

Reference: CH



RENEWAL APPLICATION FOR APPROVAL AS CHAPERONE TO CHILD PERFORMERS
CHILDREN AND YOUNG PERSONS ACT 1963, S.37
THE CHILDREN (PERFORMANCE AND ACTIVITIES) (WALES) REGULATIONS 2015

Full Name:	Date of Birth:
Mr/Mrs/Ms/Miss/Other:	
Address:	
Post Code	
Telephone number:	
Email:	
Current Licence number: CH	
Have you registered with the DBS update service?	Yes/No (see below)
DBS Reference number:	
Have you undertaken recent Safeguarding Children training and specific Chaperone training?	Yes/No – Safeguarding and Chaperone training is a requirement of this role and is delivered by the City & County of Cardiff at a cost of £50.
From time to time, production companies request Chaperone information to support productions/filming taking place within CCBC or other Local Authority areas. Are you happy for your details to be passed on?	Yes/No

Please submit a current passport size photograph with this application.

There may be associated charges in relation to a new or renewal DBS check, dependant on whether you receive payment for services covered under the Chaperone licence.

If a charge is to be made, cheques should be made payable to Caerphilly Council Borough Council (CCBC) in the amount of £44;

Associated costs that relate to training should be paid directly to the training provider.

Declaration

- I hereby certify that the above information is correct;
- I understand that CCBC will be applying to the Disclosure and Barring Service (DBS) for an enhanced disclosure – see below for exemptions; or
- I give permission for CCBC to access the DBS update service if registered;
- I confirm that I agree to carry out the duties in accordance with the Guidance document;
- I agree to undertake Safeguarding/Chaperone training as required by the Local Authority;
- I understand that a charge may be made that relate to new or renewal DBS applications.

Privacy Notice

This information is recorded together with additional information received from references, training, and Disclosure and Baring (DBS) check records. This information would be processed by the Education Welfare Service (EWS) which is the department within Caerphilly County Borough Council (CCBC) who holds the statutory responsibility for child employment. Further information on how the information will be processed and used is available in the form of a full privacy notice and can be found at www.caerphilly.gov.uk

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Signed(Applicant)

Dated:

Please print name:

** CCBC employees may not require a further full DBS check, if an enhanced check was undertaken within the last six months, **or** you have registered with the DBS update service; please check before submitting your application.

For Office Use Only	
Cashier receipt number: (if applicable)	
DBS reference number:	
Date to DBS:	
Check with DBS update service	
DBS certificate number:	
Date Chaperone/Safeguarding training completed:	
Licence issue date:	

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CHAPERONE RENEWAL APPLICATION QUESTIONNAIRE

Licence number:

Name of Chaperone:

Mr/Mrs/Ms/Miss or other

Date safeguarding children and chaperone training attended:

Previous Experience	
How long have you been a Chaperone?	
What experiences have you had working with children?	
Understanding the role	
What do you consider to be the role of a Chaperone and who is your responsibility?	
What do you do when the children arrive on set or theatre?	
Sometimes there may be a conflict of interest between various parties but you're not happy that the child should take part in that particular scene – what would you do?	
Skills	
What skills have you gained working as a Chaperone?	
Safety and Welfare of the children	
Where do you keep the records and who has access to them?	
Sickness and Injury	
Have you had to deal with a sick/injured child? If so, what did you do?	
Are you a first Aider? Do you have first aid experience.	
Would you know who to contact if a child has an injury?	
How would you know if a child has a pre-existing condition?	
Child Protection	
As you know the Local	

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Authority has Child Protection procedures in place, have you ever had to contact the relevant authorities regarding child protection issues? If so, what did you do?	
General	
Are there any circumstances which would restrict your availability for the role: <ul style="list-style-type: none">• Medical• Transport• Other	
Will you be transporting Children by car?	
Do you have a valid clean driving licence?	
You may be asked as part of your duties to transport children between lodgings to the performance/rehearsals Do you have cover for business use on your car insurance? Correct car seat?	IT IS ADVISABLE THAT CHILDREN SHOULD BE TRANSPORTED TO AND FROM VENUE BY THEIR PARENTS/CARERS

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