

INFORMATION FOR CHAPERONES

When a performance licence is issued the person holding the licence is responsible for ensuring that the child is supervised at all times. The person holding the licence also has to ensure the child is under the charge of a chaperone approved by the licensing authority (except when in the charge of the child's parent/guardian or tutor. The number of children in a chaperone's charge can vary according to the ages of the children or if they are living away from home, but the maximum is 12. A tutor may also be approved to act as a chaperone but the number of children must not exceed three.

The licensing officer is responsible for the approval of any proposed chaperone who resides within his authority. Approval can be withdrawn if there are concerns as to the conduct of a chaperone.

How to apply to become a Chaperone

You should contact the licensing officer who will send you an information package including an application form. The application form should be completed and returned.

The approval procedure will include:

- Reference - you will be asked to give the names of two referees
- Security - your permission will be requested to conduct a check with police records
- Interview - a brief, informal interview.

Chaperones are encouraged to feel that they can contact the licensing officer with any queries or concerns.

Once approved, a chaperone is granted authorisation for a period of one year. This may be renewed on request annually but will be subject to a police check every three years.

A young person is of compulsory school age until the last Friday in June in the school year in which they reach the age of sixteen years.

Note: These are guidelines only, if you require more detailed information please contact:

Rebecca Hartshorn
Education Welfare Service
Concorde House
Carr Lane
Hyde Park
Doncaster DN4 5AA
Telephone 01302 737258
email – Rebecca.hartshorn@doncaster.gov.uk.

Information for Chaperons

The following information is to help chaperons in dealing with children in their charge appearing in performances.

The Children (Performance) Regulations 1968 lays down the Regulations for matrons (who can be male or female) or chaperons as they are commonly known. The following are the most important.

- The chaperons shall be in charge of the child at all times, except when the child is in the charge of his parent or a tutor.
- The local authority shall not approve a chaperon unless satisfied that she or he can exercise proper care and control of the child(ren), and that she will not be prevented from carrying out her duties as a chaperon by other duties.
- A chaperon shall not be in charge of more than twelve children at any one time.
- A chaperon shall be responsible for the proper care and control of the child, including his health, comfort, kind treatment and moral welfare.
- In the case of a child taking part in a recorded performance (a film, a tele-recording, or a recorded broadcast) the chaperon may allow a child to perform for another half an hour beyond the latest permitted hour or have a meal interval shorter by half an hour, if the total number of hours, including the half hour does not exceed the maximum number of hours permitted; if the chaperon thinks the welfare of the child will not suffer, and if the circumstances are outside the control of the licence holder (for example, serious dislocation of film production schedules).

A chaperon is expected to exercise the care which a good parent might be reasonably expected to give. Except while they are in the charge of an approved tutor, children must be under the supervision of the chaperon all the time they are at the place of performance.

- When at a film studio, the chaperon must keep a record of the times the child is on the set, when he rehearses and when he performs. She must see he has the right breaks for rest and meal. Children should be provide with nutritional food and not have take-a-away snacks. Any special diets required for medical reasons, or on moral or religious grounds, must be provided for.
- The chaperon acts in loco parentis, and must, for instance, escort the child(ren) from the performance area to the dressing rooms and remain always with them except when they are performing or receiving tuition. The arrangements for the journey from and the return to the home must be satisfactory for the child's safety. The chaperon must safeguard the child's welfare, and not do anything which could jeopardise the child's welfare, or cause them any harm. The child(ren) must be guarded against exposure to possible harm, including abuse or discrimination.
- The chaperon must ensure that any children in his or her supervision has suitable opportunities for recreation, and that the child is protected from stress, strain, bad weather and any other conditions likely to harm him.
- The chaperon must be satisfied with the arrangements for the dressing rooms, toilets, etc and know the procedure for the evacuation of the building in case of fire.
- If a child is unwell, they must not perform, and arrangements made for them to be escorted home, or medical attention given as necessary.
- In the event of a contravention of the licence, or incident affecting the well being of the child(ren), the chaperon must inform the local authority that issued the licence at the earliest opportunity.
- Additionally, Local Authorities require that any chaperon authorised by it ensures that no child is discriminated against on grounds of race, gender, age, colour, nationality, ethnic or national origin.

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Children on Tour

If the child is living away from home the chaperon is responsible for him throughout the currency of the licence. This includes seeing that his lodgings are satisfactory and that he is properly occupied in his spare time. In general a chaperon needs to exercise a greater amount of supervision than if the child were living at home during the period of the licence.

