



**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**

<b>Full Name:</b>		<b>Date of Birth:</b>	
<b>Mr/Mrs/Ms/Miss/Other:</b>			
<b>Address:</b>			
<b>Post Code</b>			
<b>Telephone number:</b>			
<b>Email:</b>			
<b>Current Licence number: CH</b>			
<b>Have you registered with the DBS update service?</b>		<b>Yes/No</b> <i>(see below)</i>	
<b>DBS Reference number:</b>			
<b>Have you undertaken updated Safeguarding Children training and specific Chaperone training?</b>	Yes/No – updated Safeguarding and Chaperone training is a requirement of this role. Applicants for renewal licences can access on line training via the NCPCC web link below: <a href="https://learning.nspcc.org.uk/training/introductory/protecting-children-in-entertainment-a-course-for-chaperones-online-course/">https://learning.nspcc.org.uk/training/introductory/protecting-children-in-entertainment-a-course-for-chaperones-online-course/</a> Please forward your certificate with the application		

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.

**How we will use your information**

Information, together with any additional information received from relevant parties, 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 activities, school attendance and welfare.

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](http://www.caerphilly.gov.uk)

**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 agree to register with the DBS update service within 2 weeks of receipt of the disclosure certificate;
- 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.

Signed .....(Applicant)

Dated:

Please print name:

Please return your completed form to:  
The Child Employment Officer, Education Welfare Service, Education and Lifelong Learning,  
Caerphilly County Borough Council, Penallta House, Ystrad Mynach, Hengoed, CF82 7PG  
[leiadmin@caerphilly.gov.uk](mailto:leiadmin@caerphilly.gov.uk)

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

## 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 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"><li>• Medical</li><li>• Transport</li><li>• Other</li></ul>	
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