



EDUCATION SAFEGUARDING SERVICE

Children in Entertainment

A Code of Conduct & Guide for Licensed Chaperones

April 2021

Part One:
A Code of Conduct for Chaperones

CONTENTS

INTRODUCTION: WORKING FOR KIRKLEES COUNCIL	3
1. EXPECTATIONS OF BEHAVIOUR	4
2. DRESS AND APPEARANCE.....	5
3. PERSONAL LIVING PLACE	5
4. OVERNIGHT STAYS AND OUTINGS	6
5. GIFTS, REWARD AND FAVOURITISM.....	6
6. INFATUATIONS	7
7. PHOTOGRAPH/VIDEOS	7
8. SOCIAL MEDIA.....	8

INTRODUCTION: WORKING FOR KIRKLEES COUNCIL

We want you to enjoy working as a Chaperone and provide the best possible services to our children and young people. By demonstrating Kirklees Council's corporate behaviours, we can create a great working environment.

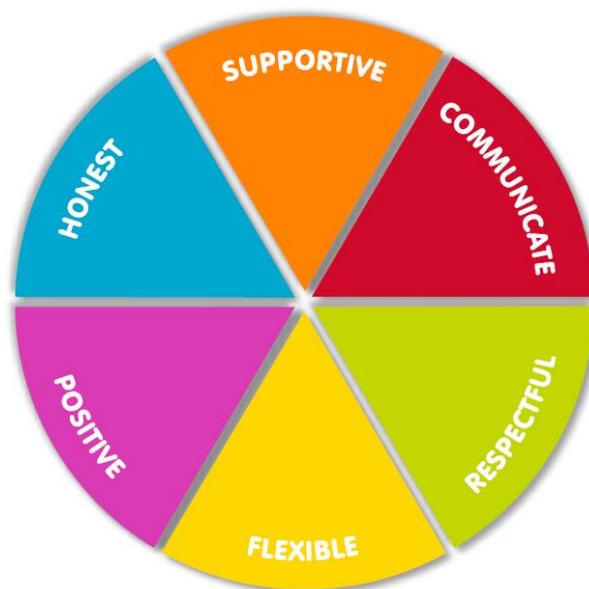
What do we mean by behaviours?

Behaviours demonstrate the attitudes and approach we take to our work. They are:

- How we do things
- How we treat each other
- What we say and how we say it
- How we expect to be treated
- How we work together
- Our approach to our work

It's treating others as they would wish to be treated - with dignity.

These are our six behaviours:



1. EXPECTATIONS OF BEHAVIOUR

1.1 Chaperones working with children and young people have a responsibility to safeguard the welfare and the best interests of children and young people. It is therefore expected that they will adopt a high standard of personal conduct to maintain the confidence and respect of the public in general and all those with whom they work.

1.2 There may be times, for example when an adult's behaviour or actions in their personal life come under scrutiny from local communities, the media or public authorities. This could be because their behaviour is considered to compromise their role as a Chaperone and their suitability to work with children and young people. Misuse of drugs, alcohol, social media or acts of violence would be examples of such behaviour. Chaperones looking after children and young people should therefore understand and be aware that safe practice also involves using judgement and integrity about behaviours in places other than the work setting. This includes always checking your privacy settings on social media.

1.3 Should Kirklees Council receive information regarding the behaviour of a Chaperone's partner or other family members that raises concerns, any potential risk to the children the Chaperone is responsible for will be assessed and the appropriate safeguarding measures will be taken.

This means Chaperones must not:

- Behave in a manner that would lead any reasonable person to question their suitability to work with children or act as a role model. This includes:
 - leaving children unattended,
 - smoking in their presence,
 - consume or be under the influence of alcohol in their presence,
 - using inappropriate language or discussing inappropriate subject matter in their presence.
- Make, or encourage others to make, unprofessional personal comments which scapegoat, demean or humiliate, or might be interpreted as such.
- Seek autographs from performers or become 'star struck'.