- The chaperon must see that there are suitable arrangements for meals. Food should normally be provided at the lodgings. The children must be in the constant charge of the chaperon, who must accompany them at all times.
- The chaperon must arrange to sleep in the accommodation in which the children sleep near to the rooms occupied by the children.
- It is a special responsibility of the chaperon to see that adequate comfortable and clean lodgings are found for the children. These lodgings have to be approved by the local authority in whose area they are, but if for any reason she/he thinks them unsatisfactory, the chaperon should insist on a change of accommodation.
- The chaperon must see that, if necessary, there is transport to and from the place of entertainment. No child should normally have more than 3 hours journey. The children should have plenty of exercise.
- A child must not perform when unwell and in the event of the child being too ill to perform, the chaperon must make arrangements for the child to be sent home under proper escort. In the case of serious illness/accident the child should be sent to hospital and the child's parents informed immediately. The Authority who issued the licence should also be informed as soon as possible.

General

The chaperon should be thoroughly familiar with the terms of the licence granted by the local authority and see that, as far as it lies within her power, the conditions are properly fulfilled. The chaperon should also familiarise themselves with first aid, and the basics of health and safety legislation.

The Local Authority will not approve a chaperon unless satisfied that she/he can exercise proper care and control of the child(ren), and that she/he will not be prevented from carrying out any duties by other activities. For some chaperons there may be only limited approval as being suitable, for instance, to supervise children of a particular age and/or gender.

- Chaperons are approved for up to one year and must apply for renewal at the end of the year. Any approval is granted subject to certain conditions; any breach of these conditions could lead to the Approval being withdrawn.
- When approved, chaperons are required to notify the Local Authority in writing within seven days of
 - any arrest for any offence triable in a Court of Law, or any conviction in such a Court, whether in the United Kingdom or not
 - any serious or notifiable illness or debility
 - any change of address or name
- The chaperon should keep the certificate of approval in a safe place, and ensure that they take it with them each day that they are employed as a chaperon, and have it available for inspection should the need arise.
- The Local Authority does not find employment for chaperons, and will not recommend chaperons to employers.

- Chaperons hired for work will be sent copies of the licences (usually via the applicant) and should study the conditions to ensure that they are complied with, including rest periods, arrangements for tuition, meals etc. A timetable should be kept of the various periods during the hours of the licence.

Inspection

It is good practice to ensure that regular inspections are carried out without prior notice, at places of entertainment. Inspections are normally undertaken by Local Authority staff, but it could also include a Fire Officer or Health and Safety Inspector. The Officer would make his or herself known to the chaperon on arrival and will have proper identity cards.

Chaperones should under no circumstances hand any child over to, or let the child be examined by, any other person. The only exceptions to this are unless with the prior approval of the child's parent, or emergencies, and then under the supervision of a doctor, police officer in uniform, or other suitable persons.

DONCASTER METROPOLITAN BOROUGH COUNCIL

Questions to chaperones

Why do you want to be a chaperone?

What experience have you had of chaperoning in the past?

What do you understand about the legal side of being a chaperone (ie child protection, working hours for children etc)?

What difficulties do you envisage you may encounter?

I have received a copy of the guidelines and am aware of the licence requirements.

Signed _____ Date _____

DONCASTER METROPOLITAN BOROUGH COUNCIL

Chaperone Application Form

Children and Young Persons Act 1963
Children (Performance) Regulations 1968
Children (Protection at Work) Regulations 1998
Children (Performances) (Miscellaneous Amendments) Regulations 1998

“The Licensing Authority shall not approve a chaperone unless they are satisfied that she (he) is suitable and competent.” (Regulation 12(2). Children (Performances) Regulations 1968)

Surname	Mr/Mrs/Miss/Ms/Other*
First Names	
Date and Place of Birth	
Address, including full postal code	
Telephone No. (inc STD Code)	
How long at this address	
If less than five years please list	

Present Employer	
Address	
Type of Work	

Please give details of any other relevant work experience eg teaching, social work, youth work, child minding, nanny, play groups, nursery nurse, or if you have acted in a voluntary capacity such as Cubs/Brownies. Please also add anything else that you would wish to add in support of this application. You may continue on another sheet if needed.

Please give names and addresses of two referees. One should have known you in a professional capacity.

When approved your name will appear on a list of Doncaster Education Welfare Service approved chaperones, unless indicated otherwise; do you agree to your name being placed on the list? Yes/No*

*Delete as appropriate

Declaration to be signed by the Applicant

I hereby declare that the above information is true, to the best of my knowledge.

Signed

Date

This form should be returned, together with 2 passport sized photographs to:

Rebecca Hartshorn
Concorde House
Carr Lane
Hyde Park
Doncaster
DN4 5AA
Telephone 01302 737258

Data Protection Act 1998

The information detailed in this application form will be used in order to fulfil our statutory obligations under the Acts indicated above. Your information may be disclosed to agencies wishing to use your services as a chaperone, however, you will be informed of their identity prior to any disclosure.

Declaration

I consent to DMBC recording and processing the information detailed in this form. I understand that this information may be used by the company in pursuance of its business purposes and my consent is conditional upon DMBC complying with their obligations under the Data Protection Act 1998.

Signature _____ Date _____