



## 10. License to Chill!

*In order to do things legally and conform to regulations, there are several licenses required to do some aspects of youth work.*

*This sheet is a summary of some of the things you need to look at – although certain topics are covered in more detail in separate Resource Sheets*

### On Record!

Youth Work will involve a certain amount of record keeping. It could be general information about the young people you are working with, such as name, address, telephone number and date of birth, or more detailed information concerning health, illness, allergies, and contact details in case of emergency, etc. The amount of information you require will depend on the nature of your work and the activities you are providing. Parental Consent Forms are also required for particular events or activities especially if you are taking the young people off the premises or engaging in hazardous activities.

### The Data protection Act 1998

The Data Protection Act (1998) came into force on 1 March 2000. The Act governs the collection, retention and transmission of information about living individuals and the rights those individuals have to see this information. The new Act is more

wide-reaching as it covers personal data in both electronic form and manual form (e.g. paper files, card indices) if the data are held in a relevant, structured filing system

There are eight principles put in place by the Data Protection Act 1998 to make sure that your information is handled properly. They say that data must be:

- fairly and lawfully processed;
- processed for limited purposes;
- adequate, relevant and not excessive;
- accurate;
- not kept for longer than is necessary;
- processed in line with your rights;
- secure; and,
- not transferred to countries without adequate protection.

## Music

Music and young people are inseparable which means that you will undoubtedly be using music in one form or another in your youth work. Whether it's as background music at a youth club, a karaoke and disco event, a music quiz, worship, or one off special events with featured entertainment, music will be a part of it. The following sections give you some information on the type of license you need for particular activities.

### Christian Copyright Licenses

There are several Christian Copyright Licenses provided by *Christian Copyright Licensing International*. The licenses provided by the CCLI ensure that the Copyright Designs and Patent Act 1988 is not breached. Christian Copyright Licensing International is known in the U.K. as Christian Copyright Licensing (Europe) Ltd. (CCL).

## Hymns and Worship

The two licenses that the CCL operate for times of worship are: the **Collective Worship Copyright License (CWCL)** and the **Collective Worship Music Reproduction License (CWMRL)**.

To purchase the two licenses combined allows you to photocopy words and music from authorized catalogues and books. Alternatively you can purchase *The Collective Worship Copyright License* alone that allows you to reproduce (not photocopy) words only.

These are the 5 key areas that the CWCL and CWMRL license cover:

- Projecting hymns and worship songs from a overhead projector.
- Storing and retrieving hymns and worship songs from a computer.
- Creating your own service sheet that contains song words.
- Photocopying music from popular authorised music books.
- Audio or Video recording of music from special celebrations such as Christmas and Easter.

CCL also operate a 14 day Ad Hoc License which may be useful if you are just running a one off activity where you need a copyright cover.

Check out: [www.ccli.co.uk](http://www.ccli.co.uk) or  
email: [info@ccli.co.uk](mailto:info@ccli.co.uk)

## Performing Rights

**A Performing Rights Society (PRS) License** is required for your church (and in some cases church hall) if you play or permit the use of music of almost any kind. For example, "music uses" include any one or more of the following:

- Concerts and recitals; (except at Cathedrals and certain churches subject to PRS' direct license)
- Discos, dances, and karaoke sessions;
- Aerobic, keep fit or dancing classes;
- Film or video shows;
- Background music at such events as coffee mornings, youth clubs, fetes, bazaars etc. by means of:
  - Television or radio;
  - Tape, record or CD;
  - Video players or juke boxes

## Music and Worship

Where this kind of music is strictly confined to Divine Worship only, PRS will not press for a license to be obtained for the time being. However, the PRS Church License covering secular performances will be deemed to cover music at Divine Worship without distinction or further charge. PRS controls a vast international repertoire of millions of copyright musical works. So, by obtaining a single PRS Church Licence and paying the appropriate fee, you will be legally covered for performances of both Christian and secular music.

## Music and Entertainment

If you have not applied for a CCL License then another option for licensing your use of music in your youth work is with PPL. This is a music industry *collecting society* representing over 3,000 record companies, from the large multinationals to the small independents. They collect *license fees* from broadcast and *public performance* users on behalf of the record companies. This license fee revenue, after deduction of running costs, is then distributed to the record company members and performers. They grant licenses for the use of *sound recordings* in the UK to all broadcasters -

which include the BBC (television and radio), independent television broadcasters and production companies, commercial radio, and cable and satellite channels. In the *public performance* sector, they license the whole range of users which includes clubs, pubs, hotels, restaurants and shops, as well as individuals such as exercise instructors and dance teachers. There are many different kinds of premises and activities and PPL have public performance tariffs with different fees to suit each one.

