



APPLICATION FOR A CHAPERONE LICENCE.

(Mr/Miss/Mrs/Ms)

Surname _____ *Married/Single/Divorced*

Forename(s) _____

Previous/Maiden Name _____

Date of Birth _____ *Age* _____ *Place of Birth* _____

Current Address _____

Post Code _____ *Telephone Number* _____

Address for previous 5 years (if different than above).

_____ *Post Code* _____

Have you previously been a licensed chaperone? _____ *Yes* _____ *No* _____

If so name of issuing authority, date, number etc _____

Are you an approved Registered Child Minder or Foster Carer? _____ *Yes* _____ *No* _____

If so name if authorising authority _____

Name of Drama Group/Society _____

Current Employment _____

Place of Employment _____

Name of Employer _____

Relevant Qualifications or Experience _____



Do you hold a valid driving licence?
_____ Yes _____ No _____ Number _____

Does your car insurance cover passengers whilst you are acting as a chaperone? _____ Yes _____ No _____

Is your vehicle fitted with passenger seat belts? _____ Yes _____ No _____

Do you have a First Aid Qualification? _____ Yes _____ No _____

Are you registered disabled? _____ Yes _____ No _____ Regd Number _____

Do you have any criminal convictions? _____ Yes _____ No _____

If yes, give details of offence, court and disposal _____

Please give your reasons for this application and any other relevant information _____

Name and Address of two responsible persons to whom references can be made. One must be known to you in a professional capacity.

Name _____

Address _____

_____ Post Code _____

Position _____

Name _____

Address _____

_____ Post Code _____

Position _____

PLEASE ATTACH TWO RECENT PASSPORT TYPE PHOTOGRAPHS WITH THIS APPLICATION



**Have you studied the duties of a Chaperone?
YES.....NO.....**

Your name will appear on the Local Authority’s approved Chaperone list unless you indicate otherwise.

Do you agree to your name being placed on this list? YES.....NO.....

“The licensing Authority shall not approve a chaperone unless they are satisfied that she/he is suitable and competent”

Regulation 12 (2) Children (Performances) Regulations 1968.

“Any person who knowingly or recklessly makes any false statement in or in connection with an application for a licence shall be liable on summary conviction to a fine not exceeding level 3 on the Standard scale (currently £1000) or a term of imprisonment not exceeding 3 months, or both”.

Children and Young Persons Act 1963, Part II, section 40.

PLEASE SIGN THE DECLARATION BELOW.

DECLARATION TO BE SIGNED BY APPLICANT

I hereby declare that the above information is true to the best of my knowledge and belief

I understand that I would be liable to prosecution if I have wilfully stated anything which I know to be false or do not believe to be true.

SIGNED.....DATE.....

Please return the completed form together with two recent passport type photographs to:

**FAO Tom Thorpe
Child Employment, Performance License Officer
Sedgemoor Centre
Priory Road
St Austell
PL25 5AB**

Tel: 01872 323014

DUTIES OF A CHAPERONE

The chaperone's first duty is to the children in their care. While acting as a chaperone, she/he may not be engaged in any other activity that would interfere with the performance of her/his duties.

Except when a child is in the care of a teacher, the chaperone is in *Loco Parentis* and should exercise the care, which a good parent, might reasonably be expected to give to that child.

The chaperone's precise duties while the child is at the place of performance will vary according to the nature of the performance. If a child is working in the theatre, the times the child is to be at the theatre, and when they will be on stage, will be known in advance, and must come what is permitted by the Regulations.

The chaperone's duties will be to ensure that, when the child is actually performing (including the period in between performances if there are two on the same day and the child does not go home or to their lodgings) the child is properly supervised, and has adequate meals, rest and recreation.

A child appearing in a film may be at the studios or location for much of the day. During the whole of this time the child is in the chaperone's charge, except when having lessons, and it is for the chaperone to accompany them from the dressing room or schoolroom to the set, and take them back to the dressing room or schoolroom, as well as remaining on the set while the child is there.

The chaperone is required to keep a record of the time the child is on the set and the times they rehearse and perform, so as to ensure that the periods permitted under the Regulations are not exceeded, and must also see that the child gets no less than the required number of breaks.

Arrangements for getting home.

It is the responsibility of the licence holder, acting through the chaperone, to see that suitable arrangements, having regards to the child's age, are made for them to get home or to their lodgings after the performance. If the child is living at home, their parents may collect them or have them collected, or the chaperone may have to take them home.

Some older children may, in some circumstances, reasonably be expected to get home on their own, but the fact that the parents agree to this does not absolve the licence holder from direct responsibility for being satisfied that special arrangements are not necessary. If the child is living away from home, it will be particularly important to ensure that the child is escorted to the place where they are staying and, if public transport is not available or suitable, that transport is provided.