

Role and responsibilities of a chaperone

By law, children engaged in public performances or activities under a licence must be supervised by an approved chaperone, unless they are in the care of either their parent, legal guardian, or agreed tutor. As an approved chaperone you must fully understand the role and responsibilities to:

1. Inform the council in writing within seven days of:
 - a. your arrest for any offence, or of any conviction in a Court of Law whether in the United Kingdom or not
 - b. any serious or noticeable illness or debility
 - c. any change of address, name or telephone number.
2. Be familiar with the terms of the performance licence granted by the Licensing Authority and make sure that the licence conditions are met, where possible.
3. Make sure that no child takes part in performances without a child performance licence, unless an exemption has been granted by the Secretary of State or the Licensing Authority.
4. Be in charge of the care and control of each child in your care, and their health, comfort, kind treatment and moral welfare.
5. Make sure a register is always kept and available. The register must include each child's personal records and emergency contact numbers.
6. Make sure the child's personal information is kept confidential and it is not disclosed to unauthorised people.
7. If you are acting as a chaperone, you must only have a maximum of 12 children in your care.
8. If you are acting as a private tutor as well as a chaperone, you must only have a maximum of three children in your care. Don't engage in any other duties (apart from those of a private tutor) while a child is in your charge.
9. Make sure you're in charge of and can see each child at all times, except when they're in the charge of their parent.
10. Make sure the dressing room arrangements, toilet facilities, and so on, are suitable, and that boys and girls over the age of five are not sharing a dressing room.
11. When a child isn't actually performing, make sure they have adequate meals, rest and recreation. Ensure any special dietary requirements for medical reasons or religious grounds are being met.
12. Make sure the child is not at the place of performance any later than 10pm for children aged four and under and 11pm for children five and over.
13. Make sure suitable travel arrangements are in place for each child in your care and that the person agreed by prior agreement, is the person who collects the child.
14. Inform the Licensing Authority of any concerns or contravention of the child performance licence.
15. Be aware of health and safety issues and of evacuation procedures.
16. Make sure no child is discriminated against on the grounds of race, gender, nationality, ethnicity or national origin.