

Frequently Asked Questions

I already have a DBS/CRB do I need another?

We must see evidence that you have an enhanced DBS certificate, not more than three years old and stating your position as an **Enfield Chaperone**. If **all** these criteria are not met, then you will need to apply for a another full disclosure certificate.

How long does it take to process an application?

This is mainly dependant on how long it takes for people to respond to requests for references and the length of time the DBS takes to be completed. You should allow at least 6 weeks for processing, however at busy times of the year it may take longer.

How long does a licence last?

The licence currently is valid for one year from the date of issue . This will be recognised by all other Local Authorities therefore enabling you to work as a chaperone anywhere in the country.

Should you wish to renew your licence, you should do so six weeks prior to your licence expiry.

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 Enfield Council is not in a position to assist in finding Chaperones work.

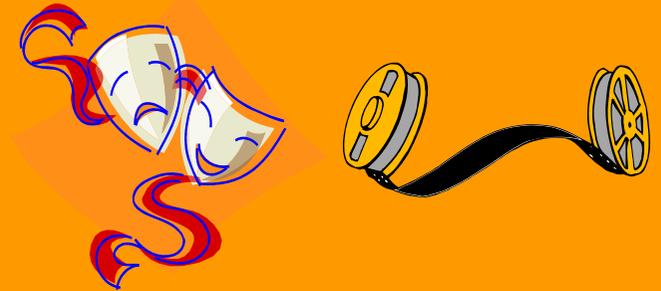
A copy of the application form can be found on the Enfield website:

www.enfield.gov.uk

**Education Welfare Service
London Borough of Enfield
Civic Centre
Silver Street
Enfield
Middlesex
EN1 3XA**

**Tel: 020 8379 3745
ews@enfield.gov.uk**

Should you require more information please contact the Education Welfare Service on the details shown above.



Chaperone Licences Information & Advice

What is a Chaperone?

It is a legal requirement that children engaged in public performances or entertainment under a licence issued by the local authority must be supervised by a chaperone approved by a Local Authority, unless they are in the care of either their parent or agreed tutor.

The regulations are designed wholly to protect the child's welfare and to prevent any child being exploited.

A chaperone's first duty is to look after the children in their care. They are in *loco parentis* and are required to exercise the care that a good parent might reasonably be expected to give a child.

The nature of a chaperone's role is that s/he is in a position of trust regarding those children. Abuse of a position of trust in respect of young persons under the age of 18 is considered an offence.

The law says that the maximum number of children an individual chaperone may supervise is twelve. However, the local authority may consider that due to the demands of the performance, the ages, gender of the children, or a combination of both, that the chaperone would only be able to effectively supervise a smaller number.

Chaperones **must** remain with the children **all** of the time. It is only when they are on stage or performing that chaperones are not required to be by their side.

If a chaperone feels that a child is being **overworked** or is **unwell/not fit** to continue then they have a duty to inform the producer that they are not prepared to allow the child to continue for that day.

Chaperones should possess firm negotiating skills. Occasionally production companies may try to exploit a child in order to facilitate their schedule. Chaperones have the power to withdraw a child from a performance if they have good reason and should have the confidence to do so when it is in the interest of the child.

The chaperone should make themselves familiar with the procedures for evacuating the building in case of fire and the escape routes from whatever rooms the children are using.

The chaperone must keep daily records of the children at the place of performance. They should have emergency contact numbers available.

Chaperones must record any significant incident or accident. The parent and the local authority must be informed at the earliest opportunity. The records must be available for examination on request.

Chaperones and producers must ensure that suitable changing facilities are available. Boys and girls from the age of 5 must have separate changing rooms.

How do I register?

Applications for a Chaperone Licence should be made to the Local Authority in the area where YOU live. Enfield Council requires:

- a completed application form
- 2 passport sized photographs
- Satisfactory recommendations from two referees (details from application form).

Chaperones are required to undergo an Enhanced Disclosure and Barring Service check (previously Criminal Records Bureau) as part of the approval process.

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

Powers of the Local Authority.

Local Authority Education Welfare Officers are empowered to enter any premises where a performance or entertainment is being performed by children, without prior notice, to establish that the children are being properly supervised and cared for. They have the authority to withdraw the children from the performance, to rescind the chaperone's approval, or both.