This means that Chaperones must:

- Be aware that behaviour in their personal lives may impact their role as Chaperone.
- Follow the code of conduct issued by the Local Authority which issued their Chaperone Licence.
- Have access to a telephone to contact Emergency Services immediately if required.
- Follow any code of conduct deemed appropriate by the organisation or production company they are working/volunteering for.

- Understand that the behaviour and actions of their partner (or other family members) may raise questions about their suitability to continue their role as a chaperone.

2. DRESS AND APPEARANCE

2.1 A Chaperone's dress and appearance are matters of personal choice and self-expression. However, adults should dress in ways that are appropriate to their chaperone role and this may need to be different from how they dress when not at work. Chaperones who work with children and young people should ensure they take care to dress appropriately for the tasks and the work they undertake.

2.2 Those who dress in a manner that could be considered inappropriate could render themselves vulnerable to criticism or allegations.

This means that Chaperones must wear clothing which:

- is suitable for their role and is appropriate,
- is not likely to be viewed as offensive, revealing or sexually provocative,
- does not distract, cause embarrassment or give rise to misunderstanding,
- is absent of any political or otherwise contentious slogans,
- is culturally sensitive and is not considered to be discriminatory.

3. PERSONAL LIVING PLACE

3.1 No child or young person should be invited into the home of a Chaperone who works with them.

3.2 It is not appropriate for any organisation to expect or request that private living space be used for work with children and young people.

This means that adults must:

- Be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in vulnerable situations, i.e. in residential settings.
- Challenge any request for their accommodation to be used as an additional resource for the organisation.
- Be mindful of the need to maintain professional boundaries.
- Refrain from asking children and young people to undertake personal jobs or errands.

IMPORTANT NOTE On occasions Chaperones may be living temporarily in accommodation with children and young people for whom they have chaperone duties. **See section 4 – below.**

4. OVERNIGHT STAYS AND OUTINGS

4.1 Adults should take particular care when supervising children and young people on trips and outings, where the setting is less formal than the usual place of work. Chaperones remain in a position of trust and need to ensure that their behaviour remains professional at all times and stays within clearly defined professional boundaries.

4.2 Where activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Children, young people, adults and parents should be informed of these before the start of any overnight stay. In all circumstances, those organising the overnight stay must pay careful attention to ensuring safe staff/child ratios and the gender mix of staff, especially on overnight stays.

This means that Chaperones must:

- Be aware of and have access to risk assessments in line with the organisation's policy where applicable.
- Be aware of any health needs and prescribed medication for the children and young people in their care.
- Have access to parental consent for any activities the children or young people are taking part in.
- Never share beds with a child or young person, or other adults whilst supervising children and young people.
- Not share bedrooms unless it involves a dormitory situation and the arrangements have been previously discussed with the person responsible for the production, and with parents and the children or young people themselves.
- Follow the smoking, alcohol and tobacco policy of the company or venue etc.

5. GIFTS, REWARD AND FAVOURITISM

5.1 In some situations, the giving of gifts as rewards may be accepted practice for a group of children, whilst in other situations, the giving of a gift to an individual child or young person will be part of an agreed plan, recorded and discussed with a senior manager and the parent or carer.

5.2 Adults should exercise care when selecting children and/or young people for specific activities or privileges to avoid perceptions of favouritism or unfairness. Methods and criteria for selection should always be transparent and subject to scrutiny.

5.3 Care should also be taken to ensure that adults do not accept a gift that might be construed as a bribe by others or lead the giver to expect preferential treatment.

5.4 There are occasions when children, young people or parents wish to pass small tokens of appreciation to adults e.g. on special occasions or as a thank-you and this

is acceptable. However, it is unacceptable to receive gifts regularly or of any significant value.

This means Chaperones must:

- Be aware of their organisation's policy on the giving and receiving of gifts.
- Ensure that gifts received or given in situations that may be misconstrued are declared.
- Generally, only give gifts to an individual young person as part of an agreed reward system with the parents or organisation.
- Ensure that all selection processes which concern children and young people are fair and that wherever practicable these are undertaken and agreed upon by more than one member of staff.

