

## FLINTSHIRE CHAPERONE APPLICATION INFORMATION

**Please note that the following information has come direct from Flintshire Council, all applications are to be submitted directly to:  
Shelley.jones@flintshire.gov.uk**

"I have attached the relevant forms.  
They need 2 references, it advises on the form who can do this.  
They will need to be DBS checked which is done through me.  
Once they have completed all forms can they get in touch with me and I can arrange to complete the DBS check form.  
They will need a passport pic also.

Thanks

Shelley Jones

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Education and Youth/Addysg ag Ieuenctid  
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**Children and Young Persons Act 1663**  
**The Children (Performances & Activities) (Wales) Regulations 2015**  
**Guidance for New Chaperones**

### **A Chaperones Role**

A Chaperones first duty is to the child in their care. They are responsible for safeguarding, supporting and promoting the wellbeing of the child, and must not engage in any activity that would interfere with the proper supervision of the children.

Chaperones must remain with the child at all times, and have sight of the child when they are on stage, set or location. The precise duties whilst the child is at the place of performance or activity will vary depending on the type of performance or activity. However, their main duties are to ensure that the child/children are properly supervised when not performing and have adequate meals, rest and recreation. Chaperones must also ensure that the facilities including dressing rooms, toilets, green room etc are appropriate.

### **Prior to Performance day**

If you are employed through an agent they may inform you of the information below, if you are directly employed by the organiser of the performance or activity you will need to contact them.

- Check who you should report to
- Check the address of the performance venue and ensure you know where it is.
- Check what time you should arrive and ensure you allow plenty of time to get to there
- Where possible ask for details of the children you will be Chaperoning including:
  - Age
  - Gender
  - Numbers of Children
  - Are there other Chaperones
  - Times the children will be arriving and departing

If you have concerns that you will not be able to Chaperone children safely raise this with your agent or the organiser of the event. A Chaperone can supervise up to 12 children. However, due to the demands of the performance, the ages, gender or special needs of the children, smaller groups or even one to one supervision of the children may be required.

### **What to take**

- Your Chaperone licence
- Contact landline/mobile numbers
- Daily record sheets or note book
- A copy of your Chaperone Guidance document which includes a Performance table and venue check list for the children.

- Care pack: Wet wipes, snacks, water, some activities (helpful to know the ages of children) such as Crayons (felt pens may not be appropriate as they may leave marks on the children's skin or costumes) paper, cards, games, puzzles etc
- Contact details of the Local Authority Officer with Child Employment responsibility
- Money for emergencies

### **What to wear**

- Appropriate clothing suitable for work with Children
- Flat shoes – no 'clicky' heels
- Nothing dangling that may get caught on anything
- Dark/Black clothes for stage productions
- Clothes appropriate for location and weather: Boots, raincoat, umbrella, suntan lotion in your car.

### **When you arrive (prior to Children's arrival):**

- Check in with security
- Make yourself known to the person you need to report to who is likely to be as follows:
  - Theatre Performances – Company Manager, Stage Manager or Head Chaperone
  - TV, Film Studio/Location - Ask for the production office, 2<sup>nd</sup> Assistant Director (2<sup>nd</sup> AD) usually deals with the children.

### **Information and documents you will need to ask to see**

- A copy of the Children's licences or any exemption evidence if you are informed licences are not required (if the child is missing school or paid a licence is required)
  - Check the licences for the following information:
    - Start and finish times
    - Travel Arrangements
    - Education Arrangements
    - Any additional conditions the Local Authority have placed on the licence
- A list of the names of the Children you will be looking after
- A list of the children's home and emergency contact numbers which you have access to at all times.
- Check whether any child has any medical conditions or requirements, if the child requires medication what are the arrangements for administering this:
  - Times to be administered

- Who will administer the medication, the child first aider, you?
- Dosage
- Safe storage
- Any additional information children's information you need to know i.e., Special Needs, dietary requirements, allergies, fears or anxieties etc
- Check the Child Protection Policy for the organisation.
- Ask for a Copy of the daily schedule/call sheet for the day
  - **What are the children are being asked to do? – If not clear ask the production team to explain what is required, when and where they will be doing whatever they are going to.**
- If the performance contains adult themes you may require a copy of the script to ensure appropriate arrangements are made during scenes that children should not be present.

