

**CHILDREN (PERFORMANCES and ACTIVITIES) (ENGLAND) REGULATIONS 2014**

**APPLICATION FOR APPROVAL AS A CHAPERONE  
(AND TUTOR [if applicable])**

"The Licensing Authority must not approve a person as a chaperone unless it is satisfied that the person is suitable and competent..." (Regulation 15), Children (Performances and Activities)(England) Regulations 2014

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.

<b>Please complete all sections</b>			
<b>Surname</b> (Block letters)		<b>Mr/Mrs/Ms/Miss/Other*</b>	
<b>First Names</b> (Block letters)			
<b>Date of Birth</b>			
<b>Place of Birth</b>			
<b>Address</b> (inc. postcode)			
<b>Telephone Number</b>		<b>Mobile Number</b>	
<b>Email Address</b>			
<b>How long have you lived at this address?</b>			
<b>If less than 5 years please list previous address(es)</b>			
<b>National Insurance Number</b>			

<b>What is this application for?</b> (please tick all applicable)	<b>Chaperone</b> <input type="checkbox"/>		<b>Tutor</b> <input type="checkbox"/>
<b>Have you been employed previously as a chaperone in either this Local Authority or others?</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	<b>Which Local Authority?</b>
<b>Have you been approved as a registered child minder or foster carer?</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	<b>Give details:</b>
<b>What experience do you have of working with children and young people?</b> Please include all voluntary and professional experience			

<b>If you drive a car does your car insurance allow you to carry passengers whilst employed as a chaperone? (You may need to check with your insurer)</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Are you registered disabled?</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Do you have a health condition which may affect your application?</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>

<b>References</b> Please give details of two referees – neither of these should be a member of your family or your partner and one of them must be able to indicate your suitability to look after children	
<b>Name</b>	<b>Name</b>
<b>Address</b>	<b>Address</b>
<b>Postcode</b>	<b>Postcode</b>
<b>Telephone</b>	<b>Telephone</b>
<b>E-mail Address</b>	<b>E-mail Address</b>
<b>Occupation</b>	<b>Occupation</b>

Tutors are sometimes employed by production companies to assist children with their education whilst in theatres, on film sets, or in recording studios. These tutors must be suitably qualified and approved by the child's Local Education Authority.		
<b>Do you wish to apply for approval as a tutor?</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>DfE Number</b>		
<b>Teaching Qualifications</b> (copies are required)		
<b>Current teaching post OR if unemployed, your last teaching post including dates</b> (Please supply the name and address of a referee for this post as reference will be made to this person)		
<b>Post held</b>		
<b>Dates from &amp; to</b>		
<b>Name &amp; Address of referee</b>		
<b>Postcode</b>		
<b>Telephone Number</b>		

**The Rehabilitation of Offenders Act**

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2.5 years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.

The position for which you are applying is one of those to which the provisions of the above Act in relation to spent convictions, do not apply. You must therefore disclose whether you have any previous convictions, whether or not they are spent. Should you disclose a criminal conviction, this will be discussed with you in confidence. However you should note that only convictions that are relevant to the position in question will be taken into account.

**Do you have any criminal convictions (whether spent or unspent), cautions, reprimands, final warnings, or prosecutions pending?**

**Yes**

**No**

**If Yes, please give details**

If you do not disclose any convictions you have it could lead to your application being rejected, or, if you are approved, may lead later to your authority being withdrawn. People who have convictions will be treated fairly and given every opportunity to establish their suitability for the position; all applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the position as Chaperone / Tutor.

**Disclosure & Barring Service (DBS) Previously known as CRB**

Applicants will be asked to apply for a DBS check from the Disclosure and Barring Service. A DBS Form must be completed by the applicant and taken to Bury Town Hall for checking and processing. The cost of this is £59.00. Payment can be made by Debit/Credit Card, Cash or Cheque, payable to Bury Council. **Please ring 0161 253 6501 to make an appointment.** A copy of the DBS Code of Practice is available on request. Further information about the DBS scheme can be found at <https://www.gov.uk/disclosure-barring-service-check>

**Note:** If your application is to be a volunteer chaperone, please ring the number below for further details.

**Additional Disclosure**

If you are registered as a Chaperone and you are the subject of any Police or Children’s Services investigations over a Safeguarding matter involving children, you must let Shirley Ashley, Child Licensing Administrator know, so that a Risk Assessment can be carried out as to whether you can continue as a Chaperone for the time being while the Police or Children’s Services are engaged with you in any investigation.

**Declaration**

I certify that the information I have provided is true to the best of my knowledge. I understand that if I give false information or withhold relevant information it could result in my application being rejected or my Chaperone Licence being withdrawn, if approved.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**If my application for approval as a chaperone/tutor is successful I agree to notify Bury Council School Attendance and Education Welfare Team within seven days of:**

- **Any arrest for any offence, or conviction for any offence (excluding fixed penalty fines) in a Court of Law whether in the UK or elsewhere**
- **Any notifiable illness**
- **Any health condition or debility, which may affect my ability to carry out the duties of a chaperone**
- **Any change to name or address**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

If your application is approved, you will be issued with a certificate of approval and an identity card. Your personal details (name and address etc.) will be added to Bury Council chaperone/tutor database, which is maintained and held by the School Attendance and Education Welfare Team. These details are not shared with anyone outside the Safeguarding Children Team or Education Welfare Service's in the various Local Authorities throughout the country.

When your application has been approved you may, if you wish, approach any organisation (theatre, film/TV company, model/casting agents, etc.), who require approved chaperones and/or tutors, give them your personal details and offer your services. These organisations may then contact Bury Council to verify that you are approved. We will confirm only the fact that you are an approved chaperone or tutor and the expiry date of your approval. No other personal details will be given to these people or organisations.

However, Bury Council's School Attendance and Education Welfare Team occasionally receives requests from theatres, film/TV companies or model/casting agents to supply them with the names and home contact details of Bury's approved chaperones and tutors. This is in order that they can then contact the chaperones/tutors to offer short-term employment looking after or teaching children in studios, theatres or on film sets. In anticipation of these requests a separate list is held of all the chaperones who have given their consent to release their contact details to these people and organisations. This list is then sent to theatres, film/TV companies or model/casting agents at their request. These people or organisations may then contact one or many of the chaperones on this list offering employment, usually short term/casual. Any chaperone contacted in this way is free to negotiate the terms of employment or to decide whether or not to take up the offer on this occasion. These are matters for the chaperone and the 'employer' and will not involve Bury Council.

Should your application be successful do you want your personal details (name, address and telephone number, etc.) to be entered on this separate list and released to theatres and production companies? (Please sign the relevant section below)

Your decision on this matter does not in any way affect whether your application is approved or not and may be changed at any time in the future by notifying this office in writing.

**YES, I do want my name entered on the list and released to other organisations**

**Signed:** \_\_\_\_\_

**NO, I do not want my name entered on the list and released to other organisations**

**Signed:** \_\_\_\_\_

**If you would like any further information, or wish to make arrangements to submit this application, please contact:**

**Juvenile Employment & Entertainment Officer  
School Attendance and Education Welfare Team  
3 Knowsley Place  
Duke Street  
Bury, BL9 0EJ  
Telephone: 0161 253 5693  
Email: [child.licensing@bury.gov.uk](mailto:child.licensing@bury.gov.uk)**