North Tyneside Music Education Hub

Child Performance Licence Form – CPL 1

These forms must be completed by the group leader / teacher responsible, and returned by e mail directly following the performance to [linda.whitehead@northtyneside.gov.uk](mailto:linda.whitehead@northtyneside.gov.uk)

The group leader / teacher responsible must complete and sign the pro forma below and agree that they will:

* Send a “letter of intent: (information and permission letter) in advance, with detail of the event, to parents / guardians of the children involved
* Undertake a relevant Risk Assessment in relation to their participation in the event
* Bring any relevant medical information that they may require related to the children in their care
* Ensure that there are the appropriate recommended number of qualified staff and approved parents / carers to supervise the children in their care and appropriate safeguarding arrangements are in place
* Carry a register of the participants as prescribed in document CP2 attached
* Ensure that the head teacher / group leader approves any absence for events during the school day and that children are marked in the school register as EOS ( Educated Off Site )
* Ensure that there are clear and robust arrangements in place for the collection of children at the end of the performance

Signed ………………………………………………… School / Group Leader

Contact number …………………………………… School / Group Leader

North Tyneside Music Education Hub

Child Performance Licence Form – CPL 2

Register

Event:

Venue:

Date:

Group:

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| --- | --- | --- | --- | --- | --- |
| Name | | Year Group | School | Medical Information | Present |
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