

Children, Young People and Education



Early Help and
Preventative Services

Kent Chaperone Information Pack



Contents

About being a Chaperone	3
The role of a Chaperone	3
Your duties and responsibilities	3
Before your first Chaperoning session	4
First meeting with the company	4
Outdoor locations	4
While Chaperoning	5
Record Keeping	5
Restricting a licence	5
Revoking a licence	5
Contact details and further information	6

About being a Chaperone

The role of a Chaperone

As a Chaperone you are fully responsible for the child all the time they are in your care, this includes when on tour. You should check that the accommodation is suitable and safe.

You are the main point of safety for each child and they must be able to rely on you should the need arise. It is also your responsibility to protect, safeguard and support the children you are responsible for. You must ensure that a child is not asked to work when they are tired, ill or upset. You must also ensure that a child is not exposed to adult behaviour or language this includes online safety.

Please ensure that you are always familiar with the terms of the performance licence of all children in your care

Your duties and responsibilities

✓	The maximum number of children you may supervise is 12. However this could change depending on age, gender, type of performance and the location. You must challenge the company if they ask you to care for more than 12 children
✓	You must have the children in your view at all times
✓	Ensure that boys and girls 5 years and over have separate changing areas
✓	Ensure children are always in an age appropriate environment
✓	You must accompany them to the toilet, to and from the dressing room, school room, studio, set or stage as well as remaining in the studio, on set or by the side of the stage whilst the child is performing
✓	You must remain with the child during meal and rest breaks and during any recreation breaks. If the child is staying away from home you must stay with them
✓	You must understand and be aware of the dangers of becoming involved in a 'conflict of interest'
✓	If there is more than one chaperone on duty it must be absolutely clear both to the children and other relevant people which chaperone is supervising which children
✓	You must have a full working knowledge of all policies and procedures relating to your role as a chaperone (Child protection, Safeguarding and Health and Safety)
✓	You must comply with all record keeping responsibilities
✓	You must report any serious accidents to Local Authority Child Employment and Entertainment Team
✓	Be proactive when bullying occurs and ensure no child is discriminated against.
✓	Be vigilant regarding E-safety and use of mobile devices
✓	Always be clear on who you are handing responsibility of a child over to e.g. between parent and chaperone, chaperone and tutor
✗	You must not hand over responsibility of a child to someone you do not know
✗	You must not undertake any other duty while chaperoning e.g. you cannot be involved in technical aspects of the production, direction or be taking part in the production

Before your first Chaperoning session

Before you start as a chaperone you should have a pre planning or briefing meeting with the company you will be working with. This meeting will give you the opportunity to ask any questions you have. You should also be given any relevant information relating to the job, building or location/s

First meeting with the company

When you first meet with the company ensure you find out the following information:

- If a performance licence, Body of Persons Approval or exemption has been issued. These allow the children to perform
- How many young people you will be chaperoning
- Contact details for all the children you are chaperoning
- Any medical conditions relating to each child
- Safeguarding policy (obtain a copy or know where this is kept)
- The name of their designated Safeguarding Officer
- The name of the first aider and location of the first aid equipment
- Location all of the fire exits
- The fire meeting point
- Layout of premises (ask for a guided tour)
- Location of safety briefings held before each performance
- Activity / Performance content
- Schedule / call sheet
- What the policy is on use of Mobile phones whilst chaperoning. (If you are not happy with this, suggest a no device policy)



Outdoor locations

In addition to the above ensure you are aware of the following when attending an outdoor location:

- Where the changing facilities are
- Where the toilets are located
- How children will be moved from dressing areas to the stage
- Movement of vehicles
- What the contingency plan is for unpleasant weather

While Chaperoning

Record Keeping

Ensure you have a copy of the following to assist with accurate record keeping:

- Registers for signing children in and out in case of a fire
- Copy of their illness/injuries/accident form
- Copy of the record sheet for TV, Film and Modeling
- Copy of the record sheet for Theatre productions
- Copy of the buildings completed risk assessment



Information you will need to record daily while chaperoning on the above document is as follows:

- The date
- The time of arrival at the place of performance or rehearsal
- The time of departure from the place of performance or rehearsal
- The times of each period during which the child took part in a performance or rehearsal
- The time of each rest interval
- The time of each meal interval
- The time of any night work authorised by the licensing authority under Regulation 28 of the [Children \(Performances and Activities\) \(England\) Regulations 2014](#) (page 10)
- Where arrangements are made for the education of the child by a private teacher, the date and duration of each lesson and the subject taught
- Details of injuries and illnesses (if any) suffered by the child at the place of performance or place of rehearsal, including the dates on which such injuries occurred and stating whether such injuries or illnesses prevented the child from being present at the place of performance or place of rehearsal
- Any incident regarding the child's welfare or treatment causing concern
- The dates of the breaks in performances required under regulation 27(1) of the [Children \(Performances and Activities\) \(England\) Regulations 2014](#) (page 10)

Restricting a licence

A Chaperone Licence can be restricted for many reasons. A restriction could result in the number of children you can chaperone is being reduced for health and safety and safeguarding reasons.

Revoking a licence

If a company or parent makes a complaint of you being rude, abusive or aggressive towards the theatre staff, parents or the children you will be called in for an interview by Local Authority Child Employment and Entertainment Team. If they feel you are no longer suitable to be a Chaperone your licence will be revoked.

Contact details and further information

For further information about please visit:

<http://www.nncee.org.uk/>

To contact your Local Authority Child Employment and Entertainment Team:

ChildEmploymentandEntertainment@kent.gov.uk

