Gloucestershire County Council

Children in Entertainment

Chaperones Guidance and Information
Legislation and Regulations

The following links offer detailed information about the legislation, regulations and guidance around Chaperones and Children in Entertainment:

The Children (Performances and Activities) (England) Regulations 2014

DfE advice on Child Performance & activities licensing legislation Feb 2015

Examples of Best Practice - Child Performance and Activities Licensing by Local Authorities in England

A Guide to Child Performance Licensing - NNCEE

The Role of the Local Authority

In line with the above legislation, regulations and guidance, Gloucestershire County Council, the Local Authority, has a statutory responsibility to:

- Ensure the safety, well being and appropriate treatment of all children engaged in a performance or activity and ensure they are properly supervised at all times.
- Licence Chaperones who live in Gloucestershire.

The Department for Education (DfE) Child Performance Licensing legislation (February 2015) advises that the following fall within regulations:

- Any performance when a charge is made - for admission or otherwise
- Performances on premises licensed to sell alcohol – e.g. a theatre
- Any live broadcast performance – e.g. TV, Radio, Internet streaming
- Any performance recorded for broadcast or public exhibition – e.g. a video or sound recording of a performance on a website
- sport or modelling for which payment is made (to the child or to someone else) other than expenses
This includes:

- Children 0-16 years of age (compulsory school age)
- Amateur and professional performances
- Regardless of whether the child is paid or unpaid
- Rehearsals taking place within the performance period

**When is a Chaperone Required?**

- It is a legal requirement for all performances when a child performance licence is required/issued.
- It is considered best practice for all performances where the regulations apply, including:
  
  - When an Exemption applies, i.e. the child has not performed on more than 4 days in a 6 month period, the child is not being paid, there is no absence from school required
  - When a Body of Persons Approval (BOPA) is in place (approval for an organisation that replaces the need to apply for individual licences)

**What is the Role of a Chaperone?**

The Department for Education (DfE) Child Performance licensing legislation February 2015 gives the following advice about the requirement for children in entertainment and chaperones:

3.3  **Regulation 15 - Chaperones**

3.3.1 A child performing, rehearsing for a performance during the performance period, taking part in an activity, or staying in accommodation in order to take part in a performance or activity under a licence, must be supervised at all times whilst taking part in a performance or activity, or whilst at that accommodation, by a chaperone, unless they are under the direct supervision of either their parent or a teacher from their school or their home tutor. Chaperones must be approved by the local authority that has granted the relevant licence to the child as part of the application process as being suitable to exercise care and control of the child in question.
According to the NNCEE Guide to Child Performance Licensing May 2016 a chaperone is a key person who:

- Protects, safeguards and supports the child.
- Provides a point of safety a child can turn to and rely on.
- Ensures that the child’s experience is enjoyable and beneficial.
- Fully understands their responsibility and obligation to the child and has a thorough understanding of the legislation and a working knowledge of the processes and requirements of the genre they work in.
- Must understand the extent of their authority and use that effectively to protect and benefit the children in their care ‘in loco parentis’ and should exercise the care a good parent might be reasonably expected to give a child.

The Chaperone Licence holder must keep certain records for each child and very often it is the chaperone who will be asked to complete the Daily Record sheet.

Information which must be recorded is:

- Date, time of arrival at and departure from the place of performance or rehearsal
- Times of each period during which the child took part in a performance or rehearsal
- Time of each rest and meal interval, time of any authorised night work
- Date and duration of each lesson and the subject taught, where arrangements are made for a private teacher
- Details of any injuries and illnesses suffered by the child at the place of performance or place of rehearsal, including dates and whether this prevented the child attending
- Any incident regarding the child’s welfare or treatment causing concern

Template forms for use by chaperones are included in this guidance document and can be printed and reproduced for use at performances.
The Duties and Responsibilities of a Chaperone

According to the NNCEE A Guide to Child Performance Licensing May 2016, the duties and responsibilities of a Chaperone include:

- Supervising a maximum of 12 children, however, when taking into account the ages, gender and nature of the performance, this number may be less than 12.
- Remaining with the child at all times; children must be accompanied to and from the dressing room, school room, studio, set or stage and Chaperones must remain in the studio, on set or by the side of the stage whilst the child is performing and have the child in view at all times.
- Remaining with the child during meal and rest breaks and during any recreation breaks. If the child is staying away from home the chaperone must stay with them at the lodgings.
- Must always be clear who is responsible for the child - arrangements for hand over e.g. between parent and chaperone, chaperone and chaperone will vary
- If more than one chaperone on duty it must be absolutely clear to the children and others which chaperone is supervising which children
- The chaperone's first duty is to look after the children in their care and they must not undertake any other duty
- Chaperones must understand and be aware of the dangers of becoming involved in a 'conflict of interest'. Production may exert pressure on the chaperone to agree to something which may not be in the child's best interests. Whilst this is more likely to happen within the professional arena there is nothing to say it will not occur in the amateur sector

Recruitment Process for Approval as a Chaperone?

The recruitment and approval of chaperones includes the following:

- Receipt of completed Application for Approval as a Chaperone
- Receipt of passport-sized colour photograph of applicant
- Receipt of satisfactory disclosure certificate following application for an Enhanced Disclosure and Barring Service check and provision of documents to confirm identity
- Receipt of application fee
- Completion of Safeguarding/Child Protection Training and provision of certificate
- Attendance at interview
- Receipt of satisfactory references

Contact Details

Should you have any questions or need further information contact us as follows:

Email:  childemployment@gloucestershire.gov.uk
Telephone:  01452 427800
# Children in Entertainment

## Restrictions in Relation to All Performances

<table>
<thead>
<tr>
<th>Topic</th>
<th>Age 0–4 years</th>
<th>Age 5–8 years</th>
<th>Age 9 years and over</th>
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<tbody>
<tr>
<td>Maximum number of hours at place of performance or rehearsal (Regulation 22)</td>
<td>5 hours</td>
<td>8 hours</td>
<td>9.5 hours</td>
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<tr>
<td>Earliest and latest permitted times at place of performance or rehearsal (Regulation 21)</td>
<td>7.00 am to 10.00 pm</td>
<td>7.00 am to 11.00 pm</td>
<td>7.00 am to 11.00 pm</td>
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<tr>
<td>Maximum period of continuous performance or rehearsal (Regulation 22)</td>
<td>30 minutes</td>
<td>2 hours 30 minutes</td>
<td>2 hours 30 minutes</td>
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<tr>
<td>Minimum intervals for meals and rest (Regulation 23)</td>
<td>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.</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>Education (Regulation 13)</td>
<td>Not Applicable</td>
<td>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 a 4 week period or less.</td>
<td>3 hours per (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.</td>
</tr>
<tr>
<td>Minimum break between performances (Regulation 23)</td>
<td>1 hour 30 minutes</td>
<td>1 hour 30 minutes</td>
<td>1 hour 30 minutes</td>
</tr>
<tr>
<td>Maximum consecutive days to take part in performance or rehearsal (Regulation 26)</td>
<td>6 days</td>
<td>6 days</td>
<td>6 days</td>
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**Note** Local authorities should take note of Regulation 5 that allows the licensing authority to further restrict these permitted hours, breaks, etc. and place additional conditions on the licence if this would be in the best interest of the individual child.
Dos and Don'ts for Chaperones

DO:

- Do check the child is comfortable – you are the person to whom the child looks to for guidance, protection and clarification
- Do 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
- Do be the child's champion
- Do 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
- Do ask to see a copy of the licence
- Do exercise discretion (only when regulation allows) where that is in the best interests of the child
- Do be alert to all possible risks to the child
- Do challenge people and/or behaviours

DON’T:

- Don’t care for more than twelve children at any one time
- Don’t let the child perform if they are unwell
- Don’t leave the child alone with another adult (unless it’s their parent or teacher)
- Don’t ignore or down play questionable behaviour from adults or other children
- Don’t allow the child to be pushed into things that they don’t want to do
- Don’t take photos of the child
- Don’t seek autographs from performers or become star struck
- Don’t use inappropriate language or smoke whilst on duty
- Don’t consume alcohol or be under the influence of alcohol whilst on duty
- Don’t wear inappropriate clothing
# Frequently Asked Questions

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the maximum number of children that can be in your charge at any one time?</td>
<td>Twelve</td>
</tr>
<tr>
<td>Why might you challenge the number of children you are asked to chaperone?</td>
<td>After taking into account the ages, gender and nature and location of the performance. For example chaperoning twelve girls of a similar age performing in a choir may be appropriate, however, chaperoning three young girls and four teenage boys who are undertaking different roles at different times would not be appropriate.</td>
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<td>What would you do if a child is injured or becomes ill?</td>
<td>Contact the first aider and the child’s parents.</td>
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<td>You should have names and contact details for every child.</td>
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<td></td>
<td>Seek support from other chaperones or the organiser/producer to ensure the safeguard and well being of all the children in your charge is maintained.</td>
</tr>
<tr>
<td>How might you balance your responsibilities as a chaperone with other roles you may undertake to support the production?</td>
<td>The chaperone's first duty is to look after the children in their care and they must not undertake any other duty, e.g. they cannot be involved in technical aspects of the production, direction or be taking part in the production.</td>
</tr>
<tr>
<td></td>
<td>Chaperones must understand and be aware of the dangers of becoming involved in a 'conflict of interest'.</td>
</tr>
<tr>
<td></td>
<td>Production may exert pressure on the chaperone to agree to something which may not be in the child's best interests. Whilst this is more likely to happen within the professional arena there is nothing to say it will not occur in the amateur sector.</td>
</tr>
<tr>
<td>What level of supervision is required from the chaperone? Are there circumstances when direct supervision is not required?</td>
<td>The chaperone should remain with the child at all times; they must accompany them to and from the dressing room, school room, studio, set or stage as well as remaining in the studio, on set or by the side of the stage whilst the child is performing. They must have the child in view at all times.</td>
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<tr>
<td></td>
<td>The chaperone must also remain with the child during meal and rest breaks and during any recreation breaks. If the child is staying away from home the chaperone must stay with them at the lodgings.</td>
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</tbody>
</table>
| **With regard to Health and Safety and Risk Assessment, what would you consider and/or check to make sure the children in your care are kept safe?** | Use the ‘Venue Checklist’ to ensure health and safety and other risks have been considered.  

