

How long does a licence last?

You will receive a licence valid for three years from the issue date. This will be recognised by all other Local Authorities therefore enabling you to work as a chaperone anywhere in the country.

GCC does however retain the right to revoke any chaperone licence should this be considered necessary to maintain the safety of children.

Can I renew my licence?

Yes. Should you wish to renew your chaperone licence please contact the EP&I team at least six weeks prior your licence expiry date. You will be invited to attend an informal interview and, unless you have signed up to the DBS Update Service, will be required to apply for a new enhanced DBS check.

Will I get paid as a chaperone?

It is possible to receive payment for your work, however any arrangement for payment are between yourself and the company/organisation employing you. However you must remember that at all times your first responsibility is to the welfare and safety of the child/ren in your care, and any irregularities MUST be reported to Gloucestershire County Council.

Who can I work for?

As a registered chaperone you will be able to work for any TV, Theatre, Film or related organisation in the UK, however Gloucestershire County Council is not in a position to assist in finding Chaperones work.

Do amateur groups need registered chaperones?

YES! All children taking part in any form of entertainment require properly registered chaperones on a ratio of 1:12 children of the same sex. All other requirements of the Child Performances legislation also apply in order to protect the safety and welfare of the child/ren.

These are guidelines only, if you require more detailed information please contact:

Gloucestershire County Council
Child Employment
Education Performance & Inclusion
Shire Hall
Westgate Street
Gloucester
GL1 2TP

Telephone: 01452 426960/427360

Email:

childemp@gloucestershire.gov.uk

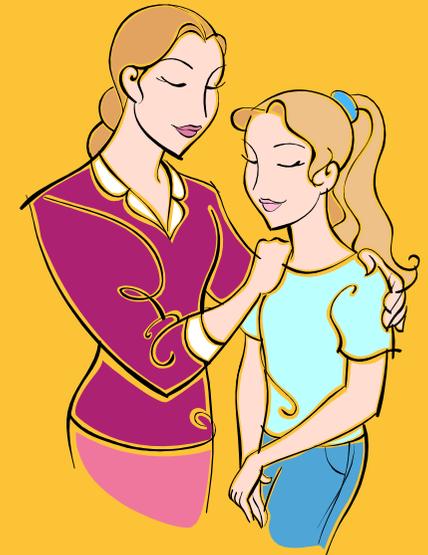
Or visit our website:

[www.gloucestershire.gov.uk/
childemployment](http://www.gloucestershire.gov.uk/childemployment)



Applying and Registering as a Chaperone

In association with
The National Child Employment Network



Children in Performance & Entertainment



What is a Chaperone?

The Children (Performances & Activities) (England) Regulations 2014 state that any child working in entertainment (stage, film, television, radio, modelling, aid sport) must be cared for by a registered chaperone who is responsible for the proper care and control of the child, including his/her comfort, treatment and moral welfare.

A registered chaperone must therefore be present at all times to care for a maximum of 12 children, or in the charge of their own parent or teacher.

Who registers chaperones?

For ease of administration chaperones are registered usually by the **LA** in the area they reside. (In Gloucestershire it is the Education Performance & Inclusion team); see address on the back of the leaflet).

How do I register?

It is necessary for prospective chaperones to: complete a chaperone application form, attaching two recent passport-size photos and either provide suitable evidence of an enhanced clearance by the DBS (Disclosure & Barring Service) or apply for enhanced clearance by DBS and attend a short meeting / training session.

How much does it cost?

No charge is made for processing chaperone licence applications.

Applying for DBS clearance

All perspective chaperones must apply for enhanced clearance to work with children from the Disclosure & Barring Service. This costs £9.50 for a volunteer licence or £53.50 if you will be receiving payment for being a chaperone. You will receive a DBS form with your chaperone application pack. ALL parts of this must be completed to enable the form to be processed.

Proof of identity. It is necessary for you to meet with the person responsible for Children in Entertainment in order for the last section of the form to be completed. You must show at least two of the following original documents (these must show you as living at your current address and show your current name):

Driving Licence

Passport

Marriage/Birth Certificate

Recent Utilities Bill

Recent Bank or Credit Card Statement

Frequently Asked Questions

I have already had a police check do I need another?

In order to process a chaperone licence request we must see evidence that you have an enhanced CRB/DBS certificate. It must note your position as a Chaperone (unless you have signed up to the DBS Update Service), have been issued not more than three years from the date of your chaperone application and been requested by Gloucestershire County Council. If you can provide proof of your DBS clearance, a licence can be issued for three years from the check, providing satisfactory references have been received.

How long does it take to process an application?

This is dependant on a number of factors, mainly how long it takes for people to respond to requests for references and the length of time the DBS takes to be completed. At least 6 weeks should be allowed for processing, however at busy times of the year it may take longer. Staff make every effort to process applications as quickly as possible.