



North Tyneside  
Council

## Children in Entertainment – Chaperone Approval

You are legally required to obtain approval from YOUR Local Authority (LA) if you wish to supervise a child/young person participating in a performance under licence and you are not the parent/ legal guardian of that child unless the performance is arranged by the child's school\* and they are under the direct supervision of a teacher from that school\*.

As a chaperone you must safeguard, support and promote the wellbeing of the child and ensure their health and educational needs are met. Registered (approved) chaperones have the authority to supervise children anywhere in Great Britain in a theatre on a film set or on location. It is therefore paramount that chaperones are familiar with child performance regulations and in particular permitted performance hours and breaks and that they understand their role, the responsibility and obligation they have and how to use those powers effectively and for the benefit of the children in their care. The chaperone must not be prevented from carrying out his/her duties towards the child by having other activities/duties to fulfill. You will be provided with a copy of child performance regulations and North Tyneside Council's guidance on the regulations. A further document covering the role/duties of the chaperone will be provided with your Approval and it is imperative that you read the information carefully to carry out your role effectively.

To obtain approval you must be 18-years old or over. You will need to apply to the Attendance and Placement Service by email. **IF YOU SUBMIT AN APPLICATION AND HAVE NOT RECEIVED ANY FORM OF RESPONSE WITHIN 14 DAYS, PLEASE GET IN TOUCH TO ENSURE THAT WE HAVE RECEIVED IT.**

To process your application, it will be necessary to obtain a Disclosure and Barring Service (DBS) enhanced child workforce disclosure **(if you have a recent Enhanced DBS Child Workforce Certificate and are registered with the DBS Update Service, this will not be necessary providing we are able to check your status online)**

You must apply for the DBS at the same time you submit your chaperone application, we will then get in touch to arrange for your ID documents to be verified.

You must provide a passport style recent electronic photograph of yourself.

You are required to complete an on-line safeguarding module via our Learning Pool (which must be repeated every three years). Once completed you will obtain a certificate to prove completion which you should send with your application form.

The Local Authority will make necessary checks with Social Care Services to ascertain your suitability for approval as a chaperone.

**NEW APPLICANTS ONLY** – You will need to provide the name, address, email address, telephone number and relationship to you of two responsible persons you have known for at least 3 years who would be prepared to provide a reference as to your suitability to be approved as a chaperone, i.e. current or most recent employer, a person who has knowledge of and can comment on your experience with children, someone who knows you in a professional capacity. Please note that references will not be accepted from a spouse, partner, or relation or from someone with whom you live. They should be from separate sources (not from the same organisation/employer) and should not be known solely to you through the organisation for which you wish to chaperone.

You will also need to attend an informal interview to discuss the duties and responsibilities of the role.

A fee of £62.00 is payable for the DBS approval. (***This cost will not be applied if the applicant is a Volunteer***). Professional approval applicants will also be required to complete an NSPCC on-line training course (cost £25.00).

Approval is valid for up to 3 years. You are advised to submit your application for your approval to be renewed before your current approval expires.

**Please note that a chaperone approval application may take over 12 weeks to process.**

*\*The school in question must fall within the meaning of a "school" in the relevant Education Acts, i.e. an educational institution that provides primary and/or secondary education.*

## **The Role: Matrons/ Chaperones**

Please take the time to read the information provided before completing the application form.

It is a legal requirement that whenever children of compulsory school age are engaged in public performance or entertainment under a licence issued by the Local Authority, they must be supervised at all times by a registered matron (referred to as chaperone), unless they are under the direct supervision of either a parent or an agreed school tutor. The chaperone is in a position of trust; abuse of a position of trust in respect of young persons under the age of 18 is considered an offence.

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

Chaperones hold a key role in ensuring that the experience a child gains whilst engaged in such performances or entertainment is one that they enjoy and find beneficial.

The Local Authority believes that this gives such children the opportunity to grow as individuals. It helps them gain confidence and promotes self-esteem whilst enabling them to appreciate the needs of others and develop 'team' skills.

This document has been devoted to examining the role of a chaperone and explaining how important we believe the role is to the individual and to the children under their supervision.

The difficulty we have experienced has been to demonstrate the vast contrast in type of performances a chaperone could be asked to supervise. Many chaperones first register with the Local Authority because their child is performing in the annual dancing school show or amateur dramatic performance, with little or no intention to be involved in any other productions.

Registered (approved) chaperones have the authority to supervise children anywhere in Great Britain in a theatre on a film set or on location. It is therefore paramount that chaperones are familiar with child performance regulations and in particular permitted performance hours and breaks and that they understand their role, the responsibility and obligation they have and how to use those powers effectively and for the benefit of the children in their care. The chaperone must not be prevented from carrying out his/her duties towards the child by having other activities/duties to fulfill.

The law says that the maximum number of children an individual chaperone may supervise is twelve. However, the ratio of chaperones to children will be determined by the circumstances of each production; due to the ages, gender of the children, or a combination of both, the chaperone may only be able to supervise a smaller number (for instance boys and girls must be in separate changing rooms). The regulations state that chaperones must remain with the children all the time. **It is only when they are on stage or performing that chaperones are not required to be by their side (although they must remain in full view).**

At the venue the chaperone should be aware of the fire/critical incident evacuation procedure and escape routes.

- Qualified first-aiders should be on duty in all entertainment venues. Chaperones must establish who and where the first aiders are and how to contact them as well as the location of the accident book. Chaperones must record any illness, incident, or accident. The parent and the local authority must be informed at the earliest opportunity. Emergency contact details for the children must be readily available as well as details of any health details (such as allergies, medical issues/medication), additional needs/disabilities.
- Child Performance Regulations dictate that the licence holder must keep records. The chaperone must ensure that these records are being maintained and may be asked to assist in completing these records.
- The producer/organizer of the performance must ensure that suitable travel arrangements are made to get the child home or to any accommodation provided to the child after the performance. The chaperone should be aware of these arrangements and ensure that they are suitable. They must ensure that the person previously agreed collects the child.
- Chaperones and producers must ensure that suitable changing facilities are available. Boys and girls from the age of 5 must have separate changing rooms.

**Chaperones must ensure that no child is discriminated against on the grounds of race, gender, religion, nationality, or disability.**

It is inevitable that chaperones may feel that they are in the way, and to some extent not giving the child(ren) sufficient freedom. However, the chaperone is the representative of the Local Education Authority, and their sole concern must be to protect the health, safety, moral welfare and education, whilst ensuring the kind treatment, of each and every child in their care.

It is not a matter of the Local Education Authority being pedantic or keeping to the letter of the law. The regulations are designed wholly to prevent a child being exploited by working too many hours during a given period, which will inevitably result in the child's general wellbeing or education suffering in the long term. **A chaperone has the responsibility to ensure that this does not happen.**

There may well be occasions where a Producer would like a child to continue working beyond the hours allowed. It is vital that where this is the case the chaperone is strong enough to advise this person that the performance cannot be allowed to continue. However, because the legislation of children in entertainment is so complex, it is vital that if chaperones find themselves in this position, they must be clear as to the exact requirements of the legislation. They may need to check the child's age as legislation dictates the ages at which children may perform certain hours.

Disputes can normally be amicably resolved but may depend on the chaperone's knowledge and their interpersonal skills in dealing with such situations. Chaperones should possess firm negotiating skills and have the confidence to withdraw a child from a performance if they have good reason to do so in the best interests of the child.

The Local Authority have the power to enter any premises where a performance or entertainment is being performed by children, without prior notice, to establish that the children are being properly supervised and cared for. They have the power to withdraw the children from the performance or to withdraw the chaperone's registration or both. This is the last thing the Local Education Authority wish to do; hence the emphasis of this information is an attempt to bring to the chaperone knowledge of the extent of their role and the responsibility they have to the children in their care. We hope that by working together it will make it unlikely that we should ever have to take this type of action. However, if we believe that the general welfare of the child may be affected, we will have no option but to enforce our statutory duties.

For further information, please contact:

**Attendance & Placement Service**  
**North Tyneside Council**  
**3<sup>rd</sup> Floor, Quadrant East**  
**Cobalt Business Park**  
**Newcastle upon Tyne**  
**NE27 0BY**

**Tel: (0191) 6438392**

**Email: [helen.jordan@northtyneside.gov.uk](mailto:helen.jordan@northtyneside.gov.uk)**



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**APPLICATION FOR APPROVAL TO ACT AS A CHAPERONE  
THE CHILDREN (PERFORMANCE & ACTIVITIES) (ENGLAND) REGULATIONS 2014**

Please complete in black ink and email to: [helen.jordan@northtyneside.gov.uk](mailto:helen.jordan@northtyneside.gov.uk) You must also send an electronic headshot photograph. The Authority is entitled, under arrangements introduced for the protection of children, to check with the Disclosure & Barring Service for the existence and context of any criminal record. Therefore, it will be necessary for an Enhanced check to be undertaken. The Authority will also make necessary checks with Social Care Services.

<b>Surname:</b>		<b>Previous name(s) with dates:</b>
<b>First name(s):</b>		
<b>*Mr/Mrs/Miss/Ms:</b>		
<b>Date of birth:</b>		
<b>Address:</b> <i>If you have lived at this property for less than five years, please give details of previous addresses</i>		<b>Previous address if you have lived at your current property for less than five years</b>
<b>Telephone number(s):</b>		
<b>E-mail address:</b>		
<b>Have you been approved as a Matron/Chaperone before?</b>	<i>If yes, by which Authority and when did/will your approval expire? If North Tyneside give current/last approval number and expiry date.</i>	
<b>Are you presently employed?</b>	<i>If yes, please state the name and address of your employer and your role</i>	
<b>Do you have an Enhanced Child Workforce DBS which has been registered with the Update Service?</b>	<i>If yes, please supply a copy of your DBS Certificate</i>	
<b>Do you give North Tyneside Council permission to check your DBS update?</b>		
<b>Are you applying for approval to chaperone in a voluntary or professional capacity?</b>	<i>Professional Chaperones are required to complete an NSPCC on-line training module</i>	
<b>Name of Group(s) you are associated with:</b>	<i>(e.g. Theatre Group/Dance School, Operatic Society, etc)</i>	

**\*NEW APPLICANTS ONLY. REFERENCES ARE NOT NEEDED FOR RENEWALS\***

Please provide below the name, address, email address, telephone number and relationship to you of two responsible persons you have known for at least 3 years who would be prepared to provide a reference as to your suitability to be approved as a chaperone, i.e. current or most recent employer, a person who has knowledge of and can comment on your experience with children, someone who knows you in a professional capacity. **References will not be accepted from a spouse, partner, or relation or from someone with whom you live. They should be from separate sources (not from the same organisation/employer) and should not be known solely to you through the organisation for which you wish to chaperone.** Please ensure that these persons are aware that you have nominated them and are prepared to respond quickly. Please note that it is not always possible for references to be tracked.

1.	Name:	Mr/Mrs/Miss/Ms*
	Address:	
	Post code:	
	Telephone number(s):	
	Email address:	
	In what capacity is this person known to you?	

**Note: The referees nominated should not be from the same organisation.**

2.	Name:	Mr/Mrs/Miss/Ms*
	Address:	
	Post code:	
	Telephone number(s):	
	Email address:	
	In what capacity is this person known to you?	

**\*ALL APPLICANTS TO COMPLETE\***

Is there any relevant disability or health condition that would affect your ability to care for children in theatrical settings? <i>Answering "yes" to this question may not preclude you from being approved as a chaperone.</i> If YES, please give details:	Yes/No
We are occasionally contacted by productions looking for Professional Chaperones. If you are applying for approval in a Professional (paid) capacity, would you like us to contact you about these opportunities?	Yes/No/NA
Your approval will not be issued until you have completed a North Tyneside Council Safeguarding course via our Learning Pool "Safeguarding Children and Adults at Risk in North Tyneside", regardless of any other safeguarding course(s) completed via an alternative provider. Please provide a copy of your completion certificate with this application.	

\*Delete as appropriate

**DECLARATION TO BE SIGNED BY THE APPLICANT (PLEASE READ CAREFULLY):**

I have read and understood the guidance on the duties and responsibilities of Chaperones. I am fit and able to undertake all the duties required. I will study the guidance that I will be provided with and familiarise myself with Child Performance Regulations. I understand/accept the responsibilities placed upon me as a Chaperone.

I understand that my approval will not be issued until I have completed the North Tyneside Council online training course "Safeguarding Children and Adults at Risk in North Tyneside" which I have attached with this application.

I will notify North Tyneside Council of any change of name, address or contact details or any change in circumstances that may affect my ability to effectively perform the duties and responsibilities of a Chaperone. I will notify North Tyneside Council immediately if I am arrested or convicted of a criminal offence, receive a caution, reprimand or warning or are the subject of a Police or Local Authority investigation. I understand that the Local Authority will make checks with Social Care Services to confirm my suitability to be approved as a chaperone.

I understand that information relating to my Chaperone Approval, DBS and Social Care check will be stored by North Tyneside Council and entered onto a secure database.

**I hereby declare that the above information is true to the best of my knowledge. I understand that I would be liable to prosecution if I stated in it anything which I knew to be false or did not believe to be true.**

**Signature..... Date.....**

**CHECKLIST FOR APPLICATION**

- **Chaperone Application Form (including criminal convictions form)**
- **DBS Application (or previous registration with the update service)**
- **Online Safeguarding Certificate**
- **Electronic Photograph**



## North Tyneside DBS conviction details – volunteers/freelance workers

### Rehabilitation of Offenders Act 1974 - Disclosure of Previous Convictions

- This position is exempt from the Rehabilitation of Offenders Act 1974. So, you must tell us about any convictions you may have, even if they are considered to be 'spent' under this Act.
- Any approval for volunteer/freelance work will be subject to a criminal record check from the Disclosure & Barring Service before we confirm the appointment. This record check will include details of cautions, reprimands or final warnings, as well as convictions.

We will keep in strict confidence any information we receive from the Disclosure & Barring Service. We will store it securely during the process.

A criminal record will not affect your chances for volunteering/freelance work, unless it makes you unsuitable for such activities. In making this decision, we will consider the nature of the offence, how long ago and what age you were when it was committed, and any other relevant factors, including the Council's policies.

Service Area/Section	Children's Services/APS	
1 Volunteer/freelance worker name:	(Mr/Mrs/Miss/Ms*)	
2. Have you ever been convicted of a criminal offence or received a caution, reprimand or warning?	YES/NO* (If yes, please complete the section below)	
You must include: (a) nature of offence, (b) date committed, (c) any other relevant factors		
<b>Signed:</b>	<b>Date:</b>	

\*Please delete as appropriate