

**EDUCATION  
SAFEGUARDING SERVICE**

**Children in Entertainment**

**Chaperone Application  
Information Guide**

*September 2020*

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## **A. What is a Licensed Chaperone?**

Chaperones (sometimes referred to as Matrons) are employed to supervise children who are licensed by a Local Authority to take part in performances or modelling.

## **B. Becoming a Licensed Chaperone**

This document provides details of the skills required and process to be undertaken to become a Chaperone.

It is a legal requirement for all Chaperones to be approved by and registered with the Local Authority. All Chaperones must by law have had a Disclosure Barring Service (DBS) disclosure check before being allowed to supervise other people's children and the Local Authority must ensure that the person is suitable to exercise "care and control of the child, safeguard the child and support and promote the well-being of the child" (Children (Performances and Activities) (England) Regulations 2014).

Where an applicant is (or wishes to be) a Professional Chaperone a cost will be incurred for the DBS disclosure of £64 and £36 for the safeguarding training. Where an applicant is a Voluntary (unpaid) Chaperone there will be no cost. A letter from the Amateur Society/Company that you are involved with confirming your voluntary (unpaid) status should be attached to your application.

**Please be aware that the Disclosure Barring Application process can take up to 12 weeks to process.**

**Please note that the Chaperone licence must be issued by the Local Authority in which the chaperone lives.**

**A chaperone must be aged 18 and over. An individual cannot chaperone a child when they should be chaperoned themselves (i.e. is statutory school age).**

## **C. Responsibilities of a Chaperone**

A Chaperone's first responsibility is to the children in their care.

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

The Children (Performances and Activities) Regulations 2014 state the Regulations for Chaperones are:

- 'The Chaperone shall be in charge of the children at all times (except when a child is in the charge of his/her parent or a tutor). This includes, for example, escorting the children from the performance area to the dressing room.'
- 'A Chaperone shall not be prevented from carrying out his/her duties as Chaperone by other duties', such as performing and stagehand roles.

## **D. Skills Required to Become a Chaperone**

### **Skills you will require to become a chaperone:**

- Experience of working with children
- Good communication skills
- A basic understanding of emergency first aid treatment
- Ability to act as an advocate for the child when necessary
- Record keeping skills

## **E. The Licencing Process**

All chaperones must complete the application process. Please see the flowchart on page 6 for a summary of the application process. The application process consists of the following elements:

### **1. Application and Declaration**

The online application form is available online via the Children and Employment section of the Kirklees website found here <https://www.kirklees.gov.uk/beta/employment-information/children-and-employment.aspx>

Please contact the Child Employment and Entertainment Team should you require a paper copy for accessibility reasons.

### **2. Two completed references:**

We also require two character references from you. We strongly advise you to make the referees aware of the process. Details of your references will be required in the online application. Once their details have been submitted the Child Employment and Entertainment Team will make contact with them so they can provide their reference. We ask that these references are not completed by a family member.

### **3. Evidence of the completion (Certificate) of the Kirklees Safeguarding Partnership online training.**

Details of this training and the online link are provided in this pack (**Appendix 1**). It is the applicant's responsibility to ensure this is completed and a copy of the completion certificate can be uploaded during the online application. Please contact the child employment team if you have any difficulty registering onto this site or completing the course.

Volunteer chaperones will be able to access the Level 1 'An Awareness of Child Abuse and Neglect' course free of charge. Should you wish to complete any other courses on the safeguarding board website, please be aware a charge may apply. Please contact us should you wish to discuss this.

If you are a paid chaperone, you will be charged for the safeguarding course. This is separate to the DBS fee and you will be charged by Kirklees Safeguarding Board upon completion. Please note if you have previously completed this course within the last 12 months, the Child Employment and Entertainment Team may accept this.

**4. One recent passport-size photograph of yourself should accompany the application.**

Please provide a recent photograph. This does not have to be an official passport photo as long as it is clear, and you can be easily identified. A copy of your photo is required to be uploaded during the online application form.

Once all of the above information from the Chaperone application is submitted online, the local authority will contact you within 5 working days to make an appointment for an interview.

At this point, the Local Authority will make arrangements for a DBS check to be completed. This will be done through an online system and you will be contacted via email, containing your username and password. It is your responsibility to ensure the application form is completed prior to your interview.

