Chaperoning Of Children in Entertainment
Guidance for RATS and the application process

When a child takes part in a performance including TV, filming, theatre or modelling they must be chaperoned by their own parent or an approved chaperone. They can be chaperoned by their usual teacher of education ratio 3:1.

A parent may only chaperone their own child. No one (including any family member) is permitted to look after the child unless they are named as chaperone on the child's licence (if the child has one).

A chaperone acts in "loco parentis" and should exercise the care which a good parent might be reasonably expected to give that child.

The maximum number of children a chaperone can look after at any one time is 12. However, in most cases this will need to be reduced when age and gender are taken into account along with the limitations of the venue.

The duties and responsibilities of a chaperone

- A chaperone's first priority is always to the child.
- A chaperone is the key person who the child looks to for guidance, protection, clarification, and support.
- A chaperone's duty is to look after the child therefore they cannot be involved in other activities such as dresser, make up or actor.
- A chaperone must be strong enough to negotiate on behalf of the child. For example, if a producer wants a child to remain at the place of performance beyond the permitted hours or to perform outside of that stated on the licence the chaperone must be confident enough to say no.
- A chaperone must have a working knowledge of the performance regulations to carry out their duties confidently and effectively.
- Production companies are required by law to keep certain records relating to the performance e.g., arrival and departure times, rest times etc. This duty often falls to the chaperone.
- A chaperone must ensure that all children are handed over to their parent/carer at the end of the performance. No child must ever be allowed to go home alone.

Applying for a chaperone licence

There are two types of chaperone licences that can be applied for:

- Professional - this enables licence holders to chaperone in a paid capacity and costs £70
- Volunteer - this enables licence holders to chaperone as a volunteer without payment and costs £30 (RATS volunteers pay the fee directly and RATS reimburse)

To complete the application form, the following will be needed:

- National insurance number
- Contact details of 2 referees (one should preferably be professional, and they should not be from the same establishment. A referee who can comment on your ability to look after children is preferable. Referee should have known you for at least two years and should not be a relative).
- Evidence of Safeguarding Training (completed within the last 6 months) or successful completion of the Blackburn with Darwen Safeguarding Children level 1 and 2 which you can access via the Blackburn with Darwen training website* – you will need to self-register to

access the course and choose ‘External Organisation’ in the Organisation Unit section. There is no charge for this online training.

- A photograph of your DBS, if you have one and are subscribed to the DBS update service (if not) this will be processed in conjunction with your application).
- A recent digital photo - your photo must:
    - be clear and in focus
    - be on a clear light-coloured background
    - contain no other objects or people (including sunglasses, hats)
    - contain head and shoulders only
    - have been taken in the last month

*The link to this website, is available within the ‘Guidance to chaperones and licence holders’ (as on the previous page).

What happens next

- Lancashire County Council will contact the two references listed on your application form and complete the safeguarding checks.
- Once completed you will receive an email with a link to make payment.
- If you have not uploaded a photo of your DBS certificate registered with the update service, you will get an email containing a DBS link to complete.
- You will then be invited to attend one of the mandatory chaperone training sessions. ID documents must be taken to the training session, so that they can be verified as part of your DBS check.
- Once all checks are complete and your DBS outcome has been received, your chaperones licence will be issued by email.
- Please allow 6 to 8 weeks for your licence to be processed.

Once a candidate has successfully applied, they will be offered a training slot at County Hall, Preston, training sessions generally run three times a month; one at 10:00, one at 14:00 and one at 18:00. Training is also offered at Burnley Exchange LCC Offices four times a year during the day. Attendance at training is compulsory. Final approval will only be issued upon completion of all elements of the process:

- Completed application form
- National Insurance number
- Photo
- Two references
- Payment
- Safeguarding Certificate
- Attendance at training
- Clear DBS

Anyone thinking of becoming a Chaperone should read the ‘Guide for chaperones and licence holders’ – available at www.lancashire.gov.uk then search for Chaperone Application - Chaperoning of Children in Entertainment. The application to become a Chaperone can also be found here.

Note: Please contact the Chaperone lead prior to applying to become a Chaperone for RATS.