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**Nottingham City Council**

Chaperone Guidance

The Children (Performances and Activities) (England) Regulations 2014 states that while a child is taking part in a performance they must be in the care of a Chaperone, that has been approved by the Licensing Authority. The role of the Chaperone is to act “in loco parentis" to the child or children in his or her care and to exercise a duty of care which any parent/guardian may reasonably be expected to give that child.

List of the Legislation and Regulations that govern Children in Entertainment:

* Children & Young Persons Act 1933 and1963
* The Children (Protection at Work) Regulations 1998
* The Children (Protection at Work) Regulations 2000
* The Children (Performances and Activities) (England) Regulations 2014

Nottingham City Council maintains an approved list of Registered Chaperones which is available upon request.

**Registration**

Any adult living or planning to work as a Chaperone in Nottingham City may apply to Nottingham City Council to be registered as an Approved Chaperone. Chaperones are approved for three years and will be required to re-register to remain on our approved list. Any approval is subject to the Licensing Authority being satisfied that the person would be able to exercise proper care and control of the children, and that they will not be prevented from carrying out their duty as Chaperone by other duties. Any breach of these conditions could lead to the approval being withdrawn.

As several checks have to be made the time span between the Licensing Authority receiving an application and approval being granted applicable can take up to 3 months.

The requirements for applications with Nottingham City Council are:

1. Submission of a completed application form together with one passport-sized photographs
2. Submission of the names and contact details of two referees
3. A satisfactory ‘Enhanced’ DBS Disclosure Certificate (carried out by us)
4. Attending Chaperone Training/ completion and passing of a test at the end.
5. An awareness of Child Protection issues
6. A basic First Aid certificate

**Other Registration/Application Requirements of Nottingham City Council:**

1. Satisfactory clearance following checks against Children Services records
2. Written notification to be sent to the Child Licensing Section within seven days of:
	* any arrest for any offence or any conviction in a Court of Law whether in the United Kingdom or not;
	* any serious or noticeable illness or debility and
	* any change of address, name or telephone number.

**Skills Required**

Different skills are required when chaperoning in a theatre to when chaperoning on a film set or on location. There is more “waiting around time” during filming and the weather may lead to the children being confined to a caravan for long periods. A chaperone will also need to take into account that a child’s energy levels are far higher than that of an adult and they may require more individual attention. Therefore skills required are as follows:

1. Good communication and negotiating skills
2. To be able to differentiate between first night nerves and genuine illness, as some children may be considerably more nervous than others.
3. Children often work in an adult environment. Therefore need to take into account the child’s age and experience, concentration span, exposure to adult conversation and expectations.
4. To be able to keep children calm in an emergency. Consider health and safety issues on stage and on set.
5. To be able to recognise the signs and take action when a child is tired or unwell.

**Duties and Responsibilities**

The post of Chaperone is one of responsibility and trust. The duties and responsibilities are as follows:

1. To make themselves thoroughly familiar with the terms of the performance license granted by the Licensing Authority and see that as far as is within his or her power, the conditions are properly fulfilled.
2. To ensure that no child is permitted to take part in performances without a license relating to that performance, unless an exemption has been granted by the Secretary of State or the Licensing Authority.
3. To have charge of the care and control of each child in his or her care with a view to securing their health, comfort, kind treatment and moral welfare.
4. To ensure a register is maintained and available at all time, which should include each child’s personal records and emergency contact numbers.
5. To ensure confidentiality is maintained with regard to each child’s personal information and ensure that it is not disclosed to anyone except authorised personnel.
6. To ensure the number of children in his or her care does not exceed three if the Chaperone is also acting as a Private Tutor.
7. To ensure he or she is not engaged in any other duties (apart from that of a Private Tutor, the capacity as outlined above) while the child/ren are in his or her charge.
8. To ensure the Chaperone is in charge and have sight of each child at all times except when in the charge of parent or a teacher. The maximum number of children must not exceed twelve.
9. To ensure the dressing room arrangements and toilet facilities etc. are suitable and boys and girls over the age of five are not sharing a dressing room.
10. To ensure that when a child is not actually performing he/she has adequate meals, rest and recreation and to ensure any special diet requirements for medical reasons or religious grounds are provided.
11. To ensure the child leaves the theatre no later than 30 minutes after the end of their part or no later than 10.00 p.m. for children aged thirteen and under and 10.30 p.m. for children over thirteen whichever is the earliest.
12. To ensure suitable travel arrangements are in place for each child in their care and that the person agreed by prior agreement is the person who collects the child.
13. To ensure the Licensing Authority is informed of any concerns or contravention of the licence issued.
14. To be aware of health and safety issues and the procedure for the evacuation of the building in case of fire or other emergency.
15. To ensure that no child is discriminated against on the grounds of race, gender, colour, nationality, ethnicity or national origin.