Remain vigilant.  

Monitor the behaviour of the children to ensure they do not engage in ‘horseplay’. |
|---|---|
| **What would you do if a child appeared frightened to take part and/or was saying they did not want to perform?** | Talk to the child to gauge if their fears are a normal level of ‘butterflies’ for which they need reassurance and support.  

Remember; 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 |
| **How would you keep children appropriately occupied whilst not performing?** | This will vary widely depending on the age of the children and the context of the performance.  

The chaperone has a major part to play in ensuring that the whole of the child's experience is enjoyable and beneficial.  

This may well be as straightforward as checking with the producer/organiser that children have been advised to bring books, games or other appropriate activities to keep them occupied. |
| **What should you be aware of and consider if your charges have phones or tablet devices with them?** | Arrangements may differ with some producers/organisers not permitting smartphones and tablets, whilst others may allow them.  

You should be mindful of your responsibility ‘in loco parentis’ and what internet or application use is acceptable.  

Particular consideration should be given to whether the use of cameras (photographs and video recording), and social media use including the sharing of images and videos is appropriate. |
Child Protection – E-Learning Training for Chaperones
“Safeguarding Children is Everyone’s Responsibility”

All staff working with children, young people and their families need to be aware of their responsibilities to safeguard children and protect them from harm ‘Working Together to Safeguard Children 2015’ (Department for Education).

Access the LearnPro training free of charge using the step by step instructions below:

Section A - Logon to LearnPro Community website

- If ALREADY REGISTERED with LearnPro Community; follow link below to login and follow instructions in SECTION B.

- If NOT REGISTERED with the LearnPro community; use link below to register:
  1. Complete registration page
  2. On the next page, for location and job role, click on Voluntary and community sector – All Teams
  3. On the next page, type GCC into the ‘organisation name’ box:
  4. On the next page click on login to access learning materials

Section B - Accessing the training on the LearnPro website

1. Login
2. Click on all courses (A-Z)
3. Click on safeguarding children
4. The course will now become available on your homepage and you start the course by clicking on launch course
5. In the new window click on launch module
6. You will now be on the Safeguarding Children training:
   Follow the instructions on screen.
Useful Forms and Checklists for use by Chaperones

- Checklist for Arrival at the Venue
- Contact Details Record Sheet
- Incident Record Sheet
- Daily Record Sheet
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Chaperone’s Checklist
Arrival at the Venue

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

<table>
<thead>
<tr>
<th>Name of Performance</th>
<th>Date of Performance</th>
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- Familiarise yourself with the venue’s layout
- Identify all hazard areas
- Locate all fire exits
- Ask to hear the sound of the fire alarm where possible
- Arrange a fire drill with alarm) for the children
- Locate first aid facilities
- Inspect dressing rooms (separate for children aged 5 years and over)
- Locate and inspect the toilets
- Locate and inspect the rest rooms
- Locate and inspect the school room
- Check on meal arrangements
- Check the total number of children
- Check the total number of chaperones
- Acquire a list of the children’s names
- Ensure you have emergency home contact details for every child
- Check each child’s performance licence
- Ensure you have details of each child’s medical conditions and/or medication
- Ensure there is a signing in and out procedure
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# Contact Details Form

**Name of Production:**  

**Date of Performances:**  
From:  
To:  

**Chaperone in Charge:**  

<table>
<thead>
<tr>
<th>Child’s Name</th>
<th>Child’s Address</th>
<th>Emergency Contact Name</th>
<th>Emergency Contact Phone Number</th>
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Incident Form

This form must be completed by the Chaperone in charge, for each performance. Details of any accidents, injuries or illnesses of any child, however slight, must be recorded.

Name of Production: ____________________________________________
Date of Performances: From: _______ To: _______
Chaperone in Charge: ___________________________________________

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<tr>
<th>Child’s Name</th>
<th>Details of Incident</th>
<th>Action Taken</th>
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Signed: ___________________________  Date: ___________________________

By Chaperone in Charge
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# Daily Record

Children (Performance and Activities) (England) Regulations 2014

## Name of Production:

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## Date of Performances:

From: ___________________________  To: ___________________________

## Name of Venue:

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## Chaperone in Charge:

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<table>
<thead>
<tr>
<th>Child’s Name</th>
<th>Time Arrived</th>
<th>Time(s) Performed</th>
<th>Time(s) of rest/meal breaks</th>
<th>Time left Venue</th>
<th>Who collected child</th>
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