



## Frequently Asked Questions

### **I already have a DBS, 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**. We cannot issue a Chaperone Licence with a DBS from another organisation.

### **How long will it take to process an application?**

This is dependant on how long it takes your referees to respond to reference requests and how long it takes for the DBS clearance to be returned—both of which are outside our control. You should allow at least 6 weeks processing, however at busy times it may take longer.

### **How long does a licence last?**

Once issued, the licence is valid until the expiry of the DBS—usually 3 years from the date of issue.

### **Do I still need a licence to be a volunteer chaperone?**

Yes. Any chaperone, paid or unpaid, must be licenced. There can be no reduction in safeguarding for volunteer chaperones, so you will be subject to the same standards and application process as those applying to become Professional Chaperones.

### **Is there a charge for Chaperone Licences?**

There is no charge for a Chaperone Licence at present, however this is subject to change at the discretion of the Education Welfare Service.



The application for approval and further details about the application process can be found by searching “*Chaperone*” on the Enfield Council website:

**[www.enfield.gov.uk](http://www.enfield.gov.uk)**

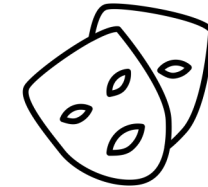
### **Education Welfare Service**

London Borough of Enfield  
Civic Centre  
Silver Street  
Enfield  
Middlesex  
EN1 3XA

Tel: **020 8379 3745**

**[ews@enfield.gov.uk](mailto:ews@enfield.gov.uk)**

Should you require more information, please contact the Education Welfare Service using the details above. The Duty Officer will be glad to assist you.



# Chaperone Licences

# Information & Advice



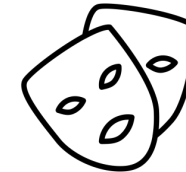


## **The Role & Responsibilities of a Chaperone**

- ◆ It is a legal requirement that whenever children are engaged in public performances or entertainment, they must be supervised at all times by a registered chaperone, unless they are under the direct supervision of a parent/carer or an agreed tutor. The regulations are designed wholly to protect the child's welfare and to prevent any child being exploited.
- ◆ The principal duty of a Chaperone is to the child/ren in their care. The Chaperone must act 'in loco parentis', i.e. they are required to exercise the same care which a good parent might reasonably be expected to give a child; securing their health, comfort, treatment and moral welfare. The role of a Chaperone is a position of trust and any abuse of a position of trust in respect of young persons under the age of 18 is considered an offence.
- ◆ Chaperones must remain with the child/ren in their care at all times. Only when they are on stage or performing is the chaperones not required to be by their side, but they must still have sight of them.



- ◆ The maximum number of children a chaperone may have in their care is 12, however the local authority may consider that due to the demands of the performance, the ages, gender or individual needs of the children, that the chaperone would only be able to effectively supervise a smaller number.
- ◆ Chaperones must be confident in challenging production staff to ensure that a child is not overworked or exploited and that they are receiving adequate breaks. Chaperones have the power to withdraw a child from a performance where there is good reason and is in the best interests of the child.
- ◆ A Chaperone is responsible for familiarising themselves with performance licences issued by the Local Authority and ensuring that conditions therein are adhered to.
- ◆ They must keep daily records for the children in their care, accurately documenting: The times of arrival/departure; The times of each performance period or rehearsal; The time of each rest interval; The time of each meal interval; The time of any night work authorised by the local authority; The date and duration of each lesson and the subject taught by a tutor (if necessary); Details of injuries and illnesses suffered by the child/ren at the place performance.



- ◆ The Chaperone must also be satisfied that the place of performance is suitable by ensuring that: Only authorised people have access to the children; The venue is free of hazards/that children are protected from hazards; There are adequate toilet and changing facilities so that boys and girls over the age of 5 are separate; There is suitable space for tutoring if required; They are familiar with the emergency evacuation / escape routes and protocols.
- ◆ Chaperones are obliged to report any concerns or issues to relevant parties. They must therefore be aware of who those relevant parties are, e.g. The head chaperone; First Aider; Child Protection Officer; Parent; Licencing Authority; Hosting Local Authority; Licence Applicant.
- ◆ Any significant incident or accident must be reported to the parent and the Licencing Authority at the earliest opportunity. The records must be available for examination on request.
- ◆ Chaperones are responsible for safeguarding the child/ren in their care, so must be adequately trained in recognising signs of abuse and the appropriate recording and reporting of concerns and disclosures.