6. INFATUATIONS

6.1 Occasionally a child or young person may develop an infatuation with an adult who works with them. These adults should deal with these situations sensitively and appropriately to maintain the dignity and safety of all concerned. They should remain aware, however, that such infatuations carry a high risk of words or actions being misinterpreted and they should therefore make every effort to ensure that their behaviour is above reproach.

This means that chaperones must:

- Report and record any incidents or indications, (verbal, written or physical), that suggest a child or young person may have developed an infatuation with an adult in the workplace.
- Always acknowledge and maintain professional boundaries when working with children and young people.

7. PHOTOGRAPH/VIDEOS

7.1 Working with children and young people may involve taking or recording images. Any such work should take place with due regard to the law and the need to safeguard the privacy, dignity, safety and well-being of children and young people. Informed written consent from parents or carers and agreement, and where possible, from the child or young person, should always be sought before any image is taken for any purpose.

7.2 Careful consideration should be given as to how activities involving the taking of images are organised and undertaken. Care should be taken to ensure that all parties understand the implications of the image being taken especially if it is to be used for any publicity purposes or published in the media, including social media.

7.3 No phones should be used in changing rooms, personal space or similar by Chaperones.

7.4 No Chaperones should be taking photographs on their personal equipment.

7.5 There also needs to be an agreement as to whether the images will be destroyed or retained for further use, where these will be stored and who will have access to them in line with the production company's retention policy.

7.6 Adults need to remain sensitive to any children who appear uncomfortable, for whatever reason and should recognise the potential for such activities to raise concerns or lead to misunderstandings.

7.7 It is not appropriate for adults to take photographs of children for their personal use.

7.8 Chaperones should also abide by the company's policy regarding photography and video.

This means chaperones must:

- Be clear about the purpose of the activity and about what will happen to the images when the activity is concluded.
- Avoid making images in one-to-one situations or which show a single child with no surrounding context.
- Ensure the child or young person understands why the images are being taken and have agreed to the activity and that they are appropriately dressed.
- Use only equipment provided or authorised by the organisation.
- Report any concerns about any inappropriate or intrusive photographs. Always ensure that there is parental permission to take and/or display photographs.

This means that adults must not:

- Display or distribute images of children unless they have consent to do so from parents or carers
- Use images that may cause distress
- Use personal mobile telephones to take images of children
- Take images 'in secret' or taking images in situations that may be construed as being secretive.

8. SOCIAL MEDIA

8.1 Following a few common-sense rules will help you to use your social media accounts without breaching the chaperone code of conduct. Remember that even if your account is a purely personal one, you need to be aware of the content you post so that it complies with this code of conduct.

Chaperones must:

- Ensure their account is a personal one.
- Remember to set appropriate privacy settings on your accounts and keep revisiting these to check they have not changed.
- Don't leave your social media accounts for general view.
- Think about what you post and don't say anything that would bring your role as a Chaperone into disrepute.
- Ensure that you do not accept any friend requests from children or young people you work with or send friend requests to any child or young person you work with.
- Inform the Designated Safeguarding Lead, (DSL), immediately if you become aware that a child is being groomed online or that you have suspicions this may be the case.

Chaperones must not:

- 'Friend' or 'follow' on social media children or young people they are working with or have worked with.
- Post any pictures or videos of children that they work with.
- Swear or use inappropriate language or post photographs online that could offend.
- Break the rules and guidelines of the social media site they are using.

Any breach of this code of conduct could result in the revoking of your chaperone licence and consequently, the termination of this role.

Part Two:
A Guide for Licensed Chaperones

CONTENTS

A. INTRODUCTION	12
B. RELEVANT LEGISLATION	12
RESPONSIBILITIES	13
DUTY OF CARE.....	13
CHILD WELFARE	13
C. CHILD PROTECTION	14
ALLEGATIONS.....	14
HEALTH AND SAFETY	15
DANGEROUS PERFORMANCES	16
TRANSPORTING CHILDREN.....	16
D. RECORD KEEPING	17
CHAPERONE LICENCES.....	17
CHILDREN'S PERFORMANCE LICENCES	17
ACCIDENT BOOK	17
DAILY RECORD SHEET.....	17
E. THE ROLE OF THE LOCAL AUTHORITY	18
CHILD'S HEALTH.....	18
CHILD'S EDUCATION	18
F. POWERS OF THE LOCAL AUTHORITY OFFICER	18
G. DBS UPDATE SERVICE	19
H. DO'S AND DON'TS FOR CHAPERONES	20
I. ARRIVAL AT THE VENUE CHECKLIST	21
J. NNCEE.....	22
CHILDREN IN ENTERTAINMENT, RESTRICTIONS IN RELATION TO ALL PERFORMANCES	22
K. CHAPERONE INFORMATION SHEET.....	23

A. INTRODUCTION

Having read and accepted the chaperone code of conduct outlined in Part One, above, Part Two of this document provides information that you will need to be able to carry out the role.

It sets out your responsibilities and offers advice on matters including:

- Duty of Care
- Child Welfare
- Child Protection
- Health and Safety
- Transporting Children
- Record Keeping

In Section E, 'The Role of the Local Authority, the support that local authority officers can provide chaperones and organisations in adhering to legislation and procedures is outlined in brief.

B. RELEVANT LEGISLATION

Children and Young Persons Act, 1963

[Children and Young Persons Act 1963 \(legislation.gov.uk\)](http://legislation.gov.uk)

Children (Performance) Regulations 1968

[The Children \(Performances\) Regulations 1968 \(legislation.gov.uk\)](http://legislation.gov.uk)

Children (Protection at Work) Regulations 1998

[The Children \(Protection at Work\) Regulations 1998 \(legislation.gov.uk\)](http://legislation.gov.uk)

Children (Performances) (Miscellaneous Amendments) Regulations 1998

[The Children \(Performances\) \(Miscellaneous Amendments\) Regulations 1998 \(legislation.gov.uk\)](http://legislation.gov.uk)

Children (Performances and Activities) (England) Regulations 2014

[The Children \(Performances and Activities\) \(England\) Regulations 2014 \(legislation.gov.uk\)](http://legislation.gov.uk)

The legislation around child performances is comprehensive - affording fair limits to both producers and children. Safeguarding the children's welfare and their ability to take advantage of their education is paramount.

Chaperones, (also known as Matrons), are employed, in a voluntary or paid capacity, to supervise children who are licensed by a Local Authority to take part in performances.

It is a legal requirement for all Chaperones to be approved by and registered with the Local Authority. The Local Authority is responsible for ensuring chaperones are suitable and can provide "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).

The law 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”

RESPONSIBILITIES

The Children (Performances) Regulations 1968 lays down the Regulations for Chaperones, which include the following:

“The Chaperone shall be in charge of the children at all times except when a child is in the charge of his parent or a tutor”.

“A Chaperone will not be prevented from carrying out her duties as Chaperone by other duties”.

You need to remember that a Chaperone’s responsibility is to the welfare of the children and not to the director or producer.

DUTY OF CARE

The Chaperone is the key person to whom the child looks for guidance, protection, clarification and support.

At no time should a child perform if unwell. If a child becomes ill or is injured while in the Chaperone’s charge, the parent should be informed and medical assistance gained. In the event of a child being too ill to perform, the Chaperone must make arrangements for the child to be sent home under appropriate supervision. In the case of serious illness/accident, the chaperone must ensure appropriate medical intervention at a hospital is in place and the **child’s parents and Local Authority should be informed immediately.**

CHILD WELFARE

The Chaperone must ensure that the children are supervised at all times, i.e. escorted on and off stage, during rest periods and while using the toilet facilities. Children must be signed in and out of the performance venue.

The Chaperone must ensure that the children have suitable opportunities for recreation and the right breaks for rest and meals. Please refer to the ‘performance tables’ included at the end of this guide.

Children should be provided with nutritional food and not have takeaway snacks. Any specific care plan around diet already in place for school – which may be based on medical or religious reasons - must be adhered to.

The Chaperone must be satisfied with the arrangements for the dressing rooms, toilets and any other facilities made use of by the children.

The arrangements for the journey from and the return to home must be satisfactory for the children's safety as agreed with their parent or carer.

The Chaperone must ensure that each child is collected either by their parent or an 'authorised collection person' i.e. a named person who the parent has previously authorised, in writing, to collect their child from the performance venue.

C. CHILD PROTECTION

The Children Act 1989 gives every child the right to protection from abuse and exploitation and the right to have enquiries made to safeguard his or her welfare. The role of the Chaperone is essentially a child protection role in that you must ensure that the welfare of the child is paramount.

Dealing with suspected or actual child abuse is always stressful and upsetting. Chaperones should be aware of: -

- Safe Working Practices
- Appropriate/Inappropriate Behaviours
- Indications of abuse
- What action to take in suspected cases
- Confidentiality

Where the production company has a Designated Safeguarding Lead, they should be informed of the concern and should make the referral to Social Services. If there is no DSL or a referral is not made, you as a Chaperone have a duty to inform the Local Authority as soon as possible. Any child protection concern should be treated as highly confidential and not be discussed with others. Your actions should not place the child at risk of further harm.

When in doubt ring and ask!

DUTY & ADVICE TEAM: 01484 456848

KIRKLEES EMERGENCY DUTY SERVICE: 01484 414933 (outside office hours)

NSPCC HELPLINE: 0808 800 5000

If there are ever serious child protection issues, don't wait, contact the Police immediately and remove the child from the situation.

Further information can also be found at

<http://www.kirkleessafeguardingchildren.co.uk/>

ALLEGATIONS

Any adult working or volunteering with children and young people may become the subject of an allegation that they have harmed a child.

Persons who become aware of an allegation against a person working with children should in the first instance discuss this with the designated person responsible for safeguarding within the dance or theatre group.

Kirklees Council has procedures for dealing with allegations and includes the designated person notifying the Local Authority Designated Officer (LADO) within 24 hours of receiving the allegation. Referrals to the LADO should be made to kirklees.lado@kirklees.gov.uk

The Child Employment Team should also be informed of any allegations. Please see the contact details on page 18.

HEALTH AND SAFETY

The Law states that the maximum number of children in a Chaperone's care should not exceed 12. In some instances, 12 may be far too high, for example with very young children, children of a different gender or if the children are living away from home. Please consider these issues when deciding on the number of children that you agree to Chaperone.

Below is a list of typical hazards associated with theatrical and film performances. The list is not exhaustive but covers some of the more common areas that may give cause for concern. Ask to see the Risk Assessment carried out by the management. You should be aware of these risks and the procedures in place before you chaperone children. You should be satisfied that any risks which may affect the children have been identified and that effective control measures are in place.

- Fire Procedures
- A safe place to stand in wings or off the set
- Movement of scenery
- Flying scenery
- Movement of any machinery
- Periods of temporary darkness (e.g. scene changes)
- Falls from a height
- Smoke effects and dry ice
- Excessive Noise
- Pyrotechnics
- Trapdoors
- Animals
- Electrical Cables

If the performance is outdoors then in addition to some of the above the following may need to be considered:

- Natural environment (e.g. water hazards)
- Protection from inclement weather
- Movement of vehicles

DANGEROUS PERFORMANCES

Under the Children & Young Persons Act 1933, no child under compulsory school leaving age is permitted to do anything which may endanger life and limb. This could include, for example, working on wires such as in *Peter Pan*. A Chaperone must stop the producer from using children in this way and inform the Local Authority immediately. Please see the Child Employment Team's contact details on page 18. And an officer will respond swiftly.

The Children & Young Persond Act 1933:

[Children and Young Persons Act 1933 \(legislation.gov.uk\)](http://legislation.gov.uk)

TRANSPORTING CHILDREN

While working as a Chaperone you may be required to transport children in your vehicle to and from performances/productions. The Local Authority recommends that children are transported by their parents or, failing this, by taxi with a Chaperone as an escort. However, if you agree to undertake this task please consider the following points before your journey.

- Passenger comfort and safety.
- Driver qualifications and competence.
- The correct level of insurance is in place
- The type of journey.
- Potential traffic problems including breakdowns.
- Changes in weather conditions.
- Procedures for notification of late return.
- Contact details in case of emergencies

Section 143 of the Road Traffic Act 1988 requires all drivers using a motor vehicle on the road to have a policy of insurance in force for that vehicle.

The Road Traffic Act 1988:

[Road Traffic Act 1988 \(legislation.gov.uk\)](http://legislation.gov.uk)

This Local Authority strongly recommends you have fully comprehensive cover for your vehicle insurance. You must also have insurance cover that allows occasional business use. This will cover your "employment" as a Chaperone whether you are paid or acting as a volunteer. All insurance policies automatically cover passengers for injury (third party liability).

The Local Authority also recommends the following practises:

- Whenever possible transport primary school-age children in the rear seats only.
- Ensure seat belts are worn and that you are familiar with and comply with the regulations on the use of child car seats. For further guidance on seat belts and car seats see [Seat belts: the law - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- Avoid travelling in a convoy as attention to road conditions can be diverted and those at the rear can be tempted to take risks to keep up with the convoy. Ensure all drivers know the route/destination before departure.
- Smoking, alcohol and drugs bans must be strictly adhered to.

- If travelling a long distance plan a comfort break every two hours.
- Ensure your vehicle is roadworthy and has all the necessary legal documents, i.e. MOT and Vehicle Excise Duty:
[Vehicle Excise Duty - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- Ensure you have sufficient fuel, oil-water and ensure your lights work.
- Ensure you are familiar with and comply with the regulations on the use of child car seats.
- If you are using a mini-bus to transport a large number of children ensure you have at least one other adult with you to supervise the children to allow the driver to concentrate on the road.
- Ensure all costumes and equipment are stored safely and securely.

D. RECORD KEEPING

CHAPERONE LICENCES

You must carry your chaperone licence with you at all times when 'on duty'. This ensures that other people are aware that you have been properly approved as a Chaperone by the Local Authority. You may be asked to provide your licence if an authorised officer from the Local Authority visits the premises to carry out an inspection.

CHILDREN'S PERFORMANCE LICENCES

Licence application and legislation are complicated and there are some circumstances when a licence is not required. However, most children must be licenced to perform. Chaperones should not presume that a child has been licenced for a particular production and the child should not perform unless a licence has been granted. Always ask to see the licence of a child(ren) you are chaperoning. The licences should be available if an authorised officer from the Local Authority carries out an inspection.

If the production company cannot prove that the child you are chaperoning is licenced you should inform either the child's Local Authority or the Local Authority in whose area the performance is taking place as soon as possible, otherwise, a contravention may have occurred. The Local Authority will pursue the matter with the production company and take any appropriate legal action.

ACCIDENT BOOK

Ensure that accidents are reported to and recorded by the management of the performance venue.

DAILY RECORD SHEET

Production companies are required to log certain activities during a performance, i.e. arrival and departure times, times of breaks etc. In many cases, this task is designated to the Chaperone who completes the forms and submits them to the company at the end of each day. However, the legal responsibility for this record-keeping is with the Licence Holder. These records must be kept by the production company for six months after the last performance in the production.

E. THE ROLE OF THE LOCAL AUTHORITY

Local Authorities issue Performance Licences enabling children to appear in productions once they are satisfied that the child's health or education will not suffer.

CHILD'S HEALTH

As part of the licensing procedure, the Local Authority will have received either a medical certificate from the child's doctor or a completed Health Questionnaire from the child's parent.

CHILD'S EDUCATION

If the child is required to have time off school to appear in a production, the child's Head Teacher will authorise the absence at their discretion.

In certain circumstances, for example, a long-running production, the Local Authority may require the production company to provide a private tutor to supplement the child's education.

F. POWERS OF THE LOCAL AUTHORITY OFFICER

Local Authorities are entrusted to enforce the legislation concerning children who perform and as such have legal powers aimed at protecting those children. An authorised Local Authority Officer, (usually the Child Employment & Entertainment Officer), can enter any place of performance where a child is performing. The Officer can:

- Inspect the premises and examine records.
- Make enquiries about any child taking part.
- Withdraw or refuse licences where reasonable grounds exist.
- Prevent any child from performing or continuing to perform.

If you have any questions, please do not hesitate to contact the Child Employment & Entertainment Officer via the email address below:

Email: child.employment@kirklees.gov.uk

Telephone: 01484 221919

**Child Employment & Entertainment Team
Education Safeguarding Service
2nd Floor
Byram Street
Huddersfield
HD1 1BY**

G. DBS UPDATE SERVICE

Kirklees Council requires all Chaperones who have submitted a new DBS application to subscribe to 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/dbs-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.

H. DO'S AND DON'TS FOR CHAPERONES

DO:

- **Check the child is comfortable** – you are the person to whom the child looks for guidance, protection, and clarification.
- **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 who 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 it 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 downplay 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.**

Source: NNCEE 'A Guide to Child Performance Licensing' Updated August 2020

[England Performance Legislation - NNCEE - National Network for Children in Employment & Entertainment](#)

I. ARRIVAL AT THE VENUE CHECKLIST

Chaperones may find it useful to photocopy this page to use at each job they attend.

- **Familiarise yourself with the venue's layout**
- **Identify all hazard areas**
- **Locate all fire exits**
- **Ask to hear the sound of the fire alarm if possible**
- **Arrange fire drill (with alarm) for children**
- **Locate first aid facilities and who the first aider is**
- **Inspect dressing rooms (separate for boys and girls 5 years and over)**
- **Locate and inspect toilets**
- **Locate and inspect restrooms**
- **Locate and inspect school room**
- **Check on meal arrangements**
- **Check the total number of children**
- **Check the total number of Chaperones**
- **Acquire a list of children's names**
- **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 there is a signing in and out procedure**

Source: NNCEE 'A Guide to Child Performance Licensing' Updated August 2020

J. NNCEE

Children in Entertainment, Restrictions in Relation to All Performances

Topic	Age 0 to 4	Age 5 to 8	Age 9 and over
Maximum number of hours at place of performance or rehearsal (Reg.22)	5 hours	8 hours	9.5 hours
Earliest and latest permitted times at place of performance or rehearsal (Reg.21)	7am to 10pm	7am to 11pm	7am to 11pm
Maximum period of continuous performance or rehearsal (Reg.22)	30 minutes	2.5 hours	2.5 hours
Maximum total hours of performance or rehearsal (Reg.22)	2 hours	3 hours	5 hours
Minimum intervals for meals and rest (Reg.23)	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.	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 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.	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 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.
Education (Reg.13)	N/A	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.
Minimum break between performances (Reg.23)	1 hour 30 minutes	1 hour 30 minutes	1 hour 30 minutes
Maximum consecutive days to take part in performance or rehearsal (Reg.26)	6 days	6 days	6 days

Source: NNCEE 'A Guide to Child Performance Licensing' Updated August 2020

K. CHAPERONE INFORMATION SHEET

Dance Show:

Date:

Venue:

	Name of Child	Name of Emergency Contact	Emergency Contact Number	Relevant Medical Conditions*
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

*Medical conditions which may lead to a possible emergency such as: asthma, epilepsy or severe allergies