

APPLICATION FOR CHAPERONE'S APPROVAL

CHILDREN AND YOUNG PERSONS ACT 1963 CHILDREN (PERFORMANCES AND ACTIVITIES) (ENGLAND) REGULATIONS 2014

“The Licensing Authority shall not approve a matron (chaperone) unless they are satisfied that they suitable and competent ...”

“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 £1000, or imprisonment for a term not exceeding three months or both”
(Children and Young Persons Act, 1963, Part II, Section 40)

All information given in this application form will be treated in confidence, other than information relating to criminal offences.

PLEASE COMPLETE THIS FORM IN TYPE OR BLOCK CAPITALS IN BLACK INK

Surname		Mr/Mrs/Miss/Other	
Previous/Other names			
Fist name			
Date of Birth			
Present Address including full postcode			
At current address since			
If less than 5 years, please list all previous addresses during that time			
Phone number			
Email address			

Are you or have you been known to Adult or Children's Social Care in any local authority? If so, please give details in what capacity.	
Have you previously held a chaperone licence or applied for approval to act as a chaperone?	
Name of Local Authority to which previous applications have been made (if applicable)	
Have you ever had a chaperone application refused or a chaperone licence revoked?	
Name of the production you wish to act as a chaperone for	
Location	
Date of production	
Name of production company	
Do you own or are you employed at a dancing or drama school? If yes please give the name and address of the school and your status	
If you hold a current Wiltshire DBS please give the DBS Reference Number and date of issue NB must either issued within the last 3 months or you have signed up to the DBS update service	

Please outline the reasons for applying for a Chaperone Licence

Please give details of any relevant work experience involving care, control and supervision of children, eg teaching, social work, youth work, child minding, nanny, playgroups, nursery nurse or if you have acted in a voluntary capacity such as with cubs/brownies. Please also add anything else that you would wish to add in support of this application

I have studied the information regarding the duties of a chaperone and agree to fulfil these duties:
Yes/No

REFERENCES
 You are required to provide two referees (not family members) who have known you for at least 2 years. They must know of your experience looking after children and your suitability to act as a chaperone. They must know you other than in connection with your dancing school or amateur dramatic organisation.
 Please pass the form Appendix 1 'Chaperone Reference' to two people to complete and ask them to send direct to childemployment@wiltshire.gov.uk or by post
 NB The referees will be contacted to confirm the reference.

Due to the nature of the work, we need to know if you have ever been convicted of a criminal offence, including any traffic offences. Please tick the appropriate box below and give details as needed.

I have not been convicted of any offences

I have been convicted of the offences shown below:

DATE	COURT	OFFENCE	RESULT

I am applying for a Professional Chaperone Licence

I am applying for a Voluntary Chaperone Licence

Wiltshire Council operates a procedure to protect children who are taking part in performances. Prior to approval applicants are required to be checked through the Disclosure & Barring Service.

Should the Local Authority be made aware of a criminal conviction or a Police, Children’s Social Care or LADO investigation that has not been declared, the Child Employment & Performance Officer may suspend or revoke your chaperone approval.

The local authority reserve the right to withdraw the approval at anytime.

I hereby declare that the above information is true to the best of my knowledge. I understand that I would be liable to prosecution if I wilfully stated in it anything I knew to be false or did not believe to be true. I am aware that spent convictions will be disclosed.

Signature

Date

Applications must be submitted with 1 recent headshot photo and emailed to: childemployment@wiltshire.gov.uk

APPENDIX 1

Chaperone Reference 1

The person below has applied to become a registered chaperone with Wiltshire Council and has given your name as a referee in support of the application.

Name of applicant:

Address:

Chaperones may work in a paid or voluntary capacity and are responsible for ensuring the safety and wellbeing of children who have a performance licence.

Please read the 'Roles and Responsibilities of a Chaperone' and complete the following as fully as possible

1. How long have you known the applicant?

2. In what capacity do you know the applicant?

3. Please give details of the applicant's relevant experience, personal qualities and skills that would make them suitable for the role of chaperone.

Referee's contact details:

Name:

Address:

Telephone number:

Email address:

Signed:

Date:

NB typed names cannot be accepted as signatures

Email: childemployment@wiltshire.gov.uk

Address: Children in Employment and Entertainment, Education Welfare Service, School Effectiveness, Wiltshire Council, Council House, Bourne Hill, Salisbury, Wiltshire, SP1 3UZ.

Email: childemployment@wiltshire.gov.uk

Address: Children in Employment and Entertainment, Education Welfare Service, School Effectiveness, Wiltshire Council, Council House, Bourne Hill, Salisbury, Wiltshire, SP1 3UZ.

APPENDIX 1

Chaperone Reference 2

The person below has applied to become a registered chaperone with Wiltshire Council and has given your name as a referee in support of the application.

Name of applicant:

Address:

Chaperones may work in a paid or voluntary capacity and are responsible for ensuring the safety and wellbeing of children who have a performance licence.

Please read the 'Roles and Responsibilities of a Chaperone' and complete the following as fully as possible

1. How long have you known the applicant?

2. In what capacity do you know the applicant?

3. Please give details of the applicant's relevant experience, personal qualities and skills that would make them suitable for the role of chaperone.

Referee's contact details:

Name:

Address:

Telephone number:

Email address:

Signed:

Date:

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Email: childemployment@wiltshire.gov.uk

Address: Children in Employment and Entertainment, Education Welfare Service, School Effectiveness, Wiltshire Council, Council House, Bourne Hill, Salisbury, Wiltshire, SP1 3UZ.

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