



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

<b>Full Name:</b>  Mr/Mrs/Ms/Miss/Other		<b>Date of Birth:</b>	
<b>Address:</b>			
<b>Post Code:</b>			
<b>Telephone number:</b>		<b>Email:</b>	
<b>Occupation:</b>		Employed	Self-Employed
<b>For CCBC Employees only:</b> <b>Job role:</b> <b>Location:</b> <b>Email address:</b>		<b>**Date of last CRB:</b>	<b>Certificate number:</b>
<b>If a DBS has been undertaken via another source/employer, have you registered with the DBS update service?</b>		Yes/No (see below)	DBS Reference /certificate number
<b>Experience &amp; Qualifications</b>			
Have you previously applied for Chaperone approval? If yes, please provide the name of the Local Authority applications were made to.			
Do you have any relevant qualifications applicable to working with children e.g. teacher, teaching assistant, nursery worker, youth worker etc?			
Please state your experience in the care, control and supervision of children:			
Do you have a First Aid Qualification? Yes/No			
Do you have a Full UK Driving Licence? Yes/No			
<i>NB: if you do use your own vehicle to transport children you must ensure that you have appropriate business use insurance and that you comply with all relevant legislation.</i>			
<b>Health Information</b>			
<b>Do you have any physical conditions that might restrict your ability to act as a chaperone?</b>		Yes/No (If yes, please give details)	
<b>Do you own or are you employed by a Dancing or</b>		Yes / No (If Yes, please give details including name and address of establishment)	

<b>other Drama School?</b>			
<b>Can you speak or understand Welsh?</b>	Yes/No		
<b>Have you read and do you understand the attached Guidance?</b>	Yes / No		
<b>Within the last 2 years, have you undertaken: 1) Safeguarding Children training? 2) Specific Chaperone training?</b>	Yes/No - Safeguarding children training is a requirement of the role. <i>(if yes, please include a copy of your certificate with the application)</i>  Yes/No - Chaperone training is a requirement of this role and is delivered by the City & County of Cardiff at a cost of £50. <i>(if yes, please include a copy of your certificate with the application)</i>		
<p><b>Disclosure &amp; Baring Service checks</b> Due to the nature of the work you are seeking approval for; we need to know if you have ever been convicted of a criminal offence, including traffic offences. Please complete the following as appropriate and give details as required.</p> <p>I have not been convicted of any offences <input type="checkbox"/></p> <p>I have been convicted of the offences outlined below <input type="checkbox"/></p>			
<b>Date:</b>	<b>Court:</b>	<b>Offence:</b>	<b>Outcome:</b>
<b>References:</b>		Please give the name and address of two people who are prepared to answer any enquiry as to your suitability by character and temperament to carry out the duties of a Chaperone. Both should be responsible, professional persons (not relatives). One of these people should be your current or most recent employer.	
		<b>Reference 1</b>	<b>Reference 2</b>
<b>Name:</b>			
<b>Address:</b>			
<b>Post Code:</b>			
<b>Telephone number:</b>			
<b>Occupation:</b>			
<b>Relationship to Applicant:</b>			
Have you ever been known to social services? Yes/No If yes, please give details.			

Please submit a current passport size photograph with this application.

Please note that the application relates to volunteer chaperone duties only and therefore there may be associated charges in relation to a new or renewal DBS checks, dependant on whether you receive payment for services covered under the Chaperone licence, or are a self employed dance teacher. 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 specific Chaperone training should be paid directly to the training provider.

**How we will use your information**

This 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;
- I give permission for CCBC to access the DBS update service if registered;
- I agree to register with the DBS update service within 2 weeks of receiving my disclosure certificate;
- I confirm that I have read, understood and 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:

\*\* CCBC employees may not require a further DBS, 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.

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)