



Chaperones in Entertainment

Application Procedure Guidance

Once we have received your application to be approved as a Chaperone in Entertainment, a role which will bring you into close contact with children, we must make every effort to check on the suitability, character, and criminal background of all applicants. You will appreciate therefore the need to complete the enclosed forms.

The enclosed paperwork includes all of the following: -

Application Form for Approval as a Chaperone
Children's Services Identity Check (Personal Details form)
Children's Services Check Form

Chaperone Application Form

If you have any queries about this form, please contact the Business Support team
ChildEmployment.reading@reading.gov.uk or tel: 0118 9372 923

Personal Details Form

Please complete section 2 to enable us to check Children's Services Records.

Photographs

One recent passport type photograph is required with your application.

The process of obtaining references and completing the checks takes 6 - 12 weeks (due to the time taken for the DBS check to be returned). When these have been completed satisfactorily and you have completed the online safeguarding training, you should be issued with a Chaperone Licence which will be valid for two years.

The Children (Performances and Activities) (England) Regulations 2014

If you would like any further information please contact the Business Support team on:
ChildEmployment.reading@reading.gov.uk.



Application Form for approval as a Chaperone

"The Licensing Authority shall not approve a Chaperone unless they are satisfied that she/he is suitable and competent to exercise proper care and control of a child in question; (Regulation 15(4a), The Children (Performances and Activities) (England) Regulations 2014.

All information given in this application form will be treated in confidence, other than information relating to criminal offences. Please complete this form in type or block capitals.

Please complete all sections			
Surname		Mr/Mrs/Ms/Miss/Other*	
First Name(s)			
Date of Birth			
Place of Birth			
Address (inc. postcode)			
Telephone Number		Mobile Number	
Email Address			
How long have you lived at this address?			
If less than 5 years, please list previous address(es)			
National Insurance Number			

What is this application for? (please tick all applicable)	Chaperone Professional ☐			Volunteer ☐		
Have you been employed previously as a chaperone in either this Local Authority or others?	Yes ☐	No ☐	Which Local Authority?			



Have you been approved as a registered child minder or foster carer?	Yes ☐	No ☐	Give details:
What experience do you have of working with children and young people? Please include all voluntary and professional experience			
If you drive a car does your car insurance allow you to carry passengers whilst employed as a chaperone? (You may need to check with your insurer)	Yes ☐	No ☐	
Are you registered disabled?	Yes ☐	No ☐	
Do you have any health conditions which may affect your application? Please Specify below	Yes ☐	No ☐	
References Please give details of two referees – neither of these should be a member of your family or your partner and one of them must be able to indicate your suitability to look after children			
Name:	Name:		
Address:	Address:		
Postcode:	Postcode:		
Telephone: Email:	Telephone: Email:		



Occupation:	Occupation:				
The Rehabilitation of Offenders Act					
The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2.5 years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction. The position for which you are applying is one of those to which the provisions of the above Act in relation to spent convictions do not apply. You must therefore disclose whether you have <u>any</u> previous convictions, <u>whether or not they are spent</u>. Should you disclose a criminal conviction, this will be discussed with you in confidence. However, you should note that only convictions that are relevant to the position in question will be taken into account.					
Do you have <u>any</u> criminal convictions (whether spent or unspent), cautions, reprimands, final warnings, or prosecutions pending?	<table border="1"><tr><td>Yes</td><td>No</td></tr><tr><td>☐</td><td>☐</td></tr></table>	Yes	No	☐	☐
Yes	No				
☐	☐				
If yes, please give details.					
If you do not disclose any convictions you, have it could lead to your application being rejected, or, if you are approved, may lead later to your authority being withdrawn. People who have convictions will be treated fairly and given every opportunity to establish their suitability for the position; all applicants will be considered on merit and ability. Any information that you give will be kept in strict confidence and will be used only in respect of your application for the position of Chaperone.					
Disclosure & Barring Service (DBS) Previously known as CRB					



Once we have received your completed application form, we will initiate the DBS application online and you will be sent a link by email from DBS together with a password which you will need to add your information to the DBS application.

Further information about the DBS scheme can be found at <https://www.gov.uk/disclosure-barring-service-check>

Universal Safeguarding e-learning

As a Chaperone with safeguarding responsibilities, we expect that all applicants will complete this online course and forward a copy of their certificate of completion with the completed application form. At the end of the course there is a short test. You will be asked to enter your email contact details - please ensure they are correct.

Your certificate will be emailed to you once you have correctly completed the test. You may need to check your "junk mail" folder if you do not receive it. If you have entered your email incorrectly the certificate will not be emailed to you, and you will need to retake the e-learning. The link to this e-learning is:

<https://elearning.berkshirerwestsafeguardingchildrenpartnership.org.uk/login/>

You do not need to create a username and password to access the training. You can log in as a guest. Once approved as a chaperone, you will be given further information relating to Chaperone Responsibilities and Safeguarding and are encouraged to attend a Universal Safeguarding Children 1 day training course.

Declaration

I certify that the information I have provided is true to the best of my knowledge. I understand that if I give false information or withhold relevant information it could result in my application being rejected or my chaperone licence being withdrawn, if approved. As an approved chaperone I agree to read and adhere to Reading Borough Council's Chaperone Code of Conduct.

Signed:

Date:

Note: If your application is approved, you will be issued with a certificate of approval. Your personal details (name and address etc.) will be added to Reading Borough Council chaperone database, which is maintained and held by the Business Support team. These details are not shared with anyone outside of Children's Services in the various Local Authorities throughout the country.



CHILDREN'S SERVICES IDENTITY CHECK

Section 1 To the Applicant/Appointee

Current Department of Health Guidelines recommends that Brighter Futures for Children check the Children's Services systems on the background of certain people who will have access to children. Please complete Section 2 to enable this check to be done.

Post: Chaperone for Children in Entertainment

Section 2 For completion by Applicant/Appointee to post in Section 1

Block Capitals Please

First Names:		Surname:	
Date of Birth:		Place of Birth:	
Previous or other names (e.g., maiden name)			
Present Address:			
Post Code:			
Length of time at this address:			
From (date):			
Telephone Number:		Mobile Number:	
Please give previous addresses, in full, used within the last 5 years (state full postal address inc. post code)			
1.		Date from:	Date to:
2.		Date from:	Date to:
3.		Date from:	Date to:
Continue overleaf if necessary			

We require details of your immediate family (partner & children) to undertake checks on their involvement with Children's Services

Full Name	Date of Birth	Address if different from yours	Any Criminal convictions, please specify



In connection with the application specified in Section 1, I will have substantial access to children and agree to enquiries being made in confidence from Children's Services. (This information is being used for the above purpose only).

Signed:

Date:

Section 3 Business Support Service – Business Admin

Check the above person(s) on MOSIAC and enter your findings in the space below.

Name of Business Admin:

Signed on behalf of:

Business Support team, Reading Borough Council



CHILDREN'S SERVICES CHECK FORM

Post applied for: Chaperone		Reading Borough Council Approved Chaperone Licence	
Title:	Forename:	Surname:	
Address:		D.O.B: ____/____/____	
Postcode:		At present address since Date: ____/____/____	
Contact Tel no:		National Insurance Number:	
E-mail Address:			

Confirming your identity. To enable us to confirm your identity you must provide documentation as listed below to be checked.

The documentation you need to provide	
Can you produce any documents from Group 1 (see list below) Please note documents from Group 1 are preferable	
 YES	 NO
Three documents must be seen: Two documents from Group 1 plus another document from Group 1 or 2	Five documents must be seen: All from Group 2

Please tick in the box which document from Group 1 you will provide:

Group 1	Tick	Checked
Passport – Any Nationality		
UK Birth Certificate – Issued within 12 months of date of birth. Non-UK is Group 2.		
UK issued Driving Licence – Counterpart AND Photo Card, OR Old-Style Paper Licence		
EU National Identity Card - photograph & full name of holder present		
HM Forces ID Card		

Group 2	Date on Document	Checked



	where appropriate	
A document from UK Central/Local Government Agency/Local Authority giving entitlement. e.g., Benefits Agency, Employment Service, or Inland Revenue (Must be less than 3 months old)		
Addressed Payslip (Must be less than 3 months old)		
Asylum Registration Card		
Bank/Building Society Statement (Must be less than 3 months old)		
Benefit Book e.g., Child Allowance or Pension		
Certificate of British Nationality		
Connexions Card		
Council Tax Statement (Issued within last 12 months)		
Court Claim Form - Documentation issued by Court Services (Issued within last 12 months)		
CRB Disclosure Certificate (Issued within last 12 months)		
Credit Card Statement (Must be less than 3 months old)		
Exam Certificate e.g., GCSE or NVQ etc.		
Financial Statement (Issued within last 12 months)		
Insurance Certificate (Issued within last 12 months)		
Letter from Headteacher (Must be less than 3 months old)		
Mail Order Catalogue Statement (Must be less than 3 months old)		
Marriage/Civil Partnership Certificate	Issue Date:	
Mortgage Statement (Issued within last 12 months)		
National Insurance Card		
Non-Original Birth Certificate, issued after 12 months from date of birth or non-UK	Issue Date:	Nationality:
UK P45/P60 (Issued within last 12 months)		
Store Card Statement (Must be less than 3 months old)		
UK NHS Card		
Utility Bill, e.g., Electricity, Gas, Water, Telephone – home or mobile (Must be less than 3 months old)		
Valid TV Licence (Must be less than 12 months old)		



Vehicle Registration Document (V5 old style or V5C new style only)		
Work Permit/Visa (Issued within last 12 months)		

Please tick in the box which original document from Group 2 you will provide:

Incomplete or incorrect documentation will cause a delay in the DBS process.