

## **CHAPERONES AND TUTORS IN ENTERTAINMENT**

### **APPLICATION PROCEDURE GUIDELINES**

Thank you for considering to be approved as a Chaperone / Tutor in Entertainment. This is a role which will bring you into close contact with children, and because of this we must make every effort to check on the suitability, character, and criminal background of all applicants. You will appreciate therefore the need to complete the enclosed forms.

The enclosed paperwork should include all the following: -

**APPLICATION FORM FOR APPROVAL AS A CHAPERONE [AND TUTOR]; SOCIAL CARE CHECK FORM; INTERVIEW QUESTIONNAIRE; RECOGNISING CHILD ABUSE; REHABILITATION OF OFFENDERS ACT 1974; CHAPERONE CODE OF CONDUCT AGREEMENT**

#### **Chaperone / Tutor Application Form**

If you have any queries about this form, please contact the Licensing Officer on **0161 253 5693**

#### **DBS APPLICATION FORM**

In the first instance, please email: [hrtransactionalservices@bury.gov.uk](mailto:hrtransactionalservices@bury.gov.uk) Ask for a link to the DBS website so that you can complete the application on line.

In order to finalise the DBS application process you will need to attend the Town Hall.

Please call them on **0161 253 6501** to arrange a visit to the Town Hall, Knowsley Street, Bury BL9 0SW in order for the form to be checked and for you to take with you the **original** supporting documentation needed to verify your identity.

The documents you need to provide are as follows:

1 document from the following group:

- Current valid passport
- UK issued driving licence (both parts – photo card and paper licence)
- Birth Certificate (the original one issued at the time of your birth)

PLUS

2 documents from the following group, (1 of which must verify current address):

- Current UK driving licence (old paper licence)
- Birth Certificate (issued after time of birth by Registrars)
- Marriage/Civil Partnership Certificate
- Adoption Certificate
- Mortgage Statement (original/not photocopy or printout – issued in last 12 months)
- Bank/Building Society Statement (original/not photocopy or printout – issued in last 3 months)
- Credit Card Statement (original/not photocopy or printout – issued in last 3 months)
- P45/P60 Statement (original/not photocopy or printout – issued in last 12 months)
- Council Tax Statement (original/not photocopy or printout – issued in last 12 months)
- Utility Bill – not mobile telephone (original/not photocopy or printout – issued in last 3 months)

PLEASE SEE OVERLEAF

If you have a problem providing any of the documents listed please contact the Licensing Officer for further advice.

**Payment**

A payment of £55 is required for us to pay towards the DBS check. You can pay by Cash, Debit/Credit Card or cheque, which must be payable to "Bury Council". (NB. Volunteer applications – the DBS check is £15)

**Photographs**

Two **recent identical** passport type photographs are required with your application.

**Interview**

The process of writing to references and completing the checks takes 2 - 8 weeks (due to the time taken for the DBS check to be returned). When these have been completed satisfactorily you will be invited in for an informal interview, following which you should be issued with your authorisation.

**If you have any questions please do not hesitate to call  
the Licensing Officer on 0161 253 5693**