



Salford City Council

Chaperone Guidance

Keeping Children in Entertainment Safe

This Document has been written by Salford, Manchester, Trafford, Oldham and Bury Local Authority and is issued to Chaperones who have been approved by these Authorities.
The document is intended to raise your awareness of your role as a Chaperone in entertainment and give you confidence to carry out your duties successfully by ensuring every step is taken to ensure children in entertainment are safeguarded.

Guidance for Chaperones

Index

	Page number
Introduction	3
The Legislation	4
The Child's Entertainment Licence	5
Medical Requirements	7
The Chaperone's Roles and Responsibilities	7
Prior to the Event	11
Arrival at the Venue	11
During the Event	12
On tour	13
Night Work	13
Local Authorities Involvement	14
Absence from School	14
Education	14
Inspections	15
Child Protection	16
Appendix A - Table of Permitted Hours	20
Appendix B - Do and Don't Tips for Chaperones	21
Appendix C - Checklist for Venue	22
Appendix D - Regulations 2014	23-28
Appendix E - Schedule 3 Record Sheet	29
Appendix F - NNCEE On Tour Guidance	30
Appendix G - Local Authority Contact Details	31 - 32

Guidance for Chaperones

INTRODUCTION

The information within this booklet is to **assist Chaperones** who have been approved by the Local Authority to **undertake their responsibilities** to support children and young people who are taking part in performances.

The Council recognises that children may gain wonderful life experiences by being given the opportunity to appear in a local or national stage performance, a film, a television advertisement, or as part of a national sporting team.

It is intended to guide Chaperones and licence holders through the legislation that has been produced to **protect children who are taking part in performances**. The legislation and supporting guidance is to ensure the experiences of these children is both safe and rewarding.

Safeguarding Children and Young People and **ensuring their well-being** is central to the role of the Chaperone. Having a clear understanding of the needs of the children and the **protective aspects of the guidance** are important elements of the role. The manner in which the duties are undertaken can only be perfected by practice, gaining experience and drawing on the expertise of people who have a long and successful record of looking after children in these circumstances.

Throughout the document the word Chaperone also refers to Matrons as this appears in some legislation.

When referring to a performance it incorporates all those who are appearing on stage, television, film, radio, commercials, working as models, or in paid professional sport.

Guidance for Chaperones

THE LEGISLATION

The legislative framework relates to:

- Children in Entertainment: Performing on stage, television, film, radio, commercials etc.;
- Children working in paid/professional sport; and,
- Children working as models.

This guidance is written in accordance with the following legislation:

- *The Children and Young Persons Act 1933*
- *The Children and Young Persons Act 1963*
- *The Children (Protection at Work) Regulations 1998**
- *The Children (Performance and Activities) (England) Regulations 2014**

All children, from birth until they cease to be of compulsory school age, are required to be licensed by the Local Authority (LA) in which they live prior to taking part in a performance.

The legislation is to secure the health, proper treatment, and education of children whilst they are taking part in entertainment. It concerns all such children from the day they are born through to the day when they are no longer of compulsory school age. Compulsory school age **does not cease on their sixteenth birthday** and is on the last Friday in June of the academic year in which the young person is 16 years of age.

The legislation refers to an **approved person** called a 'Matron', also known as a **Chaperone** that is someone who looks after the welfare of a child who is taking part in entertainment in certain circumstances.

The primary legislation comes from the Children and Young Persons Acts of 1933 and 1963 (with later amendments). The 1963 Act empowers the Secretary of State to make Regulations that prescribe conditions to be observed with respect to children taking part in performances. Currently these are the "Children (Performances and Activities) (England) Regulations 2014

The term 'entertainment' includes;

1. Taking part in a performance where the public pay to have access
2. Any performance in licensed premises, (hotel, public house, etc.)
3. Any broadcast performance, including radio programmes
4. Any performance not falling within (3) above but included in a Programme service
5. Any performance which is being recorded for use in a broadcast, programme service or film
6. Taking part in modelling or sport for which the child or any other person receives payment

Numbers 1 to 5 are termed performances which also includes certain rehearsals for a performance. Number 6, is termed an activity, however, they all come under the term of 'entertainment'.

Note: The Regulations are also known as Statutory Instruments [SI] and may be known by their SI number.*

Guidance for Chaperones

THE CHILD'S ENTERTAINMENT LICENCE

Children taking part in entertainment require an Entertainment Licence issued by the Local Authority in which the child lives and applied for by the person "Licence Holder" who is responsible for the production or activity. The licence relates to a named child and allows that child to take part in a particular performance or activity.

There are three exceptions to the requirement to obtain a licence in relation to performances which only apply if there is no payment made in respect of the child taking part in the performance, other than for defraying expenses, either to the child or to another person, and, in the case of exceptions 2 and 3, the child does not require any absence from school. The exceptions are:-

1. When the production is organised by a school (of education). The school is solely responsible for all aspects of the child's welfare and there is no requirement to gain any form of consent from the Local Authority or to employ a Chaperone.
2. When the production is organised by an amateur group such as a youth club or amateur operatic society (the legislation calls this group a 'Body of Persons'). The organisers of the group must apply for, and obtain permission from, the Local Authority before any child can appear in their production. The Local Authority may make conditions when approving a "Body of Person's).
3. When the child is taking part in no more than 4 performances in a six-month period. There is no requirement to have a Chaperone looking after the child, although it is advisable.

Whenever an Entertainment Licence is issued there is a legal requirement that the child must be looked after (chaperoned) either by the child's own parent (the parent cannot delegate this responsibility to another any person, including relatives), or by a Chaperone who has been approved by a Local Authority [*Regulation 15*).

Although it is common for a parent to chaperone their child during an activity (modelling or sport) it is more usual for a Chaperone to be employed (whether for payment or voluntarily) to look after children during performances. The Local Authority goes to great lengths to vet and approve suitable Chaperones.

The Local Authority has made a condition when approving a 'Body of Persons' application for an amateur group (see exception 2 above) that a Chaperone must be appointed to look after the children. In this instance the Chaperone's role and duties are exactly the same as if an Entertainment Licence had been issued.

The Entertainment Licence is sent to the Licence Holder, a copy is also sent to the child's parent and to the Local Authority where the event will take place. The licence may be amended or withdrawn either by the issuing authority or the Local Authority in whose area the event is taking place.

If a child is to be absent from school whilst taking part in the event then there may be a condition on the child's licence to the effect that they must receive tuition during the event. The Licence Holder must provide a tutor, who has been approved by the child's Local Authority, and a suitable place (schoolroom), approved by the Local Authority (in who's area the event is

Guidance for Chaperones

taking place) to receive the tuition. The amount of tuition a child must receive is given on page 15.

LICENCE APPLICATION

A licence is issued by the Local Authority in which the child lives (this may not necessarily be the same Authority as the child's school, nor the intended place of performance). The application should be on a Performance Licence Application Form.

- The applicant completes Part 1,
- The parent/carer of the child named in the application completes Part 2.

The completed application form must be accompanied by the following documents:-

- A copy of the birth certificate of the child or other satisfactory evidence of the child's date of birth if the certificate is not available);
- Two identical passport sized photograph of the child taken during the six months preceding the date of the application; and,
- A copy of the contract, draft contract or other documents containing particulars of the agreement regulating to the child's appearance in the performance or regulating the activity for which the licence is requested;

The application must be made to the Local Authority **at least 21 days before the first performance**; failure to do so may result in the application not being approved.

If the child is not a resident of the UK, application should be made to the Local Authority in whose area the applicant resides, or has his place of business.

The licence will show the following information:

- Details of the child and a Photograph
- Identity of the licence holder; and the name of who is Chaperoning the Child;
- Name and nature of the performance and the Child's part it
- Venue of the performance
- Date(s) of performance; or the number of days during a period not exceeding six months for which the child is licensed
- Date(s) absence from school is authorised (if applicable);
- Any conditions stipulated by the LA, e.g. the permitted hours, transport arrangements, educational provision or any direction for payment.

A licence will not be issued unless the LA is satisfied that the child is fit to take part in a performance, that his/her education will not suffer and that proper supervisory arrangements have been made to secure the child's health, comfort and well-being.

The Local Authority, before granting a licence, will liaise with the Head Teacher of the child's school to ensure that the child's education will not suffer should a licence be granted.

Guidance for Chaperones

MEDICAL REQUIREMENTS

The Local Authority requires a statement within the licence application that indicates the child is medically well to take part in the performance. The Local Authority has the right to request that a medical examination takes place.

No child should be allowed to perform if unwell. If a child is taken ill or is injured whilst in the charge of the chaperone or tutor then medical assistance should be called.

THE CHAPERONES ROLE AND DUTIES

It is a legal requirement that all children who are engaged in public performances, under licence issued by the Local Authority, must be supervised by a parent; or a chaperone approved by the Local Authority issuing the licence.

The role of the approved chaperone is to ensure that proper provision is made to secure a child's health, comfort, and kind treatment. The person approved by the LA shall be in charge of the child at all times for the duration of the licence except when the child is in the charge of their parent, carer, tutor, or is performing.

The licence holder is expected to empower and support the chaperone in any decisions relating to a child's welfare and general well-being and should be aware of the "Guidance for Chaperones".

The maximum number of children that may be supervised by a chaperone is 12. The Local Authority may stipulate a smaller ratio depending on the age and gender of the children involved.

Chaperones must accompany children at all times, including in the dressing room, therefore chaperones should, ideally, be gender appropriate.

The criteria for approval to be an approved chaperone typically are:

- Completion of the Application Form;
- An Enhanced DBS disclosure;
- Two Identical Passport sized photograph;
- Social Services Check;
- Two references;
- An interview with the Local Authority Licensing Officer.
- Attendance at the Chaperone: Roles & Responsibilities training course

The producer of the performance or the organiser of the activity is responsible for finding an approved Chaperone for the child. The Local Authority does not act as an employment agency and is not responsible for finding work for Chaperones or for recommending particular Chaperones to producers. It will, however, supply a list of approved Chaperones (who have given written consent) to such people. Any contract is between the producer/organiser and the Chaperone.

Guidance for Chaperones

The Chaperone, who may be a man or a woman, is the **key person who protects and supports the child** and is responsible for the child's welfare. The Chaperone is acting in loco parentis and the first duty is to the children in their care.

The child's welfare overrides the needs of the producer or company. The Chaperone is the person who has the care and control of the child (Regulation 15) and must ensure the child's wellbeing, even though you may at times be under pressure from other quarters to ensure, for instance, that schedules are kept or more rehearsal time is required. Good communication and negotiating skills, with both children and adults are vital.

A child's Entertainment Licence is a legal document and will specify where and when the event takes place, the child's role in the performance and whether tuition at the venue is required. The issue of the licence may have been dependent on certain conditions and these will be endorsed on the licence. It is therefore important that you familiarises yourself with the individual child's licence. The Licence Holder must ensure that the child's licence is available at the venue for your inspection.

Throughout the period of the licence the **Licence Holder is responsible** for ensuring that the regulations and any conditions that have been endorsed on the child's licence are complied with. The **Chaperone must ensure** that this is being done by keeping a record of the duration and timing of, rehearsals and performances, time spent at the venue, breaks and meals, tuition, waiting time between Rehearsals / performances, overnight breaks, and any other incident regarding the child's welfare and treatment about which they are concerned.

It is your duty to **stay with the child throughout** the child's time at the venue (except when the child is under the charge of their parent or of a teacher*) and you must accompany the child to and from the dressing room, school room, studio, set or stage as well as remaining in the studio, on set or backstage whilst the child is there. You must also remain with the child during meal and rest breaks, during periods of recreation, and, if the child is staying away from home in lodgings, must also stay with the child throughout their stay in the lodgings (more on this subject later). You must not therefore be involved in any other activity, (i.e., dresser, make-up) which will interfere with your duties and responsibilities as a Chaperone.

The Chaperone must have a working knowledge of the Regulations in order to carry out the duties with confidence. Further help and advice may be sought from the Local Authority that approved you, the Local Authority that issued the child's licence, or the Local Authority in whose area the event is taking place. Seeking help or advice is not a sign of weakness but of common sense.

Remember, the child is in the care and control of the Chaperone. No one else, including the Licence Holder, production team member, star of the show, press, or any other person approaches or speaks with the child without your knowledge and (sometimes tacit) consent.

Arrangements for handing over responsibility, e.g. between parent and Chaperone, Chaperone and Tutor, or Chaperone to Chaperone will vary according to the circumstances. It is important to ensure that there is never a time when it is unclear who is responsible for the child.

Guidance for Chaperones

A basic knowledge of Health and Safety issues at the place of the performance or rehearsal is required in order that you can assess any danger e.g. electrical equipment, locked fire exits, access to backstage areas by members of the public.

The teacher in this case is a tutor who has been approved by the child's Local Education Authority to teach the child at the performance venue. It is not the child's own schoolteacher.*

Specific Hazards

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

- Fire Procedures (eg. Alarm Bell, Fire Drill etc)
- Safe place to stand in the wings or off set
- Movement of scenery
- Movement of any machinery
- Periods of temporary darkness (eg. Scene change)
- Falls from a height
- Smoke effects and dry ice
- Noise
- Flying scenery
- Pyrotechnics
- Trapdoors
- Animals
- Very bright lighting
- Electrical cables

If the performance is outdoors in addition to the above the following should also be considered:

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

The Local Authority in whose area the event is taking place must approve the place of the performance or activity (*Regulation 17*). The Authority will consider, having regard to the age of the child and nature, time and duration of the performance, rehearsal or activity –

1. That suitable arrangements have been made for:-
 - a. the provision of meals for the child
 - b. for the child to dress for the performance; and
 - c. for the child's rest and recreation when not taking part in the performance
2. That the place is provided with suitable toilet and washing facilities; and
3. That the child will be adequately protected against inclement weather

Approval of the venue may be subject to such conditions as the Local Authority consider necessary. The Chaperone must also consider all these things and if concerned must voice these concerns with the Licence Holder and negotiate improved conditions. If the problem cannot be solved to your satisfaction you must seek advice from the appropriate Local Authority.

The maximum number of children that one Chaperone may look after is twelve but this may be too many if, for example, the children are living away from home, or they are very young (*Regulation 15*), or because a film set is spread over a large area and it is difficult to be aware of what each child is doing. If you are concerned about the number of children you are looking after you must inform the Licence Holder and negotiate more supervisory help with the children.

Guidance for Chaperones

If there is more than one Chaperone looking after the children then they should work as a team, otherwise the children will become confused and this may have an effect on their well-being. One of the Chaperones should be given a key responsibility as the team leader by the licence holder.

In the event of any injury or illness to a child whilst in the care of the Chaperone or Tutor the **Licence Holder is responsible** for ensuring the child receives **appropriate medical treatment** and that the parent named in the licence application form and the Local Authority (where the event is taking place) are notified as soon as possible of the injury or illness. The local authority who issued the licence should also be informed.

The Chaperone should assist the Licence Holder in these circumstances and in the absence of the Licence Holder (e.g. during an overnight stay in lodgings), undertake this duty.

If the child becomes ill or is under too much stress then the Chaperone has the **duty and right to withdraw the child** from the event until you are satisfied that the child is well enough to continue.

If you consider that any of the arrangements made by the Licence Holder for the children and yourself are not satisfactory then you should negotiate an improvement in the arrangements with the Licence Holder.

If you come to an impasse in any negotiations, or have had to take some action (against the wishes of the Licence Holder) to secure the child's welfare, you must contact the child's Local Authority or the Local Authority where the event is taking place and inform them of the circumstances. Ensure that you make a written record of the details.

Guidance for Chaperones

PRIOR TO THE EVENT

- Check the relevant regulations that cover the type of event you will be employed. This will give you confidence in what you do.
- Check in which Local Education Authority area you will be working and make a note of their telephone number and if possible the name of the authorised officer.
- Make a list of contact telephone numbers, including Local Education Authorities, the Licence Holder, and any other person you think you might have a need to contact.

ARRIVAL AT THE VENUE

- Arrive before the children, especially if the venue is not known to you. This will give you time to have a look round and meet other people involved in the event.
- Make yourself known to the Licence Holder or their deputy and any other relevant person i.e. stage/floor manager, dressers, etc.
- From a health and safety point of view check all the areas to be visited by the children for any hazards.
- Check fire exits for ease of passage.
- Find out what the fire alarm sounds like and if necessary arrange a fire drill involving the children.
- Check the First Aid facilities and whether or not a person qualified in First Aid is present.
- Check that dressing rooms, toilets, schoolroom, rest room, meal arrangements and any other facilities are suitable.
- When checking dressing rooms, remember that children aged five years or over must only dress with other children of the same gender. (*Regulation 17 (ii)*)
- Liaise with any other Matrons who have been employed and work as a team.
- Have a list of the names of the children you will be caring for. If there are more than twelve children and more than one Matron you must be sure who is looking after which children.
- Check the child's Entertainment Licence and note any conditions endorsed on it. The Licence Holders copy of the licence must be available at the place where the event takes place.
- Make sure that there is a list of the children's home and emergency contact details which you can get access to at all times in case you need to contact their parents.
- Check with the Licence Holder to ascertain if any child has any medical problems or requirements. This information is strictly confidential but, as a Chaperone, you need to know. If a child becomes ill there may be something in the notes that will give you some indication of the problem. If the child is taken to hospital or is seen by a doctor the fact that a child is taking medication may have an effect on the treatment. You may need to remind a child to take their medication at a specific time.
- If you are unhappy with any of the facilities or arrangements you should voice your concerns to the Licence Holder and negotiate better conditions. If these negotiations are not successful you must consider whether you are going to allow the children to take part in the event. In these circumstances you must inform the appropriate Local Authority as soon as possible with the details of the problem/s and the action you took.

A checklist of things to consider at your venue arrival is given in Appendix C.

Guidance for Chaperones

DURING THE EVENT

- Remember that the child is in your care and control. The child does not do anything without your knowledge and approval and any contact with them by any other person is with your knowledge and approval. The child is in an adult environment and you need to ensure that they know what is expected of them.
- You may be asked to look after up to twelve children at the same time so it is important that you are able to be aware of what each child is doing and what their individual needs are.
- Keep a small notebook handy to make notes of times of breaks, meals, performances, tuition, etc. You must remain with the child during breaks for meals and keep them properly occupied during periods of rest and recreation.
- You must not be 'side-tracked' away from your duty to the child by any other activity. The Licence Holder is employing you to look after the child and cannot ask you to undertake any other task.
- You must escort and be with the child at all times. Do not be 'persuaded' to leave a child with other people to be dressed, made up or go through their lines, etc. where there is little or no opportunity for you to observe or supervise the child. You have been given the task of looking after the child and must be able to supervise them at all times.
- Be aware of signs of tiredness or stress in a child. It is your duty to do something about it to relieve the pressure. If you have to take the child out of the rehearsal, performance or activity to achieve this then it is within your power to do so.
- During times of activity outdoors in inclement weather conditions (including extremes of heat, cold, and wet) you must make sure that the child does not suffer the effects of those conditions and is not kept 'hanging about' outdoors. If you are concerned, move the child indoors until you are satisfied that the child is ready to go back outdoors and that the production team is also ready.
- There may be times when, due to demands on you and the length of time you are looking after the child, there is a need for you to have a break. It is the Licence Holders duty to consider this as part of your employment contract and not expect you to work hour after hour without a break. Proper arrangements must be made by the Licence Holder to make sure the children are properly looked after on these occasions, e.g. by another approved Chaperone or the child's own parent, remembering that one Chaperone may only look after a maximum of twelve children.
- There are differences between working as a Chaperone in a theatre setting and working in a recording/filming setting. Theatre work has specific times and schedules which are known in advance. Recording/filming work is more uncertain and often there are times when the child is kept waiting for someone to call them on set. It is at these times that your entertainment skills are required as the child may be confined to a caravan or other inhospitable place for long periods.
- The Licence Holder has a duty to ensure that adequate facilities are made for the children and yourself to have proper refreshment at appropriate times and it is your responsibility to ensure that this happens.
- The child is within your charge until they are handed over to their parent, Tutor, or another approved Chaperone.

Guidance for Chaperones

- Remember that the child's parent has the right to expect their child to be returned to them without anything untoward having happened to them that you could have prevented.

ON TOUR

- The Licence Holder is responsible for finding suitable lodgings for the child and the Chaperone when they are away from home. They are also responsible for funding those lodgings, meals, transport, and suitable leisure activities for both the child and the Chaperone.
- The Local Authority (where the lodgings are situated) must approve these lodgings. Before giving their approval they will consider; the time and distance the child will have to travel between the lodgings and the venue and the type of transport used; suitable meal arrangements at the lodgings; any other condition that may affect the welfare of the child.
- You are responsible for the child and it is your duty also to be satisfied that all the conditions surrounding the child living away from home are satisfactory in every way.
- The sleeping arrangements for yourself and the child must be such that they have direct access to you at all times without having to contact a third person. There must also never be a time when you are unaware of their whereabouts.
- Looking after children on tour is far more demanding than living at home where you are with the children for only a few hours each day. On tour you may be responsible for the child 24 hours a day for as long as the tour lasts. It is therefore important that arrangements are put in place by the Licence Holder to enable you to have an amount of time to yourself. This amount of time will differ from event to event and from day to day but the Licence Holder must not expect you to look after children 24 hours a day without a break.
- If there are other Chaperones on the same tour then you may be able to share the responsibility of looking after the children but don't forget that one Chaperone can only look after a maximum of twelve children.

See Appendix F - NNCEE On Tour Guidance.

NIGHT WORK (Regulation 28)

Under certain circumstances the child may be allowed to take part after the latest permitted hour (see the table at appendix A for permitted times). The circumstances are, if the child is taking part in the recording of a performance for use in a broadcast or a film, and the recording must be done out of doors and after the child's latest permitted hour. The child may only take part in the recording of the performance after midnight and before the earliest permitted hour the following day if it is proved that it is impractical for the recording of the performance to be completed before midnight.

Where a child is allowed to take part in the recording of a performance after the latest permitted hour, the following restrictions and conditions shall apply: -

- The number of hours after the latest permitted hour shall be included in computing the maximum number of hours during which the child may take part in a performance or rehearsal on any one day. (see appendix A)

Guidance for Chaperones

- The child shall not take part in any other performance or rehearsal until not less than sixteen hours have elapsed since the end of their part in the performance or rehearsal.
- Where the child takes part in the recording of a performance after the latest permitted hour on two successive days, they shall not be allowed to take part in any other performance after the latest permitted hour during the following seven days.

LOCAL AUTHORITY INVOLVEMENT

As has been previously mentioned there could be as many as three Local Authorities where you could seek help and advice. These are;

- a) the Local Authority who approved the Chaperone;
- b) the Local Authority who issued the child's licence; and
- c) the Local Authority in who's area the event is taking place.

If you are looking after several children from different Local Authorities at an event taking place away from each child's local area then many more Local Authorities could be involved.

An authorised officer from the Local Authority may visit the premises or location where the performance or activity is taking place. This will give you an opportunity to speak with them, but if you are unhappy with any of the arrangements then you must make a positive effort to contact one of the authorised officers and not wait for them to visit.

You may feel, on occasions that you should bring a particular problem to the notice of the authorised officer but are concerned about the reaction of the Licence Holder **remember - the child's welfare is paramount**. Any information that you pass to the authorised officer will be treated with confidentiality. When trying to contact an officer from the Local Authority you must bear in mind that generally they can only be contacted during normal office hours.

If you are unsure about any of your duties, or you are unclear of any of the legislation please contact one of the authorised officers. We are there for help and advice. Should you fail to carry out your role and duties properly your approval as a Chaperone could be withdrawn.

ABSENCE FROM SCHOOL

Under Regulation 8 of the Education (Pupil Registration) Regulations 1995, absence from school may not be granted to enable any pupil to undertake employment except in accordance with a licence. Performances that are undertaken with a licence enables the school to "authorise" the absence. Absence from school will not be authorised for unlicensed performances.

EDUCATION (Regulation 13)

There may be a condition on the Entertainment Licence of a school-aged child which states that the child must receive tuition during the period of the licence. If this is the case, then in general, the child must receive, when aggregated, a total of not less than three hours tuition during each day they would normally attend school. The Licence Holder shall ensure that the arrangements for the child's education, as approved by the child's Local Authority, are carried out.

Guidance for Chaperones

The Tutor shall not teach more than six children at the same time, or, if the children to be taught are of a similar standard, twelve. The tuition must be given during the permitted time the child is allowed to be present at the place of performance or rehearsal. *(See the table at Appendices A for the maximum time the child is allowed at the place of the performance)* Any tuition given outside these hours, or given for a period of less than thirty minutes, shall not be included in the aggregated hours of tuition.

If during each complete period of four weeks (or any period less than four weeks and over one week) the number of tuition hours may be aggregated over the period.

For the hours to be deemed to be satisfied under this condition the child: -

- Must not receive less than 6 hours tuition during each weekly period
- Must not receive more than a maximum of 5 hours tuition on any one day
- May be taught on days other than 'normal' school days

INSPECTIONS

Inspections, by the Child Entertainment Officer in the area in which the performance takes place, may be undertaken to ensure the conditions of the licence are being adhered to.

Guidance for Chaperones

CHILD PROTECTION

It cannot be emphasised too strongly that if at any time you are concerned about the welfare or treatment of the children you must act in their best interest.

Working with children normally involves adults making the majority of the important decisions. This means that adults have most of the power and misuse of this power can lead to the abuse of children.

If you feel that a child is worried about any matter concerning their treatment or welfare you should provide them with an opportunity to speak with you in confidence.

'Abuse' can take many forms including physical assault, sexual interference, neglect or mental harm.

A child might disclose to you some details of abuse to them, or you may discover evidence that abuse has taken place. These could be recent events or in the child's past. Or you may be aware that another member of the company or production team has abused or is taking an undue 'interest' in the child.

You cannot keep these facts 'secret' but must discuss them with the relevant Local Authority contact, see appendix E (Page 30 – 33).

In circumstances involving a member of staff or cast you may feel that as well as informing the proper agencies, there is also a need to inform the Licence Holder or their deputy to ensure the safety and welfare of the child or other children. You must do so with caution and only at the most senior level available. Make a written record of all the details. Ignore a request from any Licence Holder, their deputy, or any other person not to report the circumstances to the authorities on the pretext that they will make their own enquiries and deal with the matter. You must inform the appropriate authorities responsible for safeguarding children and young people.

It may be that you wish to seek advice from the Local Authority, see appendix E (Page 30 – 33). Make a written record of all the details at your earliest opportunity.

There could be a time when you feel that a situation involving a child's safety and well-being is beyond your control and that the child is in immediate physical or moral danger. At such times you must do all you can to secure the safety of the child but if this is impossible you must contact and seek help and advice from the local police.

The following definitions of abuse are given to assist professional staff and those providing services to children in assessing whether abuse may have occurred.

Guidance for Chaperones

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs, including exclusions from home or abandonment.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (eg rape or buggery) or non-penetrative acts. They may include non-contact activities such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways or failing to discourage them from such behaviour.

Emotional abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved or inadequate. It may cause children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

Abuse of Trust

A relationship of trust, for the purpose of this guidance, is one where a teacher, member of education staff or a volunteer is in a position of power to influence over a child by virtue of the work or nature of the activity being undertaken. A relationship of trust must not be distorted by fear or favour and those in positions of trust must exercise responsibility as a consequence of the power they have over those they care for.

Where a relationship of trust exists, allowing a relationship to develop in a way that might lead to a sexual relationship is wrong. A sexual relationship will be intrinsically unequal within a relationship of trust and is therefore unacceptable. It is also inappropriate since the professional relationship of trust would be altered. This guidance should not be interpreted to mean that no genuine relationship can start between two people within a relationship of trust, but given the inequality at the heart of a relationship of trust should be ended before any sexual relationship develops.

Guidance for Chaperones

Duty of Care

Teachers and other education staff are accountable for the way in which they exercise authority; manage risk; use resources; and protect pupils from discrimination and avoidable harm.

All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical and emotional harm. This duty is in part exercised through the development of respectful, caring and professional relationships between staff and pupils and behaviour by staff that demonstrates integrity, maturity and good judgement.

Local Authorities, schools and parents have legitimate expectations about the nature of professional involvement in the lives of pupils. When individuals accept a role that involves working with children and young people, they need to understand and acknowledge the responsibilities and trust inherent in that role.

What to do if suspected / alleged child abuse

Procedures

The following procedures must be carried out in every case of actual, suspected or alleged child abuse that comes to the attention of the chaperone.

Medical Emergency with Suspicion of Abuse

A child requiring urgent medical attention should be escorted to the nearest Accident and Emergency Department. Where possible, the child should be accompanied by a parent or carer, if a parent or carer unreasonably refuses to allow the necessary medical treatment, the Police should be contacted immediately. The escort must remain with the child until such time as the child's safety is assured. The chaperone should ensure that the correct authorities are informed immediately, see appendix E (Page 30 – 33).

Suspicion of Abuse without Medical Emergency

If a chaperone has *knowledge or suspicion of abuse* from any source they should refer to, see appendix E (Page 30 – 33).

Disclosure of Abuse

If a child tells a chaperone that they have been, or is likely to be abused, the Chaperone should listen sympathetically and *without judgement or questioning*.

When responding to a child or young person who has disclosed abuse or the risk of abuse, it is important to reassure them that their story is believed and will be taken very seriously and we will be talking about the situation with people who can help and they have acted rightly in disclosing the information. If the child or student asks that the information be kept secret, it should be explained that in order that they are helped and protected it will be necessary for some other people to be involved. Promises which may be difficult to keep should not be made. Action should be taken even if the child withdraws the allegation at this point.

Guidance for Chaperones

Always ***make a written record*** as soon as possible of any information volunteered to you. The record will include the time it was written, the setting, personnel present and what was said.

Referrals should be made to the relevant Local Authority, should ensure that the correct authorities are informed immediately, see appendix E (Page 30 – 33).

Chaperones should under no circumstances hand any child over to, or let the child be examined by any other person. The only exceptions to this are unless it is with the prior approval of the child's parent/carer, or medical emergencies, and then under the supervision of a doctor, police officer in uniform or other suitable persons when the consent of the child's parents cannot be obtained.

In all cases a written report of events must be forwarded to the Child Entertainment Licensing Officer within 48 hours.

More information can be found in the DFE documents

- "What to do if you're worried a child is being abused" (2006)
- "What to do if you suspect a child is being sexually exploited" (2012)

Allegation against a Chaperone or Production Staff

If a young person or their parent/carer makes an allegation of child abuse against a chaperone, member of the production team, cast or helper, full co-operation will be sought from those in charge, the individual member of staff and the licensing authority.

In the case of serious allegations it will be necessary to suspend the member of staff immediately until the investigation is concluded. If the allegation concerns a friend or family member of the production company including cast, crew or a chaperone, they will be advised of the nature of the allegation and their full co-operation sought with any investigation. It may be necessary to exclude from the theatre/rehearsal rooms the persons against whom the allegation has been made or ensure that they do not have unsupervised contact with children.

After an investigation has been completed, the licensing authority, in consultation with the police and social services, will then consider whether it is safe for the registration of that person to continue.

Guidance for Chaperones

APPENDIX A

CHILD'S SCHEDULE	Age 0 - 4	Age 5 - 8	Age 9 & over
Earliest & latest permitted times at Performance Venue	07.00 a.m. to 10.00 p.m. ¹	07.00 a.m. to 11.00 p.m. ¹	07.00 a.m. to 11.00 p.m. ¹
Maximum number of hours in one day at place of performance	5 hours	8 hours	9.5 hours
Maximum total number of hours of performance in one day	2 hours	3 hours	5 hours
Maximum continuous time to take part without a rest	30 minutes	2.5 hours	2.5 hours
Maximum consecutive days a child may perform	6 days	6 days	6 days
Break when present for up to 4 hours	Any breaks 15 minutes minimum	15 minutes	
Break when present between 4-8 hours, [4-5 hours for those aged under 5]	Any breaks 15 minutes minimum. Meal break 45 ² minutes duration	1 x 15 minutes Meal break 45 ² minutes duration	
Breaks when present over 8 hours	Not applicable	2 x 15 minutes Meal break 45 ² minutes duration	
Minimum interval between performances	1 hour 30 minutes	1 hour 30 minutes	
Minimum overnight rest break	12 hours	12 hours	12 hours
Break in performances	14 day break after 8 consecutive weeks of 6 days		
Education	Not Applicable	3 hours (maximum 5) per day on school days. 15 hours per week. Minimum of 6 hours in a week if aggregating over a 4 week period.	

Chaperone Discretion

Finishing Time¹

The Chaperone may allow the child to take part in the performance for a period not exceeding one hour after the 'latest time' if; -

- the total number of hours (including the 30 minutes) does not exceed the child's maximum performing time, and
- the Chaperone is satisfied the child's welfare will not be prejudiced, and
- it appears to the Chaperone the conditions necessitating the child to take part after the 'latest time' arose in circumstances outside the control of the Licence Holder.

Meal Breaks²

The Chaperone may allow one meal break to be reduced to not less than 30 minutes where the child is taking part in a performance or rehearsal outside, provided that –

- a. the duration of the break is not less than 30 minutes; and
- b. the maximum number of hours during which the child may take part in a performance or rehearsal under regulation 22 is not exceeded

Guidance for Chaperones

APPENDIX B Do and Don't Tips for Chaperones

DO

- **Check the child is comfortable** – you are the person to whom the child looks to for guidance, protection, clarification and support;
- **Stand up for the child above production pressures** – one of the chaperones greatest strengths is their ability to negotiate with the production company “on site” and be able to say no when what is being requested is contrary or detrimental to the health, well-being and/or education;
- **Be the child’s champion;**
- **Report any concerns and know who to report them to and what to do in each case** – chaperones should keep a note of all the important contacts, for example, the child’s licensing authority, the local authority in whose area the child is performing, the child’s agent and the child’s parent/legal guardian;
- **Ask to see a copy of the licence**
- **Exercise all discretion where it is in the best interest of the child;**
- **Be alert to all possible risks to the child;**
- **Challenge people and / or behaviours.**

DO NOT

- **Let the child perform if they are unwell;**
- **Leave the child alone with another adult (unless it’s the parent or teacher;**
- **Take photos of the child;**
- **Seek autographs from performers or get star struck;**
- **Ignore or down play questionable behaviour from adults or other children;**
- **Allow the child to be pushed into things they don’t want to do;**
- **Use inappropriate language or smoke whilst on duty;**
- **Wear inappropriate clothing.**

Reprinted from “Examples of best practice” published by DfE et al.

Guidance for Chaperones

APPENDIX C CHECK LIST – ARRIVAL AT THE VENUE

Familiarise yourself with the venue's layout	O.K. ✓
Identify all hazard areas	
Locate all fire exits	
Ask to hear sound of fire alarm	
Arrange fire drill (with alarm) for children	
Locate first aid facilities	
Inspect dressing rooms (separate for 5 years and over)	
Locate and inspect toilets	
Locate and inspect rest rooms	
Locate and inspect school room	
Check on meal arrangements	
Check total number of children	
Check total number of Matrons	
Acquire list of children's names	
Check each child's Entertainment Licence	
Ensure you have emergency home contacts for each child	
Where relevant, ensure you have details of each child's medical problems and/or medication	

Guidance for Chaperones

APPENDIX D THE CHILDREN PERFORMANCE REGULATIONS

The regulations below are part of the 2014 regulations and are relevant to Matrons who are responsible for the wellbeing of children in entertainment.

PART III RESTRICTIONS AND CONDITIONS APPLYING TO ALL LICENCES

Education

13. (1) The licensing authority shall not grant a licence unless it-
- a. Is satisfied that the child's education will not suffer by reason of taking part in the performances or activities
 - b. Has approved the arrangements (if any) for the education of the child during the period to which the licence applies; and
 - c. Has approved the place where the child is to receive education, subject to such conditions as it considers necessary to ensure that the place is suitable for the child's education.
- (2) The licence holder must ensure that any arrangements approved by the licensing authority for the child's education are carried out.
- (3) The licensing authority must not approve any arrangements for the education of a child by a private teacher unless it is satisfied that -
- (a) the proposed course of study for the child is satisfactory;
 - (b) the proposed course of study will be properly taught by the private teacher;
 - (c) the private teacher is a suitable person to teach the child in question;
 - (d) the private teacher will teach no more than six children (including the child in question) at any time, or twelve children if all the children being taught have reached a similar standard in the subject being taught to the child in question; and,
 - (e) the child will, during the period to which the licence applies, receive education for periods, which when aggregated, total no less than three hours on each day on which the child would be required to attend school if the child were attending a school maintained by the licensing authority.
- (4) The requirements of paragraph (3) (e) are deemed to have been met if the licensing authority is satisfied that the child will receive education-
- (a) for not less than six hours a week,
 - (b) during each complete period of four weeks, or if there is a period of less than four weeks, during that period, for periods not less than the aggregate periods of education required by sub-paragraph (3)(e) in respect of the period.
 - (c) on days other than days on which the child would not be required to attend school if the child were a pupil attending a school maintained by the licensing authority; and,
 - (d) for not more than five hours on any such day.
- (5) For the purpose of this regulation, any period of education does not include-

Guidance for Chaperones

- (a) any period which takes place other than during the hours when a child is permitted to be present at a place of performance or rehearsal under regulation 21; and,
- (b) any period of less than thirty minutes.

Earnings

14. The licensing authority may include a condition in the licence that any or all of the sums earned by the child for taking part in the performance or activity will be dealt with in a particular manner by the licence holder.

Chaperones

15. (1) A licensing authority must approve a person to be a Chaperone to-
- (a) have care and control of the child; and,
 - (b) safeguard and support the wellbeing of the child, whilst the child is taking part in an activity, performance, or rehearsal or whilst the child is living elsewhere than the place the child would otherwise live during the period to which the licence applies.
- (2) Paragraph (1) does not apply if the child is being cared for by a parent or teacher who would ordinarily provide the child's education.
- (3) The maximum number of children a chaperone may take care of at any one time is—
- (a) twelve; or
 - (b) where the person approved to act as a chaperone is the private teacher of the child in question, three.
- (4) The licensing authority must not approve a person as a chaperone unless it is satisfied that the person—
- (a) is suitable and competent to exercise proper care and control of a child of the age and sex of the child in question; and
 - (b) will not be prevented from carrying out duties towards the child by duties towards other children.
- (5) Where a child suffers any injury or illness while under the care of the chaperone, the licence holder must ensure that the parent of the child named in the application form and the licensing and host authorities are notified immediately of such injury or illness.

Accommodation

16. (1) Where a child is required to live somewhere other than where that child would usually live during the period to which the licence applies by reason of taking part in the performance or activity for which the licence is obtained, the licensing authority must approve that place as being suitable for that child.
- (2) The licensing authority's approval may be subject to any of the following conditions—
- (a) that transport will be provided for the child between the place of performance, rehearsal or activity, and the accommodation;
 - (b) that suitable arrangements are made for meals for the child; and

Guidance for Chaperones

(c) any other condition conducive to the welfare of the child in connection with that accommodation.

Place of performance and place of rehearsal

17. (1) The licensing authority must approve any place where the child will perform, rehearse or take part in any activity.
- (2) The licensing authority must not approve the place of performance, rehearsal or activity unless it is satisfied that, having regard to the age of the child and the nature, time and duration of the performance, rehearsal or activity—
- (a) suitable arrangements have been made for—
- (i) the provision of meals for the child;
 - (ii) the child to dress for the performance, rehearsal or activity; and
 - (iii) the child's rest and recreation, when not taking part in a performance, rehearsal or activity;
- (b) the place has suitable and sufficient toilets and washing facilities; and
- (c) the child will be adequately protected against inclement weather.
- (3) The licensing authority may give its approval subject to such conditions as it considers necessary.
- (4) In paragraph (2)(a)(ii), arrangements for a child who has attained the age of five years to dress for a performance, rehearsal or activity are not suitable unless such a child can dress only with children of the same sex as the child in question.

Travel arrangements

18. The licence holder must ensure that suitable arrangements (having regard to the child's age) are made to get the child home or to any other destination after the last performance or rehearsal, or the conclusion of any activity on any day.

PART 4 Restrictions in relation to all performances

19. The requirements in this Part apply to all licensed performances and to all performances, which are exempted from the requirement to obtain a licence, under section 37(3)(a) of the 1963 Act.

Employment

20. A child taking part in a performance must not be employed in any other employment on the day of that performance or the following day.

Earliest and latest times at place of performance or rehearsal

21. (1) Table 1 sets out the earliest and latest times a child may be at a place of performance or rehearsal.
- (2) This regulation does not apply where the place of performance or rehearsal is the Place where the child ordinarily lives or receives education.

Guidance for Chaperones

Table 1

<i>Age of child</i>	<i>Earliest time</i>	<i>Latest time</i>
Birth until the child reaches 5	07:00	22:00
5 to school leaving age	07:00	23:00

Attendance at place of performance or rehearsal and hours of performance

22. (1) Table 2 sets out the maximum number of hours a child may be at a place of performance or rehearsal, may perform or rehearse in one day and may perform or rehearse continuously.
- (2) When calculating the number of hours on any day during which a child is present at a place of performance or rehearsal, any periods of education required to comply with arrangements approved under regulation 13 must be taken into account, even if that education is provided elsewhere than at the place of performance or rehearsal.

Table 2

<i>Age of child</i>	<i>Maximum number of hours in one day at place of performance or rehearsal</i>	<i>Maximum total number of hours of performance or rehearsal in one day</i>	<i>Maximum continuous number of hours of performance or rehearsal in one day</i>
Birth until child reaches 5	5	2	0.5
5 until child reaches 9	8	3	2.5
9 to school leaving age	9.5	5	2.5

Breaks on any day on which a child is performing or rehearsing

23. (1) When a child under the age of five is present at the place of performance or rehearsal—
- (a) any breaks must be for a minimum duration of fifteen minutes, except that where a child is present for four or more consecutive hours, any such breaks must include at least one break of forty-five minutes used for the purpose of a meal; and
- (b) any break must be used for the purposes of meals, rest, education and recreation.
- (2) When a child aged five or over is present at the place of performance or rehearsal for more than four, but less than eight consecutive hours, the child must have a minimum of:
- (a) one meal break of a minimum duration of forty-five minutes; and
- (b) one other break of a minimum duration of fifteen minutes.
- (3) When a child aged five or over is present at the place of performance or rehearsal

Guidance for Chaperones

for eight or more consecutive hours, the child must have:

- (a) the breaks required under regulation 23(2); and
 - (b) at least one other break of a minimum duration of fifteen minutes.
- (4) Subject to regulation 23(5), a child must have a break of a minimum duration of one and a half hours between the child's participation in consecutive performances where on the same day—
- (a) the child performs the same part or takes the place of another performer in more than one instance of the same performance including rehearsals, falling within section 37(2)(a) or (b) of the 1963 Act, for which a licence has been obtained;
 - (b) the child is taking part in performances under different licences granted in respect of the child; or
 - (c) the child is taking part in a performance for which a licence has been obtained and in a performance for which a licence is not required under section 37(3)(a) of the 1963 Act.
- (5) Where the earlier performance or rehearsal is less than one hour in duration, and—
- (a) the following performance or rehearsal takes place at the same place of performance or rehearsal; or
 - (b) there is no time required for travel between the earlier and consecutive performance or rehearsal, the break between those performances (or rehearsals) may be reduced to a minimum of forty-five minutes.

Minimum breaks overnight

24. Subject to regulation 28, a child must have an overnight break of a minimum duration of twelve hours between attendance at a place of performance or rehearsal.

PART 5 Restrictions and exceptions in relation to all licensed performances

25. The restrictions and exceptions in this Part apply to all licensed performances.

Maximum number of consecutive days on which a child may take part in performances or rehearsals

26. A child must not take part in performances or rehearsals on more than six consecutive days.

Break in performances

27. (1) A child who takes part in performances, other than circus performances, on the Maximum number of consecutive days permitted by regulation 26 for a period of eight consecutive weeks, must not take part in any performance or rehearsal during the fourteen days following the last performance.
- (2) This requirement does not apply if the number of days specified in the licence on which the child may perform is fewer than sixty.

Guidance for Chaperones

Night-work

28. (1) Subject to paragraph (2), a licensing authority may permit a child to take part in a performance before the earliest and after the latest times set out in regulation 21.
- (2) Where a licensing authority permits a child to take part in a performance before the earliest and after the latest times set out in regulation 21—
- (a) the number of hours during which the child takes part in a performance between the latest and earliest times must be included when calculating the maximum number of hours that the child may take part in a performance or rehearsal in compliance with regulation 22;
 - (b) the child must not take part in any other performance or rehearsal until at least sixteen hours have elapsed since the end of the child's part in the performance; and
 - (c) where the child takes part in a performance between the latest and earliest times on two consecutive days, the licensing authority must not permit the child to take part in any further performance in the hours between the latest and earliest times during the seven days immediately following those two days.

Chaperone discretion

29. (1) The chaperone in charge of a child may allow that child to take part in a performance for a period not exceeding one hour immediately following the latest time specified in regulation 21 provided that—
- (a) the total number of hours during which the child takes part in a performance or rehearsal, including the period not exceeding one hour, does not exceed the maximum number of hours permitted under regulation 22;
 - (b) it appears to the chaperone that the welfare of the child will not be prejudiced; and
 - (c) it appears to the chaperone that the conditions requiring the child to take part in a performance after the latest time specified arose in circumstances outside the control of the licence holder.
- (2) Where the chaperone allows a child to take part in a performance after the latest time specified in regulation 21, the licence holder must ensure that the chaperone notifies the licensing and host authorities no later than the following day and provides the reason for this decision.
- (3) The chaperone in charge of a child may allow one of the break for meal, required Under regulation 23 to be reduced where the child is taking part in a performance or rehearsal outside, provided that—
- (a) the duration of the break is not less than thirty minutes; and
 - (b) the maximum number of hours during which the child may take part in a performance or rehearsal under regulation 22 is not exceeded.

Guidance for Chaperones

APPENDIX E – Schedule 3 Record Sheet

BROADCAST PERFORMANCE DAILY RECORD SHEET - Children (Performances) Regulation 5 e.g. Films, T.V., Commercials, Sound Recordings. (24 hrs)																													
Name of Production												Chaperone/Tutor Name																	
Production Company												Chaperone/Tutor Licensing Authority																	
Contact Name/Tel No.												Location Local Authority																	
Date of Performance												All Children's Licensing Authorities:																	
Place/location of Performance																													
		07.00				08.00				09.00				10.00				11.00				12.00				13.00			
Children's Names	Lic.No.	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45
		to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to
		15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00
		14.00				15.00				16.00				17.00				18.00				19.00				20.00			
Children's Names	Lic.No.	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45
		to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to	to
		15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00

PU = Pick Up A = Arrive O = Other (Makeup, costume etc.) M = Meal R = Rest
P = Performance time on set/stage (inc rehearsal/line up etc.) T = Tutoring S = Stand by W = Wrap D = Departure H = Home

Guidance for Chaperones

APPENDIX F



If you are chaperoning in a hotel / lodgings

Questions to ask?

- The ratio of chaperones to children does there need to be more than one chaperone per 12 children
- When and how will you have a breaks if there aren't enough chaperones?
- The location of the hotel:
 - What floor are the rooms located on?
 - Are all the children on the same floor?
 - Could the children get out of a window?
 - Is there a hotel receptionist (including at night)?
 - What are the fire procedures for the hotel / lodgings?
 - How many children are sharing a room?
 - Does the hotel have a lift that all the children and their luggage and you can use at the same time?
 - Does the room have a spy hole, safety chain, room safe?
 - What happens if the child locks themselves out or in their room?
 - Is the room(s) suitable?
 - When is breakfast? – can they have a late breakfast?
 - Does it have a swimming pool and are the children able to use it?
- Will the child have access to the Wi-Fi and are there appropriate blocks in place?
- Will the children have access to smart devices whilst in your care?
- What rules / conditions are there about access to smart phones, tablets and laptops and what can they access on these devices?
- Is there space for the child to do homework / receive tuition / location of tuition rooms?
- Where is your room in relation to the children? – you should not agree to share with a child (unless it is your own child)
- Is there a restaurant in the hotel / close to restaurants?
- Are their first aid facilities / do you know where the closest hospital is?
- Are there any issues for the children being away from home / contact numbers for parents etc.?

Good practice for chaperones:

Whilst on tour or in lodgings the children are your responsibility. You need to talk to the parents and the children about the rules whilst the children are in your care.

In the first instance take up issues with the hotel to see if they can resolve the issues

If there are still concerns take up any issues with the production company, they may not have realised there is a problem, are they able to resolve it by moving to a bigger / more appropriate room / another hotel with better facilities. If the production company cannot resolve it and you still have concerns, then speak to the LA that issued your chaperone licence as they can take it up with the production company. It is helpful if you can tell us the names and boroughs where the children come from as we may need to go back to them. LAs can ask for an additional accommodation inspections to be carried out to identify / address any concerns.

NNCEE April 2019

Guidance for Chaperones

APPENDIX G

Trafford Local Authority Useful Contacts

Child Licensing Senior Officer childlicensing@trafford.gov.uk	0161 912 2684
Child Licensing Business Support	0161 912 3295
Trafford Children's First Response	0161 912 5125
Trafford Strategic Safeguarding Partnership https://www.traffordsafeguardingpartnership.org.uk	0161 911 8687
Emergency Duty Team (out of office hours)	0161 912 2020
Trafford Police	0161 872 5050

Salford Local Authority Useful Contacts

Salford Child Licensing Officer	0161 779 7885 0161 603 4350 childemployment@salford.gov.uk
Salford Safeguarding Partnership https://safeguardingchildren.salford.gov.uk	0161 603 4336
Multi Agency and Referral Assessment Team (BRIDGE)	0161 603 4500
Emergency Duty Team (out of office hours)	0161 794 8888
Greater Manchester Police	0161 872 5050

Manchester Local Authority Useful Contacts

Manchester Safeguarding in Education	0161 245 7171 gaeducation@manchester.gov.uk
Manchester Safeguarding Partnership https://www.manchestersafeguardingpartnership.co.uk	0161 234 3330
Manchester Advice & Guidance Service	0161 234 5001
Emergency Duty Team (out of office hours)	0161 234 3001
Greater Manchester Police	0161 872 5050

Guidance for Chaperones

Bury Local Authority Useful Contacts

Bury Child Licensing Officer	0161 253 5693 Child.licensing@bury.gov.uk
Bury Integrated Safeguarding Partnership https://burysafeguardingpartnership.bury.gov.uk	0161 253 6153
Bury MASH (Multi Agency Safeguarding Hub)	0161 253 5678
Emergency Duty Team (out of office hours)	0161 253 6606
Greater Manchester Police	0161 872 5050

Oldham Local Authority Useful Contacts

Oldham Child Licensing Officer	0161 770 6627 Child.licensing@oldham.gov.uk
Oldham Safeguarding Children Partnership www.oldham.gov.uk/lscsb/	0161 770 8081
Oldham Quality Assurance Team	0161 770 1532
Oldham MASH (Multi Agency Safeguarding Hub)	0161 770 7777
Emergency Duty Team (out of office hours)	0161 770 6936
Greater Manchester Police	0161 872 5050

Other Contacts

Child Line	0800 1111
NSPCC Helpline	0800 800 500