### Venue Check

- Familiarise yourself with the venue's layout
- Check all area's the children have access to for any hazard or additional problems :
  - The Dressing rooms
    - Must be separate for boys and girls over 5 years of age.
    - Are they big enough? Too hot/cold?
    - Are they private
    - Are other adults walking in/through the dressing rooms?
    - Who else is in the room?
  - School room if children are to be tutored
  - Stage/set or location where children will be performing or waiting
  - Any other areas the children have access to are they safe?
  - Any 'quick' change area:
    - Changes at the side of the stage
    - Can the child be viewed by others
    - Do they undress to underwear?
  - Green Room rest area
    - Shared with adults? Child accompanied by chaperones
    - Comfortable, space for everyone?
  - Meals/Refreshments

- Suitable breaks taken? Arrangements for meals throughout the day, are dietary requirements catered for, are there plenty of drinks available?
  - Toilet Facilities
    - Separate from adults, designated for children. What about single cubicles? What if no separate toilets, accompanied by chaperone, procedures for checking they are clean?
  - First Aid/Medical
    - First Aid Kits – trained staff on duty?
    - Film sets – onsite medics / nurse/ paramedics?
- Check the location of all fire exits
  - If possible ask to hear the fire alarm
  - If possible arrange a fire drill with the children
  - Check who is the designated person for any Child Protection/Safeguarding concerns.
  - Check the evacuation procedures/meeting points
  - Liaise with any other Chaperones who have been employed, and work as a team.
    - If parents are present chaperoning their own child, they must not be left alone with any other child?

### **Meeting the Children**

- Introduce yourself to the children and their parents if present, explain what your role is and that you are the person they can speak to if they have any problems or concerns.
- Briefing with children (age appropriate) explain the daily schedule:
  - When they will be performing/rehearsing/practising
  - Details of costume and make up
  - Breaks and Mealtimes
  - Tutoring times
- Familiarise the children with the venue's layout
- Explain what will happen if the fire bell sounds
- Introduce the children to the cast and crew if possible and explain what their jobs are in the production.
- Explain the 'house rules' to the children, your expectations of their behaviour and boundaries, no messing about as there are hazards.

Remember: Children do not usually get paid a small sum or nothing at all for the work they are doing. It is important that they enjoy the experience and benefit from participating in the performance. They should end their day feeling they have done a good job feel they were part of the production team.

### **Performance/Work time**

- Turn your mobile phone off. Silent may not be sufficient in some theatres/studio's
- Ensure the child/children are always in your sight.
  - The time that a child spends in wardrobe or make up prior to going on set/stage counts as work
  - The moment a child arrives at the place of performance the clock starts ticking
  - This is the case even if the parent arrives with the child ahead of the call time.

### **Daily Record Sheets**

- Either on the record sheet you have been given or a note book record throughout the day what the children are doing, Refer to your performance table to ensure the following are within the Regulations:
  - Arrival time
  - Make up/Dressing
  - Performance times
  - Breaks
  - Meals
  - Tutoring
  - Departure time

### **Chaperones Discretion**

- **Discretion of 1 hour**

You may decide whether or not a child will be allowed to work past the latest finish time in certain exceptional circumstances. You can agree an extension of no more than one hour, as long as you are satisfied that the child's well-being will not be affected **and** that the child's total time that day (including the additional time agreed) does not exceed the maximum allowed. (See table 1) The chaperone must then inform the Local Authority who issued the child's licence and the Local Authority where the performance takes place of this and the reasons why you agreed it.

*This discretion is designed for occasional use only, where there are unusual or unforeseen circumstances that delay a production. Chaperones should consider a request for an extension only in exceptional situations. It should not be used on a regular basis or to make up for poor scheduling by the organisers of the event.*

- **Discretion of Meal Break**

You may also agree to reduce **one** of the meal breaks to not less than **30 minutes** where the performance or rehearsal is **outdoors** provided that: the duration of the break is not less than

thirty minutes; and the maximum number of hours during which the child may take part in a performance or

Rehearsal is not exceeded (See Table 1). Again, this is expected to be only an occasional occurrence.

**REMEMBER:**

**If you are not happy with what the child is being asked to do or have concerns over the child's welfare you MUST insist the child STOPS until appropriate arrangements are made and you are happy for the child to continue.**

**If the Child is unwell you must stop the child performing until such time they are well enough to continue.**

**TABLE 1**

**CHILDREN IN ENTERTAINMENT  
RESTRICTIONS IN RELATION TO ALL PERFORMANCES**

<b>Topic</b>	<b>Age 0 to 4</b>	<b>Age 5 to 8</b>	<b>Age 9 and over</b>
<b>Maximum number of hours at place of performance or rehearsal (Reg.24)</b>	<b>5 hours</b>	<b>8 hours</b>	<b>9.5 hours</b>
<b>Earliest and latest permitted times at place of performance or rehearsal (Reg.23)</b>	<b>7am to 10pm</b>	<b>7am to 11pm</b>	<b>7am to 11pm</b>
<b>Maximum period of continuous performance or rehearsal (Reg.24)</b>	<b>30 minutes</b>	<b>2.5 hours</b>	<b>2.5 hours</b>
<b>Maximum total hours of performance or rehearsal (Reg.24)</b>	<b>2 hours</b>	<b>3 hours</b>	<b>5 hours</b>
<b>Minimum intervals for meals and rest (Reg.25)</b>	Any breaks must be for a minimum of 15 minutes. If at the place of performance or rehearsal for more than 4 hours, breaks must include at least one 45 minute meal break.	<p>If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, they must have one meal break of 45 minutes and at least one break of 15 minutes</p> <p>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 15 minutes.</p>	<p>If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, they must have one meal break of 45 minutes and at least one break of 15 minutes</p> <p>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 15 minutes.</p>
<b>Education (Reg.15)</b>	<b>N/A</b>	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.
<b>Minimum break between performances (Reg.25)</b>	<b>1 hour 30 minutes</b>	<b>1 hour 30 minutes</b>	<b>1 hour 30 minutes</b>
<b>Maximum consecutive days to take part in performance or rehearsal (Reg.28)</b>	<b>6 days</b>	<b>6 days</b>	<b>6 days</b>



## **ARRIVAL AT THE VENUE**

<ul style="list-style-type: none"><li>• Arrive before the children, especially if the venue is not known to you. This will give time to have a look around and meet other people involved in the event.</li><li>• Make yourself known to the Licence Holder or their deputy and any other relevant person (i.e. stage/floor manager, dressers, etc.).</li><li>• Check all areas to be visited by the children for any hazards.</li><li>• Check fire exits for ease of passage.</li><li>• Find out what the fire alarm sounds like and arrange a fire drill involving the children.</li><li>• Check the first aid facilities and if there is a qualified First Aider on the premises.</li><li>• Check that dressing rooms, toilets, school room, rest room, meal arrangements and any other facilities are suitable.</li><li>• When checking dressing rooms, remember children aged 5 years or over must only dress with other children of the same sex.</li><li>• Liaise with any other Chaperones who have been employed, and work as a team.</li><li>• Have a list of the names of the children you will be caring for. If there are more than 12 children each Chaperone must be sure who is looking after which children.</li></ul>	<ul style="list-style-type: none"><li>• Check each child's performance licence and note any conditions endorsed on it. The Licence Holder's copy must be available at the place where the event takes place.</li><li>• Ensure there is a list of the children's home and emergency contact details which you can get access to at all times in case you need to contact the parent/guardian.</li><li>• Check with the Licence Holder to ascertain whether any child has medical problems or requirements. This information is strictly confidential but, as a Chaperone, you need to know. If a child becomes ill there may be something in the notes that will give you some indication of the problem. If the child is taken to hospital or is seen by a doctor, the fact that a child is taking medication may have an effect on the treatment. You may need to remind a child to take their medication at a specific time.</li><li>• If you are unhappy with any of the facilities or arrangements you should voice your concerns to the Licence Holder and negotiate better conditions. If these negotiations are not successful you must consider whether you are going to allow the children to take part in the event. In these circumstances you must inform the appropriate Local Authority as soon as possible with the details of the problem/s and the action you took.</li><li>• Check the companies Child protection policy?</li></ul>
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## **CHECK LIST - ARRIVAL AT THE VENUE**

You may find it useful to photocopy this page to use at each job you attend.

	<b>TICK</b>
Familiarise yourself with the venue's layout	
Identify all hazard areas	
Locate all fire exits	
Ask to hear sound of fire alarm	
Arrange fire drill (with alarm) for children	
Locate first aid facilities	
Check who the production contact is for concerns/problems	
Inspect dressing rooms (separate for age 5 years and over)	
Locate and inspect toilets	
Locate and inspect rest rooms	
Locate and inspect school room (if applicable)	
Check on meal arrangements	
Check total number of children	
Check total number of chaperones	
Acquire list of children's name	
Check each child's performance licence	
Ensure you have emergency home contacts for each child	
Where relevant, ensure you have details of each child's medical problems and/or medication.	
Ensure each child is signed in and out by an authorised adult.	

Checked by: \_\_\_\_\_

Date: \_\_\_\_\_

**CHILDREN IN ENTERTAINMENT – THE CHILDREN (PERFORMANCES AND ACTIVITIES) (WALES)  
REGULATIONS 2015**

**Schedule 3 (Regulation 11) – Daily Record Sheet**

Child's Full Name				Child's date of birth											
Parent contact details				Child's Agent											
Child's Licensing Authority				Local Authority for location of work											
Chaperone Name & Licensing Authority				Tutor name and Licensing Authority											
Name of Production				Child's Licence seen/retained				YES / NO							
Production Company Name & Tel. No.				Licence Holder Name/ Tel. No.											
Date of Performance				Place of Performance											
<b>07:00</b>				<b>08:00</b>				<b>09:00</b>				<b>10:00</b>			
00 to 15	15 to 30	30 to 45	45 to 00	00 to 15	15 to 30	30 to 45	45 to 00	00 to 15	15 to 30	30 to 45	45 to 00	00 to 15	15 to 30	30 to 45	45 to 00
<b>11:00</b>				<b>12:00</b>				<b>13:00</b>				<b>14:00</b>			
00 to 15	15 to 30	30 to 45	45 to 00	00 to 15	15 to 30	30 to 45	45 to 00	00 to 15	15 to 30	30 to 45	45 to 00	00 to 15	15 to 30	30 to 45	45 to 00
<b>15:00</b>				<b>16:00</b>				<b>17:00</b>				<b>18:00</b>			
00 to 15	15 to 30	30 to 45	45 to 00	00 to 15	15 to 30	30 to 45	45 to 00	00 to 15	15 to 30	30 to 45	45 to 00	00 to 15	15 to 30	30 to 45	45 to 00
<b>19:00</b>				<b>20:00</b>				<b>21:00</b>				<b>22:00</b>			
00 to 15	15 to 30	30 to 45	45 to 00	00 to 15	15 to 30	30 to 45	45 to 00	00 to 15	15 to 30	30 to 45	45 to 00	00 to 15	15 to 30	30 to 45	45 to 00
<b>23:00</b>				<b>00:00</b>				<b>01:00</b>				<b>02:00</b>			
00 to 15	15 to 30	30 to 45	45 to 00	00 to 15	15 to 30	30 to 45	45 to 00	00 to 15	15 to 30	30 to 45	45 to 00	00 to 15	15 to 30	30 to 45	45 to 00

**A** = Arrival at venue

**D** = departure from venue

**H** = Deliver to home

**M** = Meal breaks

**O** = Other (makeup/costume)

**N** = authorised Night work

**P** = Performance on set/stage (inc. rehearsal/line up)

**PU** = Pick up to escort to venue

**R** = Rest break

**S** = Stand by

**T** = Tutor time

**W** = Wrap up

**To be completed by the Licence Holder:**

Licence held at place of performance: YES / NO

Completed time sheet by Chaperone above: YES / NO

Sums to be earned by the child in respect of this licence .....

Arrangements made for payment of these sums: .....

**Chaperone's Signature:** \_\_\_\_\_

**Licence Holder's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **DO:**

- **check the child is comfortable** – you are the person to whom the child looks to guidance , protection, clarification and protect
- **stand up for the child above production pressures** – one of a chaperone's greatest strengths is their ability to negotiate with the production company 'on site' and be able to say no when what is being requested of the child is contrary or detrimental to the child's health, well-being and/or education
- **be the child's champion**
- **report any concerns and know how to report them to and know what to do in each case** – chaperones should keep a note of important contacts e.g. the child's licensing authority, the local authority in whose area the child is performing, the child's agent and the child's parent/legal guardian
- **ask to see a copy of the licence**
- **exercise discretion (only when regulation allows) where that is in the best interests of the child**
- **be alert to all possible risks to the child**
- **challenge people and/or behaviours**

## **DON'T:**

- **let the child perform if they are unwell**
- **leave the child alone with another adult (unless it's their parent or teacher)**
- **ignore or down play questionable behaviour from adults or other children**
- **allow the child to be pushed into things that they don't want to do**
- **take photos of the child**
- **seek autographs from performers or become star struck**
- **use inappropriate language or smoke whilst on duty**
- **consume alcohol or be under the influence of alcohol whilst on duty**
- **wear inappropriate clothing**



**Flintshire County Council**  
**Education Children’s Services and Recreation**

**THE CHILDREN (PERFORMANCES) REGULATIONS 1968**

**APPLICATION FOR APPROVAL AS A MATRON**

1. Surname: ..... All Forename(s): ..... DOB:  
.....

Previous (eg maiden) Name(s):  
.....

Place of Birth (Town/Country):  
.....

Present Address:  
.....

..... Post Code: ..... How long at this address?  
.....

Tel No’s Home: ..... Work: ..... Mobile:  
.....

Email  
address:.....  
.....

Can you speak Welsh Yes/No?

Previous addresses, in full, used in past 5 years:  
.....  
.....  
.....

2. Have you ever been employed as a ‘Chaperon/Matron’ in this Authority or any others? **YES/NO**  
(Delete as appropriate) If ‘Yes; please state:

Authority:	From:	To:	Details:
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## CHAPERONE REFERENCE

**Before completing this reference form please read the criteria for the role of chaperone. Please also read the notes below to ensure compliance of suitability to act as referee for this person.**

The referee **must**

be a recent employer or a professional person. For example, bank or building-society officials, police officers, civil servants, ministers of religion and people with professional qualifications like teachers, accountants, engineers and solicitors.

The referee **must**

have known you personally for at least two years

live in the UK

The referee **must not:**

be related to you by birth or marriage (including in-laws or partners of family members)

be in a personal relationship with you

live at your address or

be an acquaintance, neighbour or parent of a child attending a dance/drama group

**Name of applicant:**

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**Address of applicant:**

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**Postcode**

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If you need extra space when completing any aspect of the form please use a separate sheet as necessary



**How long have you known the applicant?**

**In what capacity do you know the applicant?**

**Please detail the applicant's relevant experience, personal qualities and skills that make them suitable to work with children and young people**

**In your opinion, do you think the applicant has the qualities as defined to perform the role?**

**Any other comments which you feel may be relevant in determining the applicant's suitability to carry out the role of chaperone?**

**Name of Referee:** \_\_\_\_\_

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**Profession of Referee**

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**Address of Referee:**

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**Signature:**

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**Date:**

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***Your attention is drawn to the fact that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer 'NO' to the following question (Question 3) even if you have, in the past, been subjected to criminal proceedings resulting in conviction(s). However, certain types of employment are excluded, under the Rehabilitations of Offenders Act 1974 (exemptions) Order 1975, from the protection of the Act. It is therefore, suggested that you take appropriate advice if you are in any doubt as to the correct answer to give.***

3. Have you ever been convicted of a criminal offence? **YES/NO** (Delete as appropriate)  
 If 'YES', please specify: Data of Conviction, Court, Nature of offence and sentence imposed.

.....  
 .....

4. Have you previously been approved as a registered Child-minder or Foster Carer?

.....  
 .....

If so, which Social Services Department gave approval?

.....  
 .....

5. Give below details of any relevant experience of working with children in either a voluntary or professional capacity.

.....  
 .....  
 .....  
 .....

6. Do you have a First Aid Qualification?

.....

7. Do you have a current and valid Driving Licence?

.....

8. Does your car insurance allow you to carry passengers whilst you are employed as a Chaperon/ Matron?

.....  
 .....

9. Are you registered Disabled?

.....

10. Do you have a health condition that might have a bearing on your application? If so, please give details:

.....  
.....

Please give below the names, addresses and occupation/relationship of two referees:

Name:	Address:	Occupation/Relationship:
1.		
2.		

*Flintshire County Council will only process your personal data for the specific purposes of assessing your Matron Application and to ensure the Council are able to provide the continued service. The processing of your personal data is necessary for the purposes of social care services under the and for reasons of substantial public interest ‘Children (Performances and Activities) (Wales) Regulations 2015’. Flintshire County Council may share your data with other local authorities and Police for the purpose of performing background checks. This may involve transferring your data outside of the European Economic Area if you have resided in any country outside the EEA. We may also at times share some of your information with the organisation you are visiting (for example Theatre Clwyd) and the host local authority if the activity is not taking place in Flintshire.*

*Flintshire County Council will retain your information for 3 years after the conclusion of your chaperon/matron service. If you feel that Flintshire County Council have mishandled your personal data at any time you can make a complaint to the Information Commissioners Office by visiting their website or by calling their helpline on 0303 123 1113.*

*For further information about how Flintshire County Council processes personal data and your rights please see our privacy notice on our website - <http://www.flintshire.gov.uk/en/Resident/Contact-Us/Privacy-Notice.aspx>*

*I certify that, to the best of my knowledge and belief, the details supplied in this form are correct. I understand that the agency may seek verification of any of the facts supplied. I understand that if any of this information is found to be false, misleading or missing, I may be liable to prosecution if I have wilfully stated above anything I knew to be false or did not believe to be true.*

Signed .....

Date

.....

**Please return this form to:**

The Director of Education and Children Services and Recreation,  
FAO Mrs Shelley Jones (Inclusion Welfare Officer),  
Connah's Quay High School,  
Golftyn Lane,  
Connah's Quay,  
Flintshire,  
CH5 4BH.  
Tel: 01244 813491