

## Child and Chaperone Details Spreadsheet

**Child Details** - Please provide a breakdown of numbers according to the headings in each box. If the box requires a '0' or 'n/a', please enter as such and do not leave empty. Only include children aged 0-16 years of age, please do not include young persons who turn from 16 to 17 years old after the approaching August (31st). They will be required to use separate facilities.

Gender	Male	Female	Other groups (if required)
Total			

Age Group	0-4 Years	5-8 Years	9 and over
Total			

Total number of Children

**Medical Information/Special Requirements** - On signing the BOPA contract, you have declared that you have received medical declarations from the parent of each child, and they are fit to perform. This information must be available at the performance venue upon inspection. Please ensure that the relevant parties such as chaperones are aware of any additional needs. The children may have allergies, or a condition that may need tending to by a first aider or a chaperone (e.g. wheelchair access may be required, transgender children may need additional facilities or sensitivity to their particular need, children with allergies may require epipens, or inhalers, in severe cases a "no nuts" policy etc., should be considered. Please inform us here of any special provisions or requirement.

Medical Conditions or Special Requirement (please specify)	How many children have addition needs?	What has been put in place for the affected children?	Approximate number of Designated First Aiders (1 minimum)	* I have obtained a medical declaration for each child taking part (please tick or say 'Yes')

**Chaperones** - We require information on the adults who will be taking care of the children. All those acting as 'chaperone' will be permitted to take care of a maximum of 12 children each. Applicants cannot act as chaperone even if they are licenced. The types of 'chaperone' you can use without supervision, would ONLY be the child's parent/legal guardian, staff directly from the child's main school, or a licenced chaperone. "Teachers" from other provisions will be classified as 'DBS checked staff' if declared as such by the applicant. The ratio of child to chaperone must not exceed 12:1. If DBS checked staff are being used, there are some conditions that apply; You (the applicant) will declare that a clear DBS disclosure for each member of staff listed as 'DBS checked staff' has been seen. It will remain the applicant's legal duty to ensure all declarations are valid and all persons used in this capacity are safe to be in contact with children. At least 1 licenced chaperone per 10 'DBS checked members of staff must be hired. The licenced chaperone will be there in a supervisory and advisory role only (unless for emergency). Please list your chaperones here:

