

# LEICESTER CITY COUNCIL

## EDUCATION WELFARE SERVICE

### GUIDANCE FOR CHAPERONES INFORMATION, ROLE AND RESPONSIBILITIES

#### INTRODUCTION

The Children (Performances and Activities)(England) Regulations 2014 require that children taking part in performances or modelling are cared for and supervised at all times by an approved chaperone. The only exception to this is when a child is supervised by their parent or is in the charge of a tutor.

The person responsible for holding the children's performance licences (usually the producer/director of the show or programme) is the chaperone's employer however the chaperone must be approved and licenced by the local authority where he/she lives.

The following guidance is for those who intend to undertake the duties and responsibilities of a chaperone. The guidance covers the following areas:

- Who can apply to become a chaperone?
- What does a chaperone do?
- Duties and responsibilities
- Specific duties and requirements.
- Guidance and information.

#### WHO CAN APPLY TO BECOME A CHAPERONE?

Any adult can apply to be approved as a chaperone.

Applications should be made to the local authority in whose area he/she resides.

The criteria for approval of an application to Leicester City Council includes:-

- A completed application form and medical declaration
- Receipt of two satisfactory references
- An enhanced Disclosure and Barring Service (DBS) check
- Satisfactory checks carried out by the Social Care and Safeguarding Service

## WHAT DOES A CHAPERONE DO?

A chaperone looks after the child(ren) in his/her care. He/she acts 'in loco parentis' and should therefore exercise the care that a good parent might reasonably be expected to give their child.

The main duties of a chaperone include ensuring that when a child is not actually performing, he/she is properly supervised and has adequate meals, rest and recreation. In addition the chaperone must ensure that the child does not perform if unwell, and that the child is returned safely to his/her home after a performance.

A chaperone should not be prevented from carrying out his/her duties by performing other tasks or activities not related to the role.

## DUTIES AND RESPONSIBILITIES

- The primary responsibility of the chaperone is to ensure the welfare and supervision of the child(ren) in her/his care.
- Chaperones should check the terms of the child's performance licence granted by the local authority and see that the conditions of the licence are properly met.
- A chaperone acting under licensing regulations should ensure the care and control of the child(ren), securing their health, comfort, kind treatment and moral welfare.
- The chaperone must not engage in any other activity that would interfere with the performance of their duties whilst undertaking the role of chaperone.
- The chaperone has a 'duty of care' in the workplace. He/she must be satisfied that suitable risk assessments have been carried out by those responsible for the rehearsal/performance. The chaperone should be satisfied that any risks which may affect the child(ren) in their care have been identified and that effective control measures are in place.
- The chaperone must be aware of the procedure for the evacuation of the building in case of fire.
- Chaperones need to ensure that no child is discriminated against on the grounds of disability, gender, colour, ethnicity or nationality.
- The chaperone must be aware of local Child Protection Procedures. Some information is included with this guide and more detailed information is available at <http://www.lscb.org.uk>

## SPECIFIC DUTIES AND REQUIREMENTS

- The maximum number of children a chaperone may have in his/her care is twelve. It is recommended that for younger children the ratio of chaperones is higher.
- The chaperone should ensure that there is a complete register of the children, together with emergency contact numbers available at all times. The chaperone must not disclose the personal information of the child(ren) in their care, except to authorised personnel.
- The chaperone should be satisfied with the arrangements for the dressing room and toilet facilities. Children 5 years old and above must only change with other children of the same gender and a similar age.
- The chaperone should ensure that children have adequate breaks for meals, rest and recreation when not actually performing.
- The child(ren) must leave the theatre or venue after each performance or rehearsal by 11.00 pm (10.00 pm for children aged 4 and under), unless specified otherwise in individual performance licences.
- The chaperone is required to ensure that suitable travel arrangements are in place for each child in their care and that each child is collected after the performance by their parent or designated authorised adult (agreed by prior arrangement). If a chaperone is required to transport children in their own vehicle, they must ensure they have business use on their car insurance and also comply with the law around child car seats.
- If dressers/helpers are required, they are only permitted to assist their own child. At no time should dressers/helpers be left alone with children other than their own. An approved chaperone must always be present. Dressers/helpers should not take children (other than their own child) to the bathroom. The dressers/helpers should speak to a chaperone if they have any problems or concerns.
- The chaperone must ensure that they have their licence available for inspection and must wear their ID badge.
- The chaperone should have a basic understanding of emergency first aid treatment and also ensure that the licence holder has made appropriate provision under The Health and Safety (First Aid) Regulations. The chaperone should be aware of the following:-
  - The names of appointed first aiders
  - The location of the first aiders
  - The location of the first aid equipment in the establishment/premises in which they are working.
- In the event of a contravention of the child's performance licence, or any incident affecting the wellbeing of the child(ren), or other concerns about the children, the chaperone must inform **Leicester City Council Education Welfare Service Tel: 0116 454 5510.**
- In the event of any reported or identified child protection concerns, please contact the **Children's Duty and Advice Service Tel: 0116 454 1004** or **Leicestershire Police Tel: 0116 222 2222**

## GENERAL GUIDANCE AND INFORMATION

### ILLNESS OR INJURY OF A CHILD

If a child suffers any injury or illness whilst in the charge of a chaperone or tutor, the holder of the child's performance licence shall ensure that if necessary, a doctor is called and that the parent/carer of the child named in the application form are notified immediately.

The chaperone must keep a record of any instances of illness or injury and any actions taken.

Should a child become ill whilst at a place or performance or on tour, the chaperone should make arrangements for the child to be collected by a parent or other authorised person.

In the case of serious illness or accident the child should be sent to hospital and the child's parent/carer informed immediately. The local authority that issued the performance licence should also be informed and the chaperone must record the incident and action taken.

**No child may perform if he/she is unwell.**

### SPECIFIC HAZARDS

Below is a list of hazards associated with theatrical and film performances. The list covers some of the more common areas that may give cause for concern, but is not exhaustive:

- Fire Procedures (eg fire alarm, fire drill, etc)
- Safe place to stand in the wings or off the set
- Movement of scenery
- Flying scenery
- Movement of any machinery
- Periods of temporary darkness (eg scene change)
- Very bright lighting/strobe lighting
- Falls from a height
- Smoke effects and dry ice
- Noise
- Pyrotechnics
- Trapdoors
- Animals
- Electric cables

If the performance is outdoors, then the following should be considered:-

- Protection from inclement weather
- Movement of vehicles
- Rivers, cliffs and other natural features that pose potential risks

## SPECIFIC PERFORMING ACTIVITIES

### ***Filming and other Broadcast Recording***

A child appearing in a film may be at the studios or place of location for much of the day. During the whole of this time they are in the chaperone's charge, except when having lessons (in the care of a tutor) or on set (when the director is responsible). The chaperone will accompany the child(ren) from the dressing room or school room and remain on the set with the child(ren).

The chaperone should keep records of the times the child(ren) is/are on the set and the times they rehearse and perform so as to ensure the periods permitted under the Regulations are not exceeded.

The chaperone should also ensure that the child(ren) has the required number of breaks for rest and meals.

The chaperone may allow one daily interval for meal break to be reduced in length when the child is working. The resulting break must not be less than half an hour and the total number of hours worked by the child must not exceed the permitted maximum.

### ***Theatre, paid sport and modelling***

The times the child(ren) is(are) present at a theatre or place of rehearsal must comply with the times permitted within the Regulations.

The chaperone must ensure that when the child(ren) is(are) not actually performing, they are properly supervised and have adequate meals, rest and recreation.

## CHILDREN ON TOUR

If the child is staying away from home whilst performing, the chaperone is responsible for them throughout the period of the Licence.

The chaperone needs to ensure the child(ren) are properly supervised and occupied in their spare time, that they have adequate exercise and ensure that the accommodation is suitable and appropriate for the child's health and wellbeing.

The chaperone should arrange to stay in the same accommodation as the child(ren), preferably in a room near to that occupied by the child(ren).

The chaperone should ensure that there are suitable arrangements for meals, which should normally be provided at the lodgings.

The accommodation should be approved by the Local Authority in whose area they are situated. If the chaperone considers the accommodation to be unsatisfactory, the chaperone should insist on a change of accommodation.

The chaperone should ensure that, if necessary, there is transport to and from the place of performance. No child should have a journey of more than three hours.

## **YOUR RESPONSIBILITY FOR CHILDREN'S WELFARE**

At all times the chaperone must safeguard the child(ren)'s welfare. Child(ren) must be protected from exposure to possible harm, including abuse or discrimination.

Whilst undertaking their duties a chaperone should never take a chaperoned child to their home or allow any other unauthorised adult to accompany or supervise the child(ren) unless it is the child's parent/carer or tutor.

Once approved, chaperones are required to notify Leicester City Council Education Welfare Service of:-

- Any formal cautions, reprimands, warnings, orders or convictions that are acquired during the course of the licence.
- Any change of name or address
- Any serious or notifiable illness or disease.

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**FAILURE TO COMPLY WITH THE REQUIREMENTS STATED IN THIS DOCUMENT WILL LEAD TO A LICENCE BEING REVOKED.**

**Please note that for chaperone licence renewal an application should be made three months before a current licence is due to expire in order to allow time for all necessary checks to be completed.**