Check out: [www.ppluk.com](http://www.ppluk.com)

## Photocopying or Reproducing

There may be occasions when you wish to reproduce copyright material (whether by photocopying or digitally) from Books (including Bibles), Journals, Periodicals or Magazines. These occasions may include:

- Sermon notes;
- Sunday school / youth group activities;
- Study group notes;
- Church magazines
- Hand-outs
- Drama-scripts
- Training sessions
- Quiz Nights
- Presentations

In these cases a **Copyright Licensing Agency (CLA)** Church License is required. The License does not cover the lyrics or music of hymns and worship songs. This is covered by the Church Copyright License and the Music Reproduction Licence (above).

### Exceptions

Some limited copying may be permitted without a licence under fair dealing provisions of the

Copyright, Designs & Patents Act 1988. In addition, the publishers of some liturgical material, e.g. Church House Publishers for most of the Church of England liturgical material, have made special provisions for copying in certain circumstances. If you do not copy more than is permitted under such provisions, you do not require a CLA Church Licence.

*All of these licenses have particular exceptions and various tariffs. You need to consult with the licensing body to find out what is appropriate your circumstances.*

## Health and Safety

### Catering

Whether you're providing food at a youth club, arranging a party night, or catering for young people on a Residential outing you need to take due diligence in all aspects of cleanliness and hygiene.

Food Safety laws require food handlers to be trained to different levels depending on the nature of the food and the task they are undertaking. Volunteers can be sent on a one-day **Basic Food Hygiene Course**. Contact the local Environmental Health Department for details. You should also check with the venue that the kitchen you will be using conforms to Environmental Health Department regulations. Remember, that Environmental Health Officers reserve the right to visit any venue without warning so ensure the facilities adhere to regulations.

Check out [www.foodstandards.gov.uk](http://www.foodstandards.gov.uk) and <http://cleanup.food.gov.uk> and also the Resource Sheet No 8 *Food For Thought*.

## First Aid

Ideally, at least one person should be trained in First Aid. One-Day courses are available in Basic First Aid from local organisations, including St John's Ambulance and The British Red Cross

## Accident Books

You need to record any accidents or incidents of concern that occur during your activities, and these should be retained for future reference. However, this should be done in accordance with the Data Protection Act and the forms filed in confidence. Personal details in accident books should be kept confidential and individual sheets should be removed and stored securely.

A useful resource is *Accident Book* (HSE Books, 2003. ISBN 0717626032 Cost: £4.75 + VAT). It will help organisations to comply with data protection legislation, and give guidance on the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and the Health and Safety (First Aid) Regulations 1991. It Contains 50 copies of the record sheet, and instructions on how to use the book.

## Insurance

Your building and any activities you organize must be covered by Insurance. Church Youth Clubs and Activities are usually covered by their Parish policy but check with the Insurance Company to ensure that all of your activities are covered – particularly any hazardous activities, or any activities off the premises.

Particular events require specific Insurance Cover. For example, if you are taking your young people to an Outdoor Adventure Centre ensure that its licensed by the **Adventure Activities Licensing Authority** (A.A.L.A.) and that instructors hold the

appropriate National Governing Body Qualifications for the activities they are leading. This should be stated in their literature and correspondence.

## Minibuses

A person who obtained a full driving license before 1 January 1997 can drive a minibus provided he or she is over 21, the minibus has a maximum of 17 seats, including the driver's seat, and is not being used for hire or reward. If a driver passed their car-driving test after this date, or if the driver is being paid to drive, or a charge is made specifically for the transport, and the minibus has more than nine seats, the driver will need to hold a license to permit him or her to do this. They are required to pass an additional Category D1 test to drive minibuses other than in certain circumstances. (See the Fact-sheet *Driving a Minibus in Great Britain* published by the Department of Transport and available from the DVLA on 01792 772151 or the booklet *Passenger Transport Provided by Voluntary Groups* available from Traffic Area Offices).

In short, there is legislation covering transport of young people, and drivers of minibuses should ensure that they are allowed by law to drive and that the vehicle conforms to the Regulations. (See also the Separate Resource Sheet No 6. *On the Road*).

*Whilst every effort has been made to offer accurate and up to date information the Llandaff Diocesan Youth Department can take no responsibility for omission or errors.*

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