The interview will be arranged to give you an opportunity to ask any questions you may have, and for the Local Authority to ensure that you have a clear understanding of the responsibilities of the role. Areas of responsibility such as child protection, health and safety and record keeping will be addressed.

**5. Please bring along the relevant ID to the interview to complete the DBS application process.**

The Local Authority is required to see original documentation to confirm your identity, from the list of relevant ID provided in the pack (**Appendix 2**). These can also be found on the DBS website. Please bring at least one document from Group 1 and a further two documents from the list. One document must confirm your current address. Photocopies will not be accepted.

**Please be aware that the Disclosure Barring Application can take up to 8 to 12 weeks. This will be posted to your current address.**

## **F. Disclosure and Barring Service Update Service**

**Kirklees Council requires all chaperones who have submitted a new DBS application to subscribe their DBS certificate on the online DBS update service.** This system allows you to keep your DBS up to date on an annual basis. If you are a volunteer chaperone, this is a free service. If you are a paid chaperone, it costs £13 a year. **It is your responsibility to keep this up to date.** There is an automatic renewal option when you first subscribe to the service.

To register your DBS certificate, please visit: <https://www.gov.uk/db-update-service>

You will require the electronic reference number provided by Kirklees before the certificate is issued or the DBS certificate number, should you choose to subscribe to the service within 30 days of your certificate being issued.

Should you wish to renew your chaperone licence, failure to be on the update service will result in a new DBS certificate being required. This will entail the appropriate administrative fee being charged for both volunteers and paid chaperones.

## **G. Registration**

Completing the DBS through the online system will allow the Local Authority to automatically receive confirmation of your DBS certificate being issued. At this point, the Local Authority will advise if sight of the DBS certificate is required. If sight is not required, your chaperone licence will be issued and posted to your current address within 5 working days.

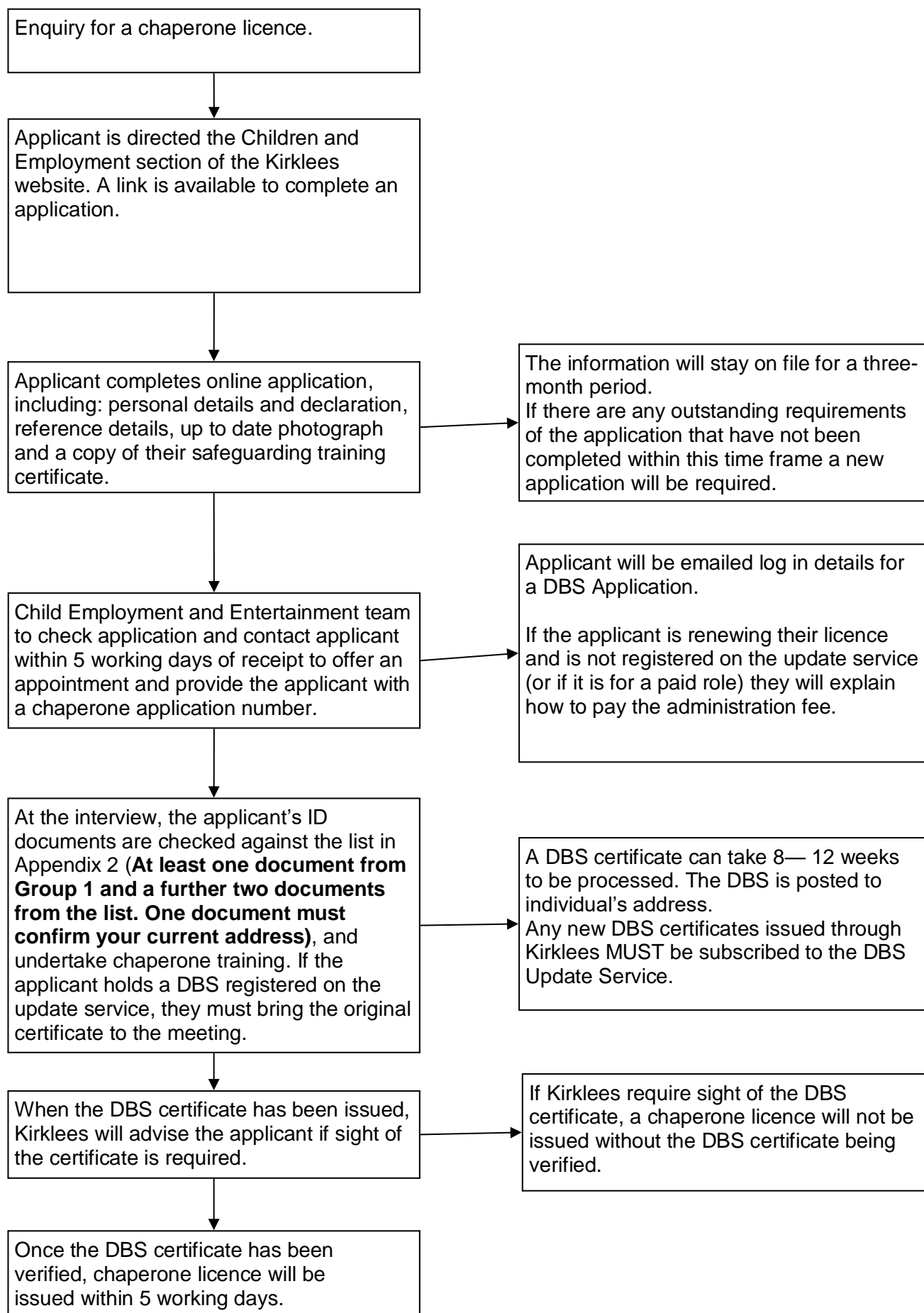
Once registered, you will be a Kirklees Local Authority Licensed Chaperone for a period of 3 years. Your name will be included on a list of the Local Authority's registered Chaperones. It is your responsibility to contact the Local Authority should your personal circumstances change and for renewing your licence.

The Chaperone Licence will bear your name, address and photograph. It is a legal requirement that the Licence is carried with you at all times while you are acting as a Chaperone. A smaller Chaperone Card has been produced to make this more convenient.

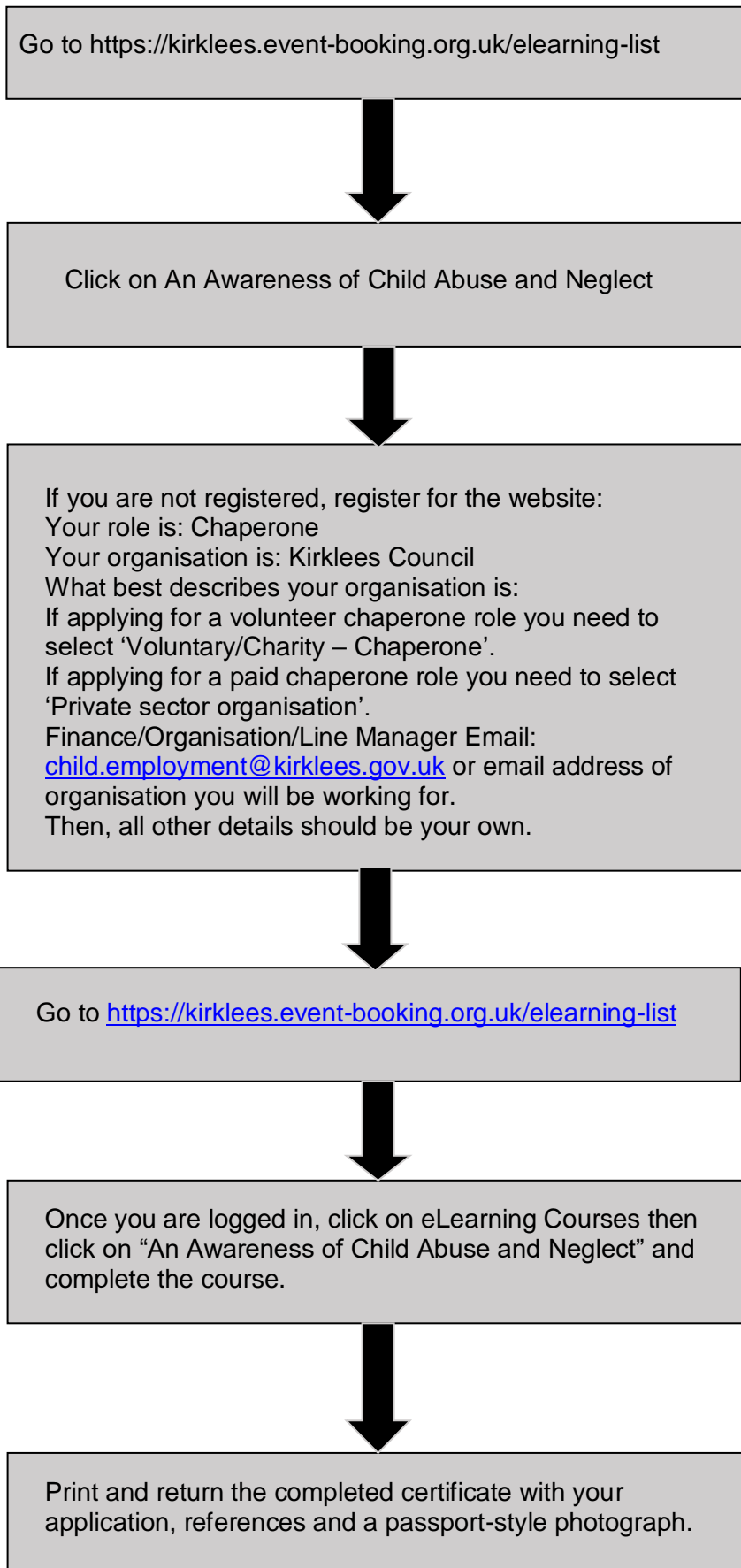
Please note that the full process will be discussed with you at the interview. If you have any questions before that please do not hesitate to contact the Local Authority on the number below.

**Child Employment Team**  
**Education Safeguarding Service**  
[child.employment@kirklees.gov.uk](mailto:child.employment@kirklees.gov.uk)  
**Telephone: 01484 221919**

## Chaperone Application Process



## Appendix 1 – Kirklees Safeguarding Partnership Online Training





## Appendix 2 - DBS List of ID Documents

Please bring at least one document from Group 1 and a further two documents from the list. One document must confirm your current address. PHOTOCOPIES WILL NOT BE ACCEPTED.		
<b>GROUP 1</b>		
<b>Current Valid Passport</b>	Any current and valid passport	
<b>Biometric Residence Permit</b>	UK	
<b>Current Valid Driving Licence</b>	UK (Full or provisional) Isle of Man /Channel Islands and EU; Photo card only	
<b>Birth Certificate</b>	UK & Channel Islands - issued at time of birth, including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces	
<b>Adoption Certificate</b>	UK and Channel Islands	
<b>GROUP 2a</b>		
<b>Current Valid Driving licence</b>	Full or provisional photo card issued outside the EU	
<b>Current Valid Driving licence</b>	Full or provisional old style paper version is issued before 1998 - UK, Isle of Man, Channel Islands and EU	
<b>Birth Certificate</b>	UK & Channel Islands - issued after time of birth	
<b>Marriage/Civil Partnership Certificate</b>	UK and Channel Islands	
<b>HM Forces ID Card</b>	UK	
<b>Fire Arms Licence</b>	UK, Channel Islands and Isle of Man	
<b>GROUP 2b</b>		
<b>Mortgage Statement</b>	UK or EEA - issued within the past 12 months	
<b>Bank/Building Society Statement</b>	UK, Channel Islands or EU - issued within past three months	
<b>Bank/Building Society account opening confirmation letter</b>	UK - issued within past three months	
<b>Credit Card Statement</b>	UK or EEA - issued within past three months	
<b>Financial Statement</b>	UK - e.g. pension, endowment, ISA - issued within the past 12 months	
<b>P45/P60 Statement</b>	UK & Channel Islands - issued within the past 12 months	
<b>Council Tax Statement</b>	UK & Channel Islands - issued within the past 12 months	
<b>Work Permit/Visa</b>	UK (UK Residence Permit) - valid up to expiry date	
<b>Letter of sponsorship from future employment provider</b>	Non-UK or Non-EEA only; valid only for applicants residing outside of the UK at time of application - must still be valid	
<b>Utility Bill</b>	UK - issued within last three months <b>(Not a mobile telephone)</b>	
<b>Benefit Statement</b>	UK - e.g. Child Allowance, Pension - issued within last three months	
<b>A document from Central/Local Government/Government Agency/Local Authority giving entitlement</b>	UK & Channel Islands eg from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security - less than three months old	
<b>EU National ID Card</b>	Must still be valid	
<b>Cards carrying the PASS accreditation logo</b>	UK and Channel Islands - must still be valid	
<b>Letter from headteacher or college principal</b>	UK for 16-19 year olds in full time education; only use in exceptional circumstances if other documents cannot be provided - must still be valid	

