Step 4: Licensing Approval – The local authority will confirm whether the licence has been granted.

 Failure to obtain a licence when required could result in cancellation of the child's participation in the performance.

5. Chaperones & Supervision

Under UK law, all licensed performances require approved chaperones to supervise children during rehearsals and performances.

- ✓ All chaperones must be licensed by the local authority and have an Enhanced DBS Check.
- ✓ Parents/guardians cannot act as official chaperones unless they are licensed by the council.
- ✓ One chaperone per 12 children is required at all times.
- ✓ Chaperones must ensure children have breaks, meals, and appropriate rest periods.

 RTA Kids will not allow any child to take part in a licensed performance without proper supervision.

6. Performance Timings & Restrictions


To protect children's well-being, the following performance rules apply:

- ✓ Maximum performance hours: No more than 3 hours per day.
- ✓ Breaks & Rest Periods: Children must have a 15-minute break every 45 minutes.
- ✓ Finish Time: All performances must end by 10:00 PM for children under 16 years old.
- ✓ School Absences: If a performance requires a child to miss school, written permission from the school is required.

 Failure to comply with these regulations may result in withdrawal from the performance.

7. Health, Safety & Well-being During Performances

- ✓ Medical Information: All children must have updated emergency contact details and medical information on file.
- ✓ Injury Prevention: All rehearsals must include appropriate warm-ups and cool-downs.
- ✓ Fire & Venue Safety: RTA Kids will conduct risk assessments for every venue used for performances.
- ✓ Costumes & Makeup: Costumes must be age-appropriate, safe, and non-restrictive.
- ✓ Food & Hydration: Snacks and drinks will be provided, but parents must inform RTA Kids of any dietary restrictions or allergies.

 Any child feeling unwell or injured must immediately report to a chaperone or teacher.

8. Photography, Video & Media Consent

- ✓ Parental consent is required for all photography and filming of children during performances.
- ✓ RTA Kids may use photos/videos for promotional purposes on social media and websites only with prior consent.

✓ Parents/guardians may not take personal photos or videos during performances unless permission is granted.

✓ Any unauthorised sharing of children's images will be taken very seriously and may result in legal action.

 Parents may withdraw consent for photography at any time by notifying RTA Kids in writing.

9. Behaviour & Discipline Expectations During Performances

✓ Students must follow the RTA Kids Behaviour & Discipline Policy at all times.

✓ Disruptive behaviour may result in removal from the performance.

✓ Mobile phones must be switched off during rehearsals and performances.

✓ Students must respect all cast members, chaperones, and staff.


 Failure to comply with behaviour expectations may result in exclusion from future productions.

10. Emergency Procedures & First Aid

✓ A first aider will be present at all performances.

✓ Parents must provide emergency contact information before each production.

✓ In case of an emergency, children will be taken to a safe location and parents will be notified immediately.


 No child will be released to anyone other than their registered parent/guardian without prior consent.

11. Policy Review & Updates


✓ This policy will be reviewed annually to ensure compliance with child performance regulations.


✓ Any changes will be communicated to parents and staff in advance.


 Last Reviewed: 10th April 2025

 Next Review Due: 11th April 2026

For further information regarding performance licensing, contact:

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 At RTA Kids, the safety, well-being, and legal compliance of all child performers is our top priority.