If a performance or event needs a child performance licence the chaperone must be approved by the child’s local council. Solihull MBC only issues chaperone licences to applicants who reside and pay their Council Tax to Solihull MBC. To check your local council please click on the following website:

[**Become a licensed chaperone for child performers**](https://www.gov.uk/chaperone-child-performers)

Applications for chaperone licences must be submitted at least 3 months in advance of when the licence is required. Please read the [**Roles & Responsibilities of a Chaperone**](https://www.solihull.gov.uk/sites/default/files/2024-03/Role-and-Responsibilities-of-a-chaperone-Feb-24.pdf) document, before making your application so you have a clear understanding of what will be expected of you in this role.

**Chaperone References**

If you are making an application you will be required to provide details of two responsible persons who will be prepared to give you references as to your suitability to be a chaperone. References should be from separate sources and not from the same organisation or employer. They must not be from a spouse, partner or family relation or from someone with whom you live. At least one of these should know you in a professional capacity. You will be asked to state in what capacity the person is known to you and you must have known them for at least two years.

If you have been asked to provide a reference for an application for the role of a Chaperone please read the Roles & Responsibilities of a Chaperone document to give you an understanding of the role/duties the applicant will be carrying out. The applicant will have unsupervised access to children from the very young up to and including age 16s.

If you feel that you are unable to act as a referee, indicate your reasons as to why you are unable to provide a reference. References should be accurate and cannot contain any untrue statement or omission as the reference may be revealed to the person concerned, if requested.

[**Apply for a chaperones licence**](https://www.solihull.gov.uk/sites/default/files/2024-02/Chaperone-Application.rtf)

On receipt of a completed application Solihull MBC will carry out the following:

* Ensure a passport size photo has been received
* Invite you in for an interview where ID checks will also be carried out
* Submit an Enhanced DBS
* References to be obtained and accepted

You will then be required to attend:

* Level 1 Safeguarding Awareness training
* Roles & Responsibilities of a Chaperone Guidance training

A Chaperone licence will not be issued until all relