**THE CHILDREN (PERFORMANCES & ACTIVITIES) (ENGLAND) REGULATIONS 2014**

## **APPLICATION FOR APPROVAL AS A CHAPERONE**

**"The licensing authority must not approve a person as a chaperone unless it is satisfied that the person is suitable and competent…"**

**Regulation 15(4), *The Children (Performances and Activities) (England) Regulations 2014)***

**All information given in this application form will be treated in confidence, other than information relating to criminal offences. Please complete this form in type or block capitals.**

**Please complete this form in type or block capitals.**

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| **Name of Group(s) Associated with:** | | | |
| (E.g. Theatre Group, Drama Group, Operatic Group, Dance School etc.) | | | |
| **Surname** *(Block Letters)* |  |  | **Mr/Mrs/Miss/Ms/Other [[1]](#footnote-1)\*** |
| **First Names** *(Block Letters)* |  |  | |
| **Date And Place Of Birth** |  |  | |
| **Address** *(inc postal code)* |  |  | |
| **Telephone No** *(inc STD code)* |  |  | |
| **Mobile No** |  |  | |
| **Email Address** |  |  | |
| **How long have you lived at this address?** |  |  | |
| **If less than 5 years please list previous address(es)** |  |  | |
| **National Insurance Number** |  |  | |

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| **Present Employer** |  |  |
| **Address** |  |  |
| **Type of Work** |  |  |
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| **Professional Qualifications** | | |  | | |
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| **Additional Information** | | |  | |
| 1. Have you ever been approved as a Chaperone/Matron? If so, when and by which Authority? | | | |  | | |
| 1. Are/were you a registered child minder or foster carer? If so, when and with which Authority? | | | |  | | |
| 1. Have you received first aid training? If so, provide copy of certificate or details of training provider and dates for verification purposes. | | | |  | | |
| 1. Have you undertaken Child Protection training in the last three years? If so, provide copy of certificate or details of provider and dates, for verification purposes. 2. If approved will you be acting as a Chaperone in a volunteer or professional capacity? | | | |  | | |

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| The Authority is entitled, under arrangements introduced for the protection of children, to check with the Criminal Records Bureau for the existence and content of any criminal record. Therefore, you will be required to provide an Enhanced DBS form to enable an Enhanced check to be undertaken. | |
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| The work for which you are applying will entail regular contact with children and is exempt from the Rehabilitation of Offenders Act 1974. Therefore, you are required to declare any convictions, cautions, bind-overs or prosecutions you may have, even if they would otherwise be regarded as 'spent' under this Act. |
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| Have you ever been convicted of any criminal offence? YES/NO (Delete as appropriate) |
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| If YES, please specify the date of conviction, Court, nature of offence and sentence imposed. |

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You are also required to declare any cautions, bind-overs or prosecutions you may have, even if they would otherwise be regarded as “spent” under the above Act. Please enter details below:

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| Please give the name, address, email address, telephone number and relationship to you of two responsible persons who would be prepared to provide a reference as to your suitability to be a chaperone. References should be from separate sources and not from the same organisation or employer e.g. current or most recent employer, a person who has knowledge of and can comment on your work with children, someone who knows you in a professional capacity. References cannot be accepted from a spouse, partner or family relation or from someone with whom you live. |
| 1. |
| 2. |

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| Give below details of any relevant experience of working with children in either a voluntary or professional capacity: |
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| **Darlington Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment** |

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|  | **DECLARATION TO BE SIGNED BY THE APPLICANT** | | |
|  | **I hereby declare that the above information is true, to the best of my knowledge. I understand that the Authority will need to make further enquiries regarding any possible convictions I may have. I understand that the Authority will make enquiries of partner agencies regarding my suitability to carry out the duties and responsibilities of a Chaperone.** | | |
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|  | **I also declare that I have read and understood the guidance document on the duties and responsibilities of Chaperones. I am fit and able to undertake all the duties detailed within the guidance document. I am not disqualified from work with children or subject to sanctions imposed by a regulatory or professional body e.g. Ofsted.** | | |
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|  | **I also declare that I will notify Darlington** **Council of any change of name or address or any change in circumstances that may affect my ability to effectively carry out the duties and responsibilities of a Chaperone.** | | |
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|  | Signed: |  |  |
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|  | Date: |  |  |
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| **Please send this form together with 2 passport sized photographs, the required identification and address documentation, proof of any first aid/child protection training to;**  **Julia Martin, Child Employment Officer, Room 205, Town Hall, Feethams, Darlington DL1 5QT.**  **Email** [**Julia.martin@darlington.gov.uk**](mailto:Julia.martin@darlington.gov.uk) **Telephone 01325 406161** |

The Role of the Chaperone

The chaperone is the key person who protects, safeguards and supports the child. They are the point of safety a child can turn to and rely on should the need arise. The chaperone has a major part to play in ensuring that the child's experience is enjoyable and beneficial.

It is essential that the chaperone not only fully understands their responsibility and obligation to the child but has a thorough understanding of the performance legislation and a working knowledge of the production process and requirements of the particular genre they may be working in. They must realise and understand the extent of their authority and use that effectively to protect and benefit the children in their care.

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| Except when a child is in the care of a tutor, the chaperone is in *loco parentis* and should exercise the care a good parent might be reasonably expected to give a child. |

Duties and responsibilities

# Subsection (3) (a) states that the maximum number of children a chaperone may supervise is twelve. However, after taking into account the ages and gender of the children the local authority may consider that the chaperone can only effectively look after a smaller number. The type of performance and location will also impact on the number of children a chaperone can care for. If the licensing officer is concerned about the proposed number of chaperones on duty they must discuss the arrangements with the applicant and agree the required number.

The chaperone should remain with the child at all times; they must accompany them to and from the dressing room, school room, studio, set or stage as well as remaining in the studio, on set or by the side of the stage whilst the child is performing. They must have the child in view at all times.

The chaperone must also remain with the child during meal and rest breaks and during any recreation breaks. If the child is staying away from home the chaperone must stay with them at the lodgings.

Arrangements for handing over responsibility for a child e.g. between parent and chaperone, chaperone and tutor or chaperone and chaperone will vary according to the circumstances, however it is important to ensure there is never a time when it is unclear who is responsible for the child.

If there is more than one chaperone on duty it must be absolutely clear both to the children and other relevant people which chaperone is supervising which children.

The chaperone's first duty is to look after the children in their care and they must not undertake any other duty e.g. they cannot be involved in technical aspects of the production, direction or be taking part in the production.

Chaperones must understand and be aware of the dangers of becoming involved in a 'conflict of interest'. Production may exert pressure on the chaperone to agree to something which may not be in the child's best interests. Whilst this is more likely to

happen within the professional arena there is nothing to say it will not occur in the amateur sector.

# Chaperones

## What is a Chaperone?

A chaperone is a person aged over 18 years\* who is approved under Regulation 15 of The Children (Performances and Activities) (England) Regulations 2014 to have care and control of a child and to safeguard, support and promote the well being of the child while he/she is taking part in a performance, rehearsal, activity or living away from home during the period of the licence. The child must be accompanied an approved chaperone, by their parent/carer who has parental responsibility for them, or the teacher who would ordinarily provide the child's education.

Therefore, if a child's parent is not able to accompany them the Production Company will need to arrange for an approved chaperone. A child cannot be accompanied by their grandparent/older sibling/aunt/uncle/step parent (who does not have parental responsibility) without them applying for and obtaining a chaperone approval.

"The Chaperone is acting in loco parentis and should exercise the care which a good parent might be reasonably expected to give that child"

\* some Local Authorities will not approve a person to be a chaperone until they are 21 years and above.

## How do I apply for a Chaperone Approval/Licence?

In order to apply for a chaperone licence you must contact the Child Performance Licensing Department at the [**Local Authority**](https://www.gov.uk/find-local-council) where you live. You will need to request an Application Form and they will advise you on the documentation you need to return and the process for obtaining a licence.

Most local authorities will require you to complete an application form, a DBS check, provide 2 referees, undertake an interview and complete training on the roles and responsibilities of a chaperone and safeguarding.

## How long does a Chaperone Approval take to come through?

The process of applying for a chaperone licence can take between 6 to 12 weeks, therefore you should make sure you submit your application well in advance of the time you need the Chaperone Approval for.

## What are DBS Checks?

A DBS check is a check of a persons criminal convictions and cautions and is undertaken by the [**Disclosure and Barring Service**](http://www.homeoffice.gov.uk/agencies-public-bodies/crb/) as part of your Chaperone Application. This is part of the Local Authorities safer recruitment process to ensure that those people working with children are suitable and safe to do so.

## How many children can a chaperone look after?

Under Regulation 15(3) the maximum number of children a chaperone can look after at any one time is 12. However, this will depend on the type of production, age and needs of the children being cared for, layout of the venue/location as well as other factors.

## Does a chaperone need to undergo training as part of their approval?

Many Local Authorities will require a chaperone applicant to undergo a minimum level of training, and will provide this either online or by face to face training courses delivered by the Child Employment Officer.

The NSPCC does have an online training course for chaperones called [**"Protecting children in entertainment training for chaperones"**](https://learning.nspcc.org.uk/training/protecting-children-entertainment-chaperone-training) which the NNCEE advised on. It is an option for those chaperones whose own Local Authorities do not provide training of their own.

1. [↑](#footnote-ref-1)