Submit online Chaperone application (step 1)

- Training must be completed within 2 weeks of your learner account being approved

Receive confirmation email with links to training

Complete online Chaperone Training (step 2)

Complete online DBS check application (step 3)

- Look out for email containing link to online DBS system
- Check your Junk mail if messages haven't arrived

Present at chosen location (on advertised day and time) with correct ID papers for DBS ID verification within 2 weeks of completing your online DBS check application (step 4)

References to be returned to CEE Team by identified Referees (step 5)

DBS Certificate will be issued

Download information pack for your ease of reference (step 6)

Licence Issued

- Provided all the steps above are completed successfully and within timescales you will be issued with a licence through the post, this will be valid for 3 years from the date of issue

Note:

Professional Chaperones must also make payment of £75.00 before their application will be processed (step 7)

- Training must be completed within 2 weeks of your learner account being approved

Check your Junk mail if messages haven't arrived

Note:

Your application could be cancelled without warning if:

- Your e-learning is not completed within 2 weeks of your learner's account being approved
- You fail to present for your ID check within 2 weeks of starting your DBS application
- If your references are not submitted or are negative
- If your DBS check is not clean

If you do not achieve the required pass mark in your e-learning, you may retake it once but you must leave 3 days before you take a second attempt.

The CEE team reserves the right to contact applicants and/or refuse to issue a licence at any part of the application pathway.