

POLICIES

CHILDREN IN ENTERTAINMENT

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Child Employment - Children in Entertainment Policy

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(1) Overview

1. Our policies are set out in line with up to date government guidelines and legislation which are followed in strict protocol by our teams, officers, contractors and service users at all times.
2. Parts of our Child Employment - Children in Entertainment Policy relate to safeguarding procedures. Readers may refer to our [Safeguarding & Child Protection Policy](#) for details
3. The aim of this policy is to ensure that our staff, contractors and service users are aware of our obligations under Child Employment laws, and the processes we adopt to ensure that children under our employment are: a) Kept safe from harm, b) Provided with facilities and services to ensure their wellbeing, c) Routines are not disrupted more than is needed, d) That education services are adopted where is needed (ie the use of 'set tutors'), e) That Childrens care staff are trained and vetted via Safer Recruitment, and f) Child Performers are employed in line with the law.
4. Our policy applies to all children working for Vitality Entertainment Limited or any of its subsidiaries, trading names, brands, or productions.
5. Whilst Vitality Entertainment Limited maintains that a minor is someone under the age of 18 years, Children in Entertainment specifically refers to minors under school leaving age.

For clarity, this is the age to which minors may legally leave school and commence adult employment. This is usually 16 years of age.

(2) Licensing

1. In the United Kingdom, it is a legal requirement that productions providing employment to children (up to school leaving age) ensure that licences are applied for and agreed by the child's local authority (otherwise known as the '**Licensing Authority**'). The application for a Children in Entertainment License is the responsibility of the productions producers.
2. Pursuant to Section 1(3) of **the Children (Performance) Regulations 1968**, an application for a Children in Entertainment Licence must be made no later than twenty one days before the day on which the first performance for which the licence takes place.
3. Vitality Entertainment Limited will produce accurate schedules before the licence is applied for, which should include break allocations, dates, times, locations, and tutoring time tables (where this applies).
4. Vitality Entertainment Limited may not permit a child performer to work should they be denied a licence to do so.
5. Vitality Entertainment Limited warrants to make the licensing authority aware of any interference that the performance may have in conflict with their schooling. Where this applies, the company will put in place and/or facilitate set tutoring/schooling to ensure that the child's education is not severely disrupted. Furthermore, they will seek the support and guidance from the child's head teacher and the licensing authority.

(3) Safer Recruitment

1. Vitality Entertainment Limited operates a **Safer Recruitment** process, when employing or contracting any person to whom's daily tasks and/or job descriptions has them working with child performers. This includes (but is not limited to) chaperones, tutors, make up artists, and directors.
2. Any hiring manager must refer to, and follow our Safeguarding & Child Protection Policy in the course of following the **Safer Recruitment** process. In particular, they should refer to Section 4.
3. As part of the Safer Recruitment processes that we adopt, Vitality Entertainment Limited will: Carefully consider and tailor our job specs, prepare an information pack, Ask for written declaration with regards to criminal convictions, spent or otherwise, Ask for identification, Ensure that referencing checks are carried out and completed prior to start dates commencing, Ensure that appropriate vetting (such as DBS checks) and training is carried out, Conduct Safer interviews to ensure that any candidate is suitable to perform a role in a safeguarding capacity, and Ensure that staff are inducted in line with safeguarding procedures.
4. All staff expected to operate in the above capacity will be provided both internal and external safeguarding training, to ensure that child actors welfare remains our highest priority at ALL times.
5. Should any concern be raised to Vitality Entertainment Limited regarding the suitability for a particular person to work with child performers, they may immediately and without warning be removed from such duties.

(4) Safety & Wellbeing

1. Vitality Entertainment Limited has a legal duty to ensure that the safety and wellbeing of all child performers (including extras) is maintained at all times.
2. For clarity, safety & wellbeing includes: To provide safe facilities and conditions free from physical hazards, to provide children with personal protective equipment where this is necessary in certain productions to keep them safe, ensure that children are free from abuse by providing staff with robust safeguarding training in line with our **Safeguarding & Child Protection Policy**, Ensure that the mental wellbeing of children is maintained at all times, Ensure that schooling and set tutoring is provided where this is applicable to a particular production, Ensure that environments are designed to be fit for use by children, Ensure that staff, freelancers, contractors, and visitors are briefed about the presence of child performers, and that they maintain behaviour appropriate for this.
3. Vitality Entertainment Limited will proactively ensure to provide routines in the interests of children's wellbeing. This may include instructing chaperones to provide activities and/or games that 'allow children to be children' when they are not performing in a work capacity on sets or in theatres. Vitality Entertainment Limited recognises the importance of keeping a good structure and routine whilst at work for child performers.

(5) Safeguarding

1. Vitality Entertainment Limited takes Safeguarding very seriously, and all staff, freelancers, and contractors are asked to read our **Safeguarding & Child Protection Policy** as part of their induction with the company.
2. All staff are made aware of their duty to disclose allegations of abuse made in relation to child safety and any up-to-date laws and legislation in relation to this.
3. All staff are made aware who the Designated Safeguarding Officer (DSO) is, and the remit of their role.
4. We will always seek advice from the **Local Authority Designated Officer (LADO)** within a time period of 24 hours of an allegation and/or concern being made.
5. We will follow the guidance of our **Safeguarding & Child Protection Policy** in relation to any safeguarding matter.
6. Vitality Entertainment Limited will take steps to reduce and eliminate the risk of abuse to child performers on site. This may include providing children's toilet facilities for non-usage by any adult, providing licenced chaperones, ensuring that any visitors are supervised at all times, ensuring that access to child performers is limited to particular personnel (with chaperones ALWAYS present), providing private costume changing facilities, and carrying out safeguarding risk assessments daily (prior to the sign in time of child performers). This is not an exhaustive list.
7. Safeguarding is the responsibility of the Chief Executive (Core Designated Safeguarding Officer) for Vitality Entertainment Limited.
8. Our **Safeguarding & Child Protection Policy** follows the guidance as per **Children's Act 1989**, **Children's Act 2004**, and **Working Together 2018**.

(6) Chaperone Practices

1. **The Children (Performance and Activities) (England) Regulations 2014** (CPAER 2014) mandates that children participating in performances or activities (such as theatre, television, film and sport) must be supervised by a licenced chaperone.
2. Vitality Entertainment Limited recognises a chaperone as a person with whom holds a relevant Chaperone's licence, or the child's legal parent/guardian (provided that they only be permitted to chaperone their own child and not another).
3. Pursuant to Section 15, 3(a) of the **CPAER 2014**, the maximum number of children that a chaperone is permitted to take care of at any one time is twelve.
4. Where a child under the care of a chaperone suffers from injury or illness, the chaperone must immediately or without undue delay, notify the child's parent/legal guardian of the injury and/or illness.
5. Chaperones must complete and report company approved risk assessments on a daily basis, prior to the arrival of the child/children in their care.
6. ALL Chaperones are to be recruited under our Safer Recruitment process, and must complete internal and external safeguarding training.
7. ALL Chaperones must provide an up to date DBS Check before the commencement of any work.
8. Chaperones must exercise proper care and control of the child/children in their care, and promote and ensure the physical and mental wellbeing of child performers.
9. The care of a child performer may only be passed to a licensed chaperone by the child's legal parent/legal guardian. For clarity, the following sign in/sign out procedures must apply:

Sign in:	Sign out:
Arrival Chaperones must be satisfied that the person dropping children off is the legal parent/legal guardian named on the child's application form (unless agreed otherwise in exceptional circumstances). Signing in The child's legal parent/legal guardian must physically sign the child performer in, and must be seen doing so by the chaperone. Counter signing The chaperone must counter sign the child performer in. This is to ensure that Vitality Entertainment Limited is satisfied that procedures are carried out in relation to the welfare of children in its care. Call/Scheduling Sheets A copy of the child performers call/scheduling sheets must be provided to their parent/guardian, which should include the child's activities/work, allocated break periods, schooling/set tutoring (where applicable), and meal times. <i>In the event that a child shows up unaccompanied or with persons unknown to the chaperone, they must without delay, call the parent/guardian listed on the child performers application form. Vitality Entertainment Limited <u>REQUIRES</u> that only a legal parent/legal guardian, known to the company on the child performers application form, may sign in/out their child. Should this be someone else (under exceptional circumstances), Vitality Entertainment Limited must be made aware prior, and decisions are at the discretion of the Executive Producers or approved personnel (such as lead chaperones or head of safeguarding). This may only be under exceptional circumstances.</i>	Leaving site Vitality Entertainment Limited may not permit a child performer to leave site unless signed out by a parent/guardian listed on their application form. Signing out The same protocols apply as sign in, and this must be done in person. A legal parent/legal guardian must be physically seen by a chaperone signing child performers out. Counter signing For the same reason as sign in, Chaperones must counter sign out child performers. <i>For safeguarding reasons, the care of a child performers may not be passed to persons unknown to Vitality Entertainment Limited.</i>

Parents/legal guardians are required to comply with our sign in/sign out procedures. Failure to comply may be considered as a breach of our Child Performer Code of Conduct, and may be

considered gross-misconduct by parents/guardians, which may affect their child's participation in the performance in question.

(7) Working times

1. Vitality Entertainment Limited will ensure that child performers are not over worked, and follow legal requirements in relation to working times within the country to which they operate from.
2. In the United Kingdom, The maximum number of hours that the child may work, along with the amount of breaks provided vary, and will be based on the child's age. These are as follows:

Age (in years):	0-4	5-8	9 and over
Maximum number of hours at place of performance or rehearsal	5 hours	8 hours	9.5 hours
Earliest and latest permitted times at place of performance or rehearsal	7:00 (earliest) 22:00 (Latest)	7:00 (earliest) 23:00 (Latest)	7:00 (earliest) 23:00 (Latest)
Maximum continuous period of performance or rehearsal	30 minutes	2 hours and 30 minutes	2 hours and 30 minutes
Maximum total hours of performance or rehearsal	2 hours	3 hours	5 hours
Minimum intervals for meals and rest	Any and all breaks must be for a minimum of 15 minutes. If the child performer is at the place of performance or rehearsal for over 4 hours, breaks must include at least one meal break of at least 45 minutes	If present at the place of performance or rehearsal for more than 4 hours but less than 8, they must have at least one meal break of no less than 45 minutes, and one other break of at least 15 minutes. If present at the place of performance or rehearsal for 8 hours or more, they	If present at the place of performance or rehearsal for more than 4 hours but less than 8, they must have at least one meal break of no less than 45 minutes, and one other break of at least 15 minutes. If present at the place of performance or rehearsal for 8 hours or more, they

		must have the breaks stated above, plus another break of at least 15 minutes.	must have the breaks stated above, plus another break of at least 15 minutes.
Education	N/A	3 hours per day (maximum of 5 hours per day). 15 hours per week, taught only on school days. Minimum of 6 hours in a week if aggregating over 4 week period or less.	3 hours per day (maximum of 5 hours per day). 15 hours per week, taught only on school days. Minimum of 6 hours in a week if aggregating over 4 week period or less.
Minimum break between performances	1 hour and 30 minutes	1 hour and 30 minutes	1 hour and 30 minutes
Maximum consecutive days to take part in performance or rehearsal	6 days	6 days	6 days

The responsibility of child performers working hours fall upon the Executive Producers, HR, Duty Producer on set (where applicable), Company Manager, Chaperones, Lead Chaperone, and Head of Safeguarding for the production. Working Hours are to be cross-checked daily and no child performer may exceed these times.

(8) Schooling

1. During the participation of certain performances, child performers may be required to be out of school for limited periods. Vitality Entertainment Limited and licensing authorities have a legal duty to ensure that children's education suffers minimal disruption (if any). As such, Vitality Entertainment Limited may provide on site schooling ('set tutoring') where this may be needed.
2. When "set tutoring" is required, Vitality Entertainment Limited will recruit qualified teachers with experience of the child's age group. The company will follow Safer Recruitment protocols, and work with "set tutors" to draft sophisticated education plans.

3. Where any school may be missed, Vitality Entertainment Limited will engage with both licencing authorities, and the child performers head teacher to ensure that a tailored education plans are developed to ensure that educational disruption is kept the the absolute minimum.
4. Where "set schooling" is required, Vitality Entertainment Limited will follow its **Child Employment - Children in Entertainment Policy**, Section 7 in relation to "set tutoring" schedules.
5. Wherever reasonbly possible, Vitality Entertainment Limited will provide "Set Tutoring" in quiet locations on site, to ensure that the best standards of are met.
6. Any production whereby "set tutoring" is required will provide a 'Head of Children and Safeguarding' specifically appointed to that production. This is to ensure that working hours and set tutoring dedications are honoured and met.

(9) Legislation & the law

1. This policy relates to, and/or follows the following legislation or guidelines in the United Kingdom:
 - ***Children's Act 1989***
 - ***Children's Act 2004***
 - ***Working Together 2018***
 - ***The Children (Performance and Activities) (England) Regulations 2014***
 - ***Children and Young Persons Act 1963***
 - ***National Network for Children in Employment & Entertainment (NNCEE)***
 - ***The Children (Performances) Regulations 1968***
 - ***Licencing authorities***

(10) Glossary

DEFINITION

Licencing Authorities

The local authority of the child performer, responsible for the children in entertainment licence of the child performer.

Safeguarding

The process of ensuring the safety and well-being of children and young people involved directly, or indirectly with our company, subsidiaries, and partners.

Working Times

The maximum number of hours that a child is permitted to work in a given period, along with the earliest and latest start times, tutoring schedules, and break periods.

Chaperones

Person licenced to take responsibility for child performers care, safety and wellbeing whilst on site and under the care of Vitality Entertainment Limited.

Safer Recruitment

The process that hiring managers must follow, when recruiting personnel whose role is to work directly with children.

DBS Check

(Disclosure & Barring Service Check) is a formal disclosure of criminal records that helps Vitality Entertainment Limited decide a persons suitability to work directly with children.

This policy:

This policy is to be reviewed once every 12 months, and updated on this date unless:

- A relevant change to the law applies which requires us to update it earlier;
- A relevant error or concern has been raised in relation to the policy; or
- We change, add or remove a service/operation which may affect this policy

Any questions related to our policies may be put to us by email at info@vitality-entertainment.com

This policy must be adopted by the entirety of the company, it's staff, subsidiaries, projects, customers and service providers/partners, whilst involved in our activities:

