

South Gloucestershire Council is committed to safeguarding and promoting the welfare of children and young people.

APPLICATION FOR A CHAPERONE LICENCE

Personal Details

Surname		Mr/Mrs/Miss/Ms/Dr <i>(delete as appropriate)</i>
Forename(s)		
Date of Birth		
Address		
Telephone number		Mobile number
Email		

Other details

Have you previously been a licensed chaperone?		If yes to either of these, please give the name of the approving Authority, date, number etc
Are you a Registered Child Minder or Foster Carer?		
Name of Drama Group/Society		
Do you hold a valid driving license?		Is your vehicle fitted with passenger seat belts?
Do you have a current First Aid Qualification?		If yes, date of issue and approving body
Are you registered disabled?		If yes, please give Registration Number
Do you have any health and/or physical condition that might have a bearing on your ability to act as a chaperone?		
If yes, please give details		

Employment

Present/most recent employer			
Address			
Telephone number			
Type of work			
Length of employment		Start date	Finish date
Contact person			Position

Qualifications

Relevant Qualifications (with dates)	
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Supporting Information

Please give your reasons for this application and details of any relevant work experience in support of your application.

Convictions (Rehabilitation of Offenders Act 1974)

Do you have any criminal convictions?	
If yes, give details of offence, court and disposal	

Have you studied the duties of a Chaperone?	
Your name will appear on the Local Authority's approved Chaperone list unless you indicate otherwise. From time to time information about names on the list is requested by Producers and Production Directors. Do you agree to your name being placed on this list?	

Referees

Please give the name and address of two responsible persons to whom references can be made. One must be known to you in a professional capacity. Where possible the references should cover the last three years of employment.

Name		Position
Address		
Telephone number		
Capacity in which this person is known to you		

Name		Position
Address		
Telephone number		
Capacity in which this person is known to you		

Regulation 12 (2) Children (Performances) Regulations 1968.

“Any person who knowingly or recklessly makes any false statement in or in connection with an application for a licence shall be liable on summary conviction to a fine not exceeding level 3 on the Standard scale (currently £1000) or a term of imprisonment not exceeding 3 months, or both”.

Children and Young Persons Act 1963, Part II, section 40.

Declaration (to be signed by the applicant)

I hereby declare that the above information is true to the best of my knowledge and belief. I understand that I would be liable to prosecution if I have wilfully stated anything which I know to be false or do not believe to be true.

SIGNED.....DATE.....

Please bring the completed form with one recent passport type photograph with you to your interview.

DUTIES OF A CHAPERONE

The chaperone's first duty is to the children in their care. While acting as a chaperone, she/he may not be engaged in any other activity that would interfere with the performance of her/his duties.

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 reasonably be expected to give to that child.

The chaperone's precise duties while the child is at the place of performance will vary according to the nature of the performance. If a child is working in the theatre, the times the child is to be at the theatre, and when they will be on stage, will be known in advance, and must come what is permitted by the Regulations.

The chaperone's duties will be to ensure that, when the child is actually performing (including the period in between performances if there are two on the same day and the child does not go home or to their lodgings) the child is properly supervised, and has adequate meals, rest and recreation.

A child appearing in a film may be at the studios or location for much of the day. During the whole of this time the child is in the chaperone's charge, except when having lessons, and it is for the chaperone to accompany them from the dressing room or schoolroom to the set, and take them back to the dressing room or schoolroom, as well as remaining on the set while the child is there.

The chaperone is required to keep a record of the time the child is on the set and the times they rehearse and perform, so as to ensure that the periods permitted under the Regulations are not exceeded, and must also see that the child gets no less than the required number of breaks.

Arrangements for getting home.

It is the responsibility of the licence holder, acting through the chaperone, to see that suitable arrangements, having regards to the child's age, are made for them to get home or to their lodgings after the performance. If the child is living at home, their parents may collect them or have them collected, or the chaperone may have to take them home.

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 direct responsibility for being satisfied that special arrangements are not necessary. If the child is living away from home, it will be particularly important to ensure that the child is escorted to the place where they are staying and, if public transport is not available or suitable, that transport is provided.