

Cheshire West & Chester Chaperone License Application.

PLEASE NOTE THAT THIS INFORMATION HAS COME DIRECT FROM CWAC CHILD LICENSING AND NOT FROM SGDA, PLEASE DIRECT ALL COMMUNICATION AND APPLICATION TO THE CHILD LICENSING DEPARTMENT VIA THIS EMAIL:
ChildLicensing@cheshirewestandchester.gov.uk

"Dear Applicant

RE: CHAPERONES IN ENTERTAINMENT

Thank you for your enquiry regarding Chaperone in Entertainment approval / renewal.

Firstly, you have to be at least 21 years of age and a resident of Cheshire West and Chester Council area to be approved by this local authority as a Chaperone. If you live in another local authority area you will need to contact your home authority for further information on their application process.

Please find enclosed the full application / renewal pack for this position.

Please:-

1. Complete the application form and DBS short form fully where the information is required.
2. Provide a photograph (headshot – this can be taken on a phone if it is able to be downloaded and saved).
3. Provide photographs/scanned copies of the three ID documents, as indicated on the DBS short form.
4. Email all the documents and photograph back to:childlicensing@cheshirewestandchester.gov.uk

We will check the forms are completed correctly and contact you to arrange an online video appointment for us to carry out the training on the roles and responsibilities of being a Chaperone in Entertainment. This appointment will take in the region of 1½ to 2 hours for original applications but the appointment for renewals is around 30 minutes.

When the video appointment takes place, you will be required to show the original documents which you intend to rely on as per your DBS short form. Arrangements will also be given to pay the £9 volunteer fee or £51 professional fee for the DBS check over the telephone to our Contact Centre.

The Government have relaunched their "Together We Can Tackle Child Abuse" Campaign, detail found here;- <https://tacklechildabuse.campaign.gov.uk/>

The information in this campaign is particularly relevant to the Chaperone training you will receive as part of your approval process. Please familiarise yourself with the information contained in that message.

If you require any further information about the role or about the completion of the forms, please don't hesitate to let us know.

- CWAC "

CHAPERONES IN ENTERTAINMENT

APPLICATION PROCEDURE GUIDELINES DURING THE COVID-19 PANDEMIC

PLEASE READ ALL THESE GUIDELINES BEFORE COMPLETING THE APPLICATION FORMS

This Authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The role of a Chaperone in Entertainment will bring you into close contact with children and because of this we must make every effort to check on the suitability, character, and criminal background of all applicants. You will appreciate therefore the need to fully complete the enclosed forms. There are also additional arrangements that you need to be aware of during the current pandemic.

The enclosed paperwork should include all the following: -

INFORMATION & GUIDELINES FOR CHAPERONES LEAFLET CHAPERONE APPLICATION FORM DBS SHORT FORM

Please complete all of the enclosed forms and return to this office, together with a recent photograph in jpeg or similar format, by email to childlicensing@cheshirewestandchester.gov.uk and we will contact you to make arrangements to carry out your training via video link and to verify the documents for the purpose of the DBS check. (Please see the instructions below for details of suitable documents for the DBS check)

Chaperone Application Form

This form also provides us with some of the details which are required to apply for the DBS Disclosure. If you have any queries about this form, please contact the Education Welfare Service (details at the end of the form).

Volunteer; if the applicant is a volunteer then there will be a charge of £9 for the Disclosure and Barring Service disclosure. Otherwise the applicant must pay for the full cost of the disclosure (currently £51).

Your payment of the fee will be made electronically over the phone to our contact centre. Instructions for this will be given later in the process.

*Definition:- A volunteer is "Any person engaged in an activity which involves spending time, **unpaid** (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than or in addition to a close relative".*

Photograph

A **recent** head and shoulders photograph is required to be submitted electronically with your other documents.

DBS Disclosure

The officer will also need to see and take details from certain documents in order to complete the on-line DBS application. The documents required are listed below and must be shown during your training video call. The original identity documents will need to be seen by the licensing officer when your approval documents are handed over. Identity documentation checking and the handover will follow strict social distancing guidelines.

There are 3 routes to identity checking, you must use Route 1 wherever possible, all Non-EEA Nationals MUST use Route 1:

- **Route 1** – Provide 1 document from Group 1 **and** 2 further documents from Group 1, 2a or 2b, one of which must verify your current address.
- **Route 2** – Provide 1 document from Group 2a **and** 2 further documents from Group 2a or 2b, one of which must verify your current address **PLUS** undertake an external ID validation check (contact 01244 973071 for more advice). In signing this form you give consent for this external check to be undertaken.
- **Route 3** – **only used in exceptional circumstances after a thorough discussion with the appointing manager as to why you are unable to use Route 1 or 2** – a certified copy of a UK birth certificate **and** 4 further documents from Group 2 comprising of 1 document from Group 2a; **and** 3 further documents from Group 2a or 2B, one of which must verify your current address.

GROUP 1

Current valid Passport – UK or EEA
Current Full or Provisional Photocard Driving Licence with paper counterpart
Original Birth Certificate (Issued within 12 months of birth).
Biometric Residence Permit (UK).

GROUP 2a

Firearms Licence (UK & Channel Islands)
Certified copy of Birth Certificate (Issued AFTER 12 months from birth) (UK & Channel Islands)
Current Full or Provisional Paper UK Driving Licence
Adoption Certificate (UK & Channel Islands)
Marriage Certificate / Civil Partnership Certificate (UK)

GROUP 2b

A document from Central / Local Government / Government Agency / Local Authority giving entitlement eg DWP, Job Centre Plus, (UK and Channel Islands)*
Bank or Building Society Statement (UK or EEA)*
Bank or Building Society account opening confirmation letter (UK)*
Benefit Statement e.g. Child Allowance, Pension*
Cards carrying the PASS accreditation logo (UK)
Council Tax statement (UK & Channel Islands) **
Credit Card statement (UK or EEA)*
EU National ID card
Financial statement eg Pension, Endowment, ISA(UK)**
Letter from Head Teacher or College Principal (16/19 yr olds in full time education – UK only)
Letter of sponsorship from future employment provider (Non-UK) / Non-EEA only for applicants residing outside of UK at time of application
Mortgage statement (UK or EEA) **
P45 / P60 statement (UK & Channel Islands) **
Utility bill (**NOT** Mobile phone) (UK) *
Work permit/Visa (UK) (UK Residence Permit) valid up to expiry date **

*= MUST be less than 3 months old

**= MUST be within last 12 months

No asterisk = can be more than 12 months old

When all the forms have been completed and you have the photograph, they should be emailed to the Child Licensing officer at the below address. We will check that your application forms are complete. If the application forms are completed correctly we will contact you to arrange an appointment when the officer will carry out your training in the roles and responsibilities of being a chaperone in entertainment via video link.

ALL of the identity documents required by the Officer to complete the Disclosure and Barring Service check should be available when the officer sees you to carry out your training.

At that video appointment the officer will give you details of how to pay the fee.

For original applications, the process includes writing to references and completing the checks which can take a minimum of about 6 weeks. When these checks have been completed satisfactorily you will be issued with your authorisation, and Identity Card, and given general information informing you about the legal aspects and general guidance when looking after children in entertainment.

REMINDER:- Don't forget, return all your forms and photo via email. The identity documents required to complete the DBS Application, will have to be shown during your training session online. The DBS fee will be paid over the phone.

Education Welfare Service, Cheshire West and Chester Council, Wyvern House,
The Drummer, Winsford, Cheshire CW7 1AH
Tel: 01606 275642 childlicensing@cheshirewestandchester.gov.uk

CHAPERONE – APPLICATION FORM

Please complete all sections and write clearly in CAPITAL letters

Title: Male Female
Surname:
Forenames:
Current Address:
.....
Town/City: County:
Postcode: At current address since: (month & year)
Date of birth: NI Number:
Occupation:
Dance / Theatre Group you are assisting
Date of next production (Our process can take up to 3mths to complete).....

Additional personal details (Use a continuation sheet if necessary)

Surname at birth (if different): used until: (month & year)
Any other surname used:
Used from: (month & year) used to: (month & year)
Any other forenames used:
Used from: (month & year) used to: (month & year)
Place of birth – please enter town/city and county/district names in full as recorded on your Birth Certificate:-
Town/City: County/District:
Born in the UK: If No please state country:
Nationality:

Contact Telephone Numbers (Please make sure you complete this information)

Email address:
Home Tel: **Work Tel:**
Mobile Tel:

Previous addresses – If you have not lived at the above address for the last 5 years, please provide your 5 year continuous address history below. Use a continuation sheet if necessary. If you have lived overseas during the last 5 years these addresses must also be provided.

Address:
.....
Town/City: County: Postcode:
Period at previous address:
From date: To date (month and year)
Continuation sheet attached: YES / NO

1. Have you been employed previously as a "Chaperone" in either this Local Authority or others? YES / NO
If YES please state:

Authority: Dates, from/to:

2. Have you had any relevant experience of working with children (apart from your own) in either a voluntary or professional capacity? YES/ NO (Please delete as appropriate).
If YES give details of your current post: OR, if not currently working with children, your last post (including dates) (Please supply the name and address of a referee for this post at 4B as reference will be made to this person)

.....

..... Dates:

3. IF THIS IS YOUR ORIGINAL APPLICATION:

Please give the full names, addresses and occupation/relationship of two referees.
References will not be accepted from relatives or people writing solely in the capacity of a friend. If you have any experience of working with children whilst being employed (either paid or unpaid) you must supply a referee from your current, or, if not currently working with children, your last post.

A. Name.

Address.....

.....

.....Post Code.....

Email address Tel No

Occupation/relationship

B. Name.

Address.....

.....

.....Post Code.....

Email address Tel No

Occupation/relationship

4. THE REHABILITATION OF OFFENDERS ACT

The role of Chaperone/Tutor is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared. Should you disclose a criminal conviction, this will be discussed with you in confidence. However you should note that only convictions that are relevant to the position in question will be taken into account.

a) Do you have any criminal convictions (whether spent or unspent), cautions, bind-overs or prosecutions pending? YES or NO (Please delete as appropriate)

b) Are you, on List 99 (children's barred list), disqualified from working with children or subject to sanctions imposed by a regulatory body? YES or NO (Please delete as appropriate)

If YES to either a) or b) please give details on a separate sheet, place in a sealed envelope and attach it to this form.

If you do not disclose any convictions you have it could lead to your application being rejected, or, if you are approved, may lead later to your authority being withdrawn. People who have convictions will be treated fairly and given every opportunity to establish their suitability for the position; all applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the position as Chaperone and in accordance with the Data Protection Act 1998.

5. If your application for approval as a Chaperone is successful you must notify the Cheshire Education Welfare Service within seven days of; any arrest for any offence, or conviction for any offence (excluding fixed penalty fines) in a Court of Law whether in the United Kingdom or elsewhere; any notifiable illness, any health condition or debility which may affect my ability to carry out the duties of a Chaperone; any change of address or name.
6. If your application is approved, you will be issued with a certificate of approval and an identity card. Your personal details (name and address etc.) will be retained on the Cheshire West and Chester Council's approved Chaperone database, which is maintained and held by the Education Welfare Service. Your approval details i.e. expiry date, will be shared with other Local Authorities throughout the country, only for the purposes of safeguarding children.

However, the Education Welfare Service occasionally receives requests from theatres, film/TV companies or model/casting agents to supply them with the names and home contact details of Cheshire approved chaperones. This is in order that they can then contact the chaperones to offer short-term employment looking after children in studios, theatres or on film sets. In anticipation of these requests a separate list is held of all the chaperones who have given their consent to the Education Welfare Service to release their contact details to these people and organisations. This list is then sent to theatres, film/TV companies or model/casting agents at their request. These people or organisations may then contact one or many of the chaperones on this list offering employment, usually short term/casual. Any chaperone contacted in this way is free to negotiate the terms of employment or to decide whether or not to take up the offer on this occasion. These are matters for the chaperone and the 'employer' and will not involve the Education Welfare Service.

Should your application be successful do you want your personal details (name, address and telephone number, etc.) to be entered on this separate list and released to theatres and production companies? (Please indicate the relevant reply below)

Your decision on this matter does not in any way affect whether your application is approved or not and may be changed at any time in the future by notifying this office in writing.

I do / do not want my name to be entered on the list and released to other organisations.

I do / do not have any medical condition which would prevent me from carrying out the role of Chaperone

I certify that to the best of my belief, the information I have provided is true. I understand that if I give false information or withhold relevant information, it could result in my application being rejected or if approved, my authority being withdrawn.

Signature Date

If you require further information, please contact:

Education Welfare Service
Cheshire West and Chester Council
Wyvern House
The Drummer
Winsford
CW7 1AH
Tel: 01606 275642
childlicensing@cheshirewestandchester.gov.uk

CHESHIRE WEST AND CHESTER COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT

The post for which you have applied is subject to a criminal background check using the services of the Disclosure and Barring Service. As part of this process and our own recruitment procedures, we need to be satisfied with the identity of the job applicant. Therefore you need to complete this form and bring it with you to interview along with the **original** documents being used to verify your identity.

If successful at interview you will need to complete an electronic application form, more details will be provided at that time.

E-Mail address (Please make sure you complete this information if you have an e-mail address)

Please Note: if you do not have an e-mail address and you are successful you will be asked to return at a later date in order to complete your DBS on-line application form, you will be set up with a unique User ID and Password in order to complete your on-line application, where you will be asked to answer one of the following security questions.

Security Questions: (answer only one of the following three)

Favourite Colour Lucky Number Mother's Maiden Name

Applicant details : Position/Job Title :

Title: Male Female Surname:
Forename(s): Middle Name (s):
Date of birth: NI Number:

(Please note if you have had a change of surname, you will be required to provide previous details and evidence – this will include 'from' and 'to' dates).

Current Address:

Town/City: County:
Postcode:x... Telephone:

(Please note you will be **required to provide 5 years address history** – this will include 'from' and 'to' dates and should also show overseas addresses if applicable. **If you have lived overseas in the last five years you will need to obtain a certificate of good conduct from the relevant Embassy/Country**). Please attach a separate piece of paper if required.

PLEASE LIST ANY OVERSEAS COUNTRIES YOU HAVE LIVED IN DURING THE LAST 5 YEARS: (If none please state NONE)

.....
...

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?

Yes No

To have a Disclosure and Barring Service (DBS) check it is necessary for you to produce proof of identity and current address. Evidence of **any** name change is required. **NB: Only original documents are acceptable.** Please complete the details over the page of the documents you are providing, then sign the form and hand it, together with the original documents to the appointing manager, who will check the documents and return them to you.

There are 3 routes to identity checking, you must use Route 1 wherever possible, all Paid Non-EEA Nationals MUST use Route 1 and provide Group 1 one evidence of Right to Work or Study – no other Route can be used. Applicants for voluntary work who aren't UK or EEA nationals (this does not include Overseas students) - must use x1 group 1 document and x2 group 2 documents, they may need to be fingerprinted if they can't show these documents.

- **Route 1** – Provide 1 document from Group 1 and 2 further documents from Group 1, 2a or 2b, one of which must verify your current address. **(Non-EEA Nationals MUST use Route 1 and provide Group1 one evidence of Right to Work or Study)**
- **Route 2** – Provide 1 document from Group 2a and 2 further documents from Group 2a or 2b, one of which must verify your current address **PLUS** undertake an external ID validation check (contact 01244 973071 for more advice). In signing this form you give consent for this external check to be undertaken. Please only use this route once.
- **Route 3** – **only used in exceptional circumstances after a thorough discussion with the appointing manager as to why you are unable to use Route 1 or 2** – a certified copy of a UK birth certificate and 4 further documents from Group 2 comprising of 1 document from Group 2a; and 3 further documents from Group 2a or 2B, one of which must verify your current address.

DISCLOSURE AND BARRING SERVICE - IDENTIFICATION EVIDENCE FORM

Group 1 Documents – Primary Trusted Identity Credentials Non-EEA nationals are required to provide one primary document (establishing RTW), along with two supporting documents, one of which must confirm the applicant's current address.

All ID documents must be in the applicant's current names as per the application submission & one document must confirm the applicant's date of birth

Current valid passport – Any Nationality Passport Number:	Biometric Residence Permit (UK) ID Card Number:
Issue Date:	Valid until:
Nationality:	Place & Date of Issue:
Date of Birth:	Type of Permit:
Date of Expiry:	Date & Place of Birth:
	Nationality:
	Remarks (these are the immigration entitlements for the length of the holder's stay):

Current Full or Provisional Photocard Driving Licence– UK, Isle of Man, Channel Islands and EEA. Country of issue:	Original Birth Certificate (UK and Channel Islands - issued within 12 months of birth or less - full or short form) Date of Birth:
Licence Number:	Date of Issue:
Valid from:	Country of Issue:
Date of Birth:	

Adoption Certificate (UK & Channel Islands)	Date of Issue:
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Group 2a Documents – Trusted Government/State Issued Documents

Certified copy of Birth Certificate (UK & Channel Islands) – issued more than 12 months after time of birth	Current <u>Valid</u> driving licence (full or provisional) - paper version (if issued before 1998) - UK, Isle of Man, Channel Islands and EEA	Current <u>Valid</u> photocard driving licence - (full or provisional) - All countries outside the EEA (excluding Isle of Man & Channel Islands)
Date of Issue:	Licence Number:	Licence Number:
Date of Birth:	Valid from:	Valid from:
	Date of Birth:	Date of Birth:
	Country of issue:	Country of issue:
		Date entered UK:

Fire Arms Licence (UK, Channel Islands and Isle of Man) Date of issue: No:	Marriage/Civil Partnership Certificate (UK and Channel Islands) Date of issue:	HM forces ID card
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Group 2b Documents – Financial/Social History Documents (ALWAYS include issue date & name of Org)

A document from Central / Local Government / Government Agency /Local Authority giving entitlement e.g. DWP, Job Centre Plus, HRMC (UK & Channel Islands)*	Valid letter of sponsorship from future employment provider (Non-UK/Non-EEA only for applicants residing outside of UK at time of application)
Bank or building society account opening confirmation letter (UK)*	Valid Letter from Head Teacher or College Principal (16/19 year olds in full time education - UK only)
Bank or building society statement (UK, EEA or Outside EEA) * outside the EEA branch must be in the country where the applicant lives and works	Financial Statement e.g. Pension, Endowment, ISA(UK) **
Benefit Statement e.g. Child Allowance, Pension *	Mortgage Statement (UK or EEA) **

Valid card carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands)	P45/P60 statement (UK & Channel Islands) **
Council Tax Statement (UK & Channel Islands) **	Utility bill (<u>NOT</u> Mobile phone) (UK) *
Credit Card statement (UK or EEA) *	Work permit/Visa (UK) (UK Residence Permit) valid up to expiry date**
EEA National ID Card - Must still be valid	*= MUST be less than 3 months old **=MUST be within last 12 months no asterisk = can be more than 12 months old you MUST NOT accept documentation printed from the internet
Irish Passport Card Cannot be used with an Irish passport Must still be valid	

To the best of my knowledge, the information provided is accurate and relates to me.

Signature of applicant: _____ Date: _____

Evidence checked by: _____ Date: _____



Training Resources for Chaperones

Child Employment Contact

Name: **Gareth Lewis / Steph Hatton**

Telephone number: **01606 275642**

Mobile: **07917 245769 / 07887 832893**

Email: **childlicensing@cheshirewestandchester.gov.uk**

Child Employment Officer

Telephone number:

Chaperone's Roles and Responsibilities

The Regulations

1. The Children (Performances and Activities) (England) Regulations 2014, The Children and Young Persons Act 1963 Section 37, Children and Young Persons Act 1933 Section 22.
2. Please note that although "matron" is used in certain circumstances, the current term is "chaperone". She / Her should also be taken to mean He / His.
3. The licensing authority shall not approve a chaperone unless they are satisfied that she is suitable and competent to exercise proper care and control of a child of the age and sex in question.
4. The maximum number of children in the care of a chaperone at any one time may not exceed 12; there may be occasions when she could only perform her duties satisfactorily if the numbers were small, e.g. if the children were living away from home.
5. Except when a child is in the care of a teacher, the chaperone is *in loco parentis* and should exercise the care which a good parent might be reasonably expected to give that child.
6. The chaperone's first duty is to the children in her care; while she is acting as chaperone she may not engage in any activity that would interfere with the performance of her duties.
7. A chaperone while in charge of a child under this Regulation (15) shall have the care and control of the child with a view to safeguarding, supporting and promoting the wellbeing of the child, whilst the child is taking part in an activity, performance or rehearsal.
8. Her precise duties while the child is at the place of performance will vary according to the nature of the performance. If the child is working in the theatre, the times when he is to be at the theatre and when he will be on stage are known in advance, and must come within what is permitted by the Regulations.
9. The chaperone's duties will be to ensure that, when the child is not actually performing, (including the period in between performances if there are two performances on the same day and he does not go home or back to his lodgings) he is properly supervised and has adequate meals, rest and recreation.

Accompanying, Breaks/meals and Recreation

1. A child appearing in a production, whether film, TV, modelling, stage or sport, may be at the studios, theatre or place of performance for much of the day. During the whole of this time he is in the chaperone's charge, except when having lessons, and it is for her to accompany him from the dressing room or school room as well as remaining on the set while he is there.

2. She is required to keep a record of the times he is on the set or actually performing and the times he rehearses and performs so as to ensure the periods permitted under the Regulations are not exceeded, and she must also see that he gets not less than the required number of breaks for the rest and meals.
3. She should make sure that he has suitable opportunities for recreational activities, and is protected from stress, strain, bad weather and any other conditions likely to harm him.

Extensions and Impact on Child's Welfare

The chaperone in charge of a child may allow that child to take part in a performance for a period not exceeding one hour immediately following the latest time specified in regulation provided that—

1. the total number of hours during which the child takes part in a performance or rehearsal, including the period not exceeding one hour, does not exceed the maximum number of hours permitted under regulation 22;
2. it appears to the chaperone that the welfare of the child will not be prejudiced;
and
3. it appears to the chaperone that the conditions requiring the child to take part in a performance after the latest time specified arose in circumstances outside the control of the licence holder.
4. Where the chaperone allows a child to take part in a performance after the latest time specified in regulation 21, the licence holder must ensure that the chaperone notifies the licensing and host authorities no later than the following day and provides the reason for this decision.

Travel Arrangements

1. It is the responsibility of the licence holder, acting through the chaperone, to see that suitable arrangements, having regard to the child's age, are made for him to get home or to his lodgings after the performance.
2. If he is living at home, his parents may meet him or have him met, or the chaperone may have to take him herself. Some older children may in some circumstances reasonably be expected to get home on their own but the fact that the parents agree to this does not absolve the licence holder from his direct responsibility for being satisfied that special arrangements are not necessary.
3. There will be some cases where it will be clear that the licence holder must arrange special transport (e.g. if the child is at a place of performance until 11.00 p.m., the latest time permitted under Regulation 21(1), or if he is filming on location but living at home). If the child is living away from home it will be particularly important to ensure that he is escorted to the place where he is staying and, if local public transport is not available and suitable, that transport is laid on.

Child's Health

No child should be allowed to perform when unwell.

1. If the child falls ill or is injured while in the charge of a chaperone or teacher, a doctor should be called (if necessary) and the licence holder must immediately notify the parent and the host and issuing local authority.

Living away from Home

2. If a child is living away from home the chaperone is responsible for him throughout the currency of the licence. This includes seeing that his lodgings are satisfactory in every way; and that he is properly occupied during his spare time; and in general she may need to exercise a greater amount of supervision than if he were living at home.
3. The lodgings should be clean, comfortable and suitable for children, with sufficient bedrooms, bedding, lavatories and washing facilities, and suitable facilities for meals, both at the lodgings and elsewhere, if all meals are not to be taken at the lodgings.

Place of performance or rehearsal

1. Regulation 17 provides that a place may not be approved as suitable for the child to perform or rehearse in unless, having regard to his age, the nature, time and duration of the performance or rehearsal, the place is suitable, the sanitary and washing facilities are suitable and sufficient, and suitable arrangements have been made for meals and recreation.
2. Adequate protection against the weather should also be provided for work on outdoor locations.
3. Dressing rooms, lavatories and washing facilities should be separate from adults and separate for boys and girls aged five and over.
4. If the child is at the place of performance for most of the day recreational facilities should be available, both outdoor and indoor if possible particularly if the child is not required to have lessons and will consequently have longer free periods. If the child is under school age the recreational facilities should be suited to his age and abilities and if he is under two, special nursery provision would be desirable.

<u>RESTRICTIONS IN RELATION TO ALL PERFORMANCES</u>	Earliest and latest permitted times at place of performance or rehearsal	Maximum number of hours at place of performance or rehearsal	Maximum period of continuous performance or rehearsal	Maximum total hours of performance or rehearsal (Reg.22)	Minimum intervals for meals and rest (Reg.23)	Education (Reg.13)	Minimum break between performances (Reg.23)	Maximum consecutive days to take part in performance or rehearsal (Reg.26)
Age 0 to 4	7am to 10pm	5 hours	30 minutes	2 hours	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	N/A	1 hour 30 minutes	6 days
Age 5 to 8	7am to 11pm	8 hours	2.5 hours	3 hours	If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, they must have one meal	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	1 hour 30 minutes	6 days
Age 9 and over	7am to 11pm	9.5 hours	2.5 hours	5 hours	If present at the place of performance or rehearsal for 8 hours or more, they must have the breaks stated above plus another		1 hour 30 minutes	6 days

DAILY RECORD SHEET

The Children (Performances and Activities) (England) Regulations 2014. Reg 11

Name of Production		Place of Performance / Rehearsal	
Production Contact		Date of Performance / Rehearsal	
Other Contact		Child's Licensing Authority	
Chaperone/Tutor		Chaperone/Tutor Licensing Authority	

CHILD'S NAME	DOB	AGE	PLACE OF ARRIVAL TIME	PLACE OF DEPARTURE TIME	PERFORMANCE / REHEARSAL TIMES	LENGTH OF EACH MEASUREMENT BREAK	TOTAL REST PERIOD TIME	TOTAL TUTOR TIME

This Record Sheet relates to the information the Licence Holder, Chaperone or Tutor is required to keep by law for each child performing. It is a requirement under the Regulations that these records be kept and made available, together with each child's Licence, at every place of performance where a child is present for inspection by an officer of the Local Authority in whose area the performance takes place. Upon completion of the production the Record Sheet/s should be stored at the Licence Applicant's main company address for a period of not less than 6 months after the final performance date for which these Licences have been granted.

A Suitable Person

1. The holder of the licence is responsible for ensuring that, during the period beginning with the first performance and ending with the last performance covered by the licence, the child is in the charge of a person approved by the licensing authority for this purpose, except when he is in the charge of his parent or teacher. The regulations describe this person as a chaperone, but the chaperone need not necessarily be a woman, and may be the child's parent.
2. The object of the requirement is to ensure that there is at *all* times a suitable person responsible for the child's welfare, and that it is clear at any point in time who this person is.

Does anyone inspect the venue or location?

- Yes to check that regulations are adhered to.
- It can be difficult to be everywhere at once and Child Employment Officers often have other responsibilities.
- As a chaperone you have a responsibility to contact your Child Employment Officer if you have concerns.

Night work

The local authority may grant a licence for a child to work after the permitted hours if they are satisfied that scenes, near studios or on location, are essential and that the child's appearance is necessary.

Working after Midnight

If work starts after midnight or cannot be completed before midnight the local authority may grant a licence only:

- if they are satisfied it is impractical to complete the work before then.

It is important for licence holders and chaperones to understand that:

- Any performing after midnight counts as part of performing time allowed on the previous day. Sixteen hours must elapse before the child starts work again.
- If a child works on two consecutive nights one week must elapse before they do any more night work.

Children Staying Away From Home

The local authority is obliged to ensure the wellbeing of a child who is required to stay away from home as a result of their performance. Therefore the child may only stay in accommodation approved by the local authority for the area in which the performance takes place. That authority may inspect the premises to make sure that are clean, comfortable and suitable.

Education

Whilst the local authority recognises that performances of this nature are part of a child's life experience, it will not permit the formal aspect of the child's education to be compromised. Before granting a licence the local authority will liaise with the child's school to ensure that the child's education will not suffer should that licence be granted.

For long engagements there should be a private tutor, although regulations do not stipulate how many days absence from school will be permitted before the authority insists on this. It is the responsibility of the licence applicant to state their proposals for the child's education at the

outset and it is the local authority who then decides whether or not the arrangements are satisfactory.

The authority must be satisfied that:

- the private tutor is suitable and competent
- the course of study is suitable
- one teacher must not teach more than six children at any one time unless they have all reached a similar standard and in this case the teacher may teach twelve
- the school room must be approved by the local authority
- the child should be taught for at least three hours on each day that they would normally be required to attend school.

Tutors and Chaperones

- Arrangements for handing over responsibility, e.g. between parent and chaperone, will vary according to the circumstances; it is important to ensure that there is never a time at which it is left unclear who is responsible for the child. If the child is to live away from home, or the place where he usually lives, by reason of taking part in the performances covered by the licence, and is not accompanied by his parent, this means that he must be in charge of a chaperone throughout the engagement except at any time when he is in the charge of a teacher.
- A private teacher may act as the chaperone, if s/he is approved as such by the licensing authority, provided that the number of children in her/his care when s/he is acting as chaperone does not exceed three, and that the licensing authority are satisfied that the arrangement will not adversely affect the children's education or welfare.

Performances Abroad / involving children from abroad

A licence for a child to perform abroad has to be granted for this purpose by a Justice of the Peace sitting at a Magistrates Court within the area of where the child resides or Westminster Magistrates Court, London.

NB. The local authority has no involvement or responsibility regarding the issue of these licences.

A child who is coming from abroad to perform in the UK, the local authority in whose area the applicant resides, or has his place of business, will issue the licence?

Legal duties and Legal Consequences

Any person

- a) causing or procuring any child or, if his parent or guardian, allowing him to take part in any performance in contravention of the licensing system; or
- b) failing to observe any condition subject to which the licence is granted or any condition prescribed for exempted performances; or
- c) knowingly or recklessly making any false statement in or in connection with an application for a licence is liable on summary conviction to a fine of £1000.

The child must be in the care of the chaperone at all times.

The Child's Welfare is Paramount

Chaperone Checklist

Name of Production:	
Main contact:	
1. Changing rooms / dressing rooms / other rooms e.g. trailers or green rooms	
<ul style="list-style-type: none">• Are they clean?• Are they safe?• Are boys and girls using the same room? (only if under five or what arrangements are there)• Is it too hot or too cold?• Is there enough room?• Is it used by adults at the same time as children?• Are there free standing heaters / fans/ cables etc that may be a trip hazard?• Is clothing suitable to the climate child is performing in?• If filming in inclement weather are there sufficient towels, warm clothing, change of clothes etc?• What are the arrangements for moving around venue / location?	
2. Toilets / showers	
<ul style="list-style-type: none">• Are they clean?• Are they separate to adults (where possible)?• Are they used by adults at the same time?• If so, what arrangements are in place?• Do you have a Chaperone escort to and from?	
3. Sign in / sign out	
<ul style="list-style-type: none">• Is there a sign in / out sheet at the stage door / with location manager?• Who is responsible for this?• Are children allowed to go out / off set on their own – who agreed this and is there a signed permission slip?	
4. Around the venue?	

- Are the hallways, landings stairs free from obstructions and safe?
- If not what can be done? (move the items, change your route etc)
- Do you need to remind the children of any hazards?
- Who and where is the first aider / nurse / medic?
- Where is the first aid box located?
- Have there been any injuries / illnesses you need to be aware of?
- Where is the children's emergency contact numbers held?
- Where is the nearest fire exit to where the children are?
- Where is the fire assembly area?

5. Travel to and from venue / location

- Have you got times of when parents are collecting their child?
- Have you got the name of the person collecting the child?
- Has the named person shown up to collect the child?
- Have you got the name / telephone number of the transport provider?
- Are you expected to go with the child?
- Have you got the emergency contact numbers?

6. Food and drinks

- Are they provided?
- If child usually brings their own and forgets what do you do?
- Are they stored in a clean area?
- Is cutlery and crockery clean?
- Do the children have any allergies?
- Do they need any special treatment, can you administer it,
- Where the treatment is kept e.g. epipen?

7. Activities off stage / on location

- Has the child got school work to do / or a tutor session to attend?
- Have they brought some books, games etc to keep themselves occupied during breaks?

8. Performance on stage / on location

- Has each child got a licence – have you seen it? If you have asked several times and it has never been produced they may not have one!
- Are there any restrictions / conditions on it?
- What time are they expected to finish?
- What is the child doing?
- Do they need any special equipment during the performance?
- Have they been shown how to use it?
- Is there a risk assessment – have you seen it?
- Do you feel unsure about the role / activity the child is doing?

Action taken to resolve any difficulties or concerns

Children Protection

Always ask yourself – Are children safe happy and well?

If in doubt speak to the Child Employment Officer for your borough or when an inspection is carried out.

You are there to protect the welfare of the child not the production schedule.

If concerns are raised about your ability to protect children it could lead to your licence being revoked.

Chaperone's signature:

Date completed:



**Cheshire West
and Chester**

CHAPERONE REFERRAL FORM

This form is for the use of Chaperones who wish to notify the Local Authority Licensing Department any concerns encountered while looking after a child / children performing in films, TV modelling, commercials, theatre, sport or any other performance as defined in the Children (Performances and Activities) (England) Regulations 2014 and subsequent statutory instruments.

Chaperone Name	
Chaperone Contact Details	
Name of Production	
Incident Date	
Number of Children involved	
Reason for referral	
Details	

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Chaperone Signature:		Date:	
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Please continue on additional sheets of paper and attach

RETURN TO: Child Licensing Officer, Education Welfare Service, Cheshire West and Chester Council, Wyvern House, The Drummer, Winsford, Cheshire CW7 1AH

Tel: 01606 275642 Fax: 01606 288793 Email: childlicensing@cheshirewestandchester.gov.uk

CHILD ABUSE

RECOGNISING THE SIGNS - A GUIDE FOR CHAPERONES

It is a fact: children do get abused. That is something none of us want and we must do everything in our power to prevent it happening.

The long experience of professional groups who regularly deal with child abuse cases; Children's Services, Education, Health, Probation and Police, has led to procedures being introduced to help everyone involved deal with cases effectively and in the best interest of the child.

Abuse in all its forms can affect a young person at any age. The effects can be so damaging that if not treated, they may follow an individual into adulthood.

Young people with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation, and a powerlessness to protect themselves, or adequately to communicate that abuse has occurred. Young people from ethnic minorities, who may also be experiencing racial discrimination, may be, or feel, doubly powerless in these respects.

Victims of abuse can be any age and from any social background. The younger the child, the more vulnerable he or she is and the more serious the damage can be if it is not stopped.

What is Child Abuse?

Abuse may take a number of forms, and may be classified under the following headings:

Neglect

This is where adults fail to meet a young person's basic physical and/or psychological needs like food, shelter, warm clothing or medical care, or fails to act to prevent harm. Young people might also be constantly left alone or unsupervised.

Physical Abuse

This is where someone physically hurts or injures a young person, for example by hitting, shaking, throwing, squeezing, burning, suffocating and biting or otherwise causing physical harm to them. Giving young people alcohol or inappropriate drugs would also constitute physical abuse.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening.

Girls and boys can be abused by adults or other young people, both male and female, who use young people to meet their own sexual needs. This could include full sexual intercourse, masturbation, or fondling. Showing young people pornographic material, watching sexual activities or encouraging children to behave in sexually inappropriate ways is also a form of sexual abuse.

Activities which might involve an adult being in physical contact with young people could potentially create situations where sexual abuse may go unnoticed. Also the power of the adult over young students if misused, may lead to abusive situations developing.

Emotional Abuse

Persistent lack of love and affection, where a young person may be led to believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve the young person being constantly shouted at, threatened or taunted which may make the young person very nervous and withdrawn. It may also feature age or developmentally inappropriate expectations being imposed on young people. Emotional abuse also occurs when there is constant overprotection, which prevents young people from socialising.

Emotional abuse in entertainment might include situations where young people are subjected by a parent, tutor or other personnel to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure in order to perform to high expectations.

Bullying

This may be bullying of a young person by an adult or another young person. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It may be physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name-calling, graffiti, abusive text messages transmitted by phone or on the internet), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments).

In entertainment, bullying may also arise when a parent pushes a young person too hard to succeed, a tutor adopts a win-at-all-costs philosophy, or a management official at a rehearsal or performance uses bullying behaviour.

Indicators of bullying may include:

- Behavioural changes such as reduced concentration or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctant to go to rehearsals or to take part in performances.
- An unexplained drop-off in standard of performance.
- Physical signs such as stomach-aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes and bingeing on food, cigarettes or alcohol.
- A shortage of money or frequent loss of possessions.

Grooming

The abuser may spend a lot of time building the relationship before the abuse begins. This often results in the young person trusting and becoming dependent on them. This is called grooming. The abuser may seem to be a safe and reassuring figure. He/she may also convince themselves that they are doing no harm to young people or may be unaware that their actions are deemed to be inappropriate. Indicators often go unnoticed but could include favouritism or buying gifts.

Other Indicators of abuse

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a young person is being abused, either inside or outside the entertainment environment may include one or more of the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which an explanation seems inconsistent.
- The young person describes what appears to be an abusive act involving *him/her*.
- Someone else – a young person or adult, expresses concern about the welfare of a young person.
- Unexplained changes in a young person's behaviour – e.g. becoming very quiet, withdrawn, or displaying sudden outbursts of temper – or behaviour changing over time.
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour in games.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- Being prevented from socialising with other young people.
- Displaying variations in eating patterns including overeating or loss of appetite.
- Losing weight for no apparent reason.
- Becoming increasingly dirty or unkempt.
- Forming friendships with newly acquainted adults.

It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indicators is not proof that abuse is actually taking place. Consider whether or not any explanation given is acceptable. It is **not** the responsibility of the Chaperone to decide that child abuse is occurring, but it is their responsibility to act on any concerns.

**For further information visit www.cheshirewestscp.co.uk
For safeguarding referrals during the day call 0300 123 7047
Out of hours referrals should be made to 01244 977277**