

CHAPERONES AND TUTORS IN ENTERTAINMENT

APPLICATION PROCEDURE GUIDELINES

Thank you for considering to be approved as a Chaperone 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 following forms in order for your application to be processed:

APPLICATION FORM FOR APPROVAL AS A CHAPERONE

SOCIAL CARE CHECK FORM

CHAPERONE CODE OF CONDUCT AGREEMENT

DSB CONSENT FORM (even if you are on the Update Service)

INTERVIEW QUESTIONNAIRE

Chaperone Application Form

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

Please note that your signed (not a typed signature) documents should be emailed to child.licensing@bury.gov.uk, together with a recent passport/size type photograph.

DBS APPLICATION FORM

If you need to apply for a DBS Check, we will process this for you through Bolton Council. An appointment will be made for you with the Bury Child Licensing Officer who will complete the DBS form with you and verify your documents and send the form for processing. Bolton will send you a link for you to complete and will invoice you £12 for the application.

If you are on the update service, then we will be able to check this providing you have signed the DBS consent form. There will be no charge if you are on the update service.

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, (one of which must verify your current address):

- Current UK driving 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)

If you have any questions, please do not hesitate to contact us