

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:

- 1. APPLICATION FORM FOR APPROVAL AS A CHAPERONE**
- 2. SOCIAL CARE CHECK FORM**
- 3. CHAPERONE CODE OF CONDUCT AGREEMENT**
- 4. DSB CONSENT FORM (If you are a member of the Update Service)**
- 5. INTERVIEW QUESTIONNAIRE**

Chaperone Application Form

If you have any queries about this form, please contact the Licensing Officer on **0161 253 5693** or mobile: **0758 306 8452**.

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, you should email hrcorporate@bolton.gov.uk and they will process this for you.

Please note that you will need to provide them with copies of the supporting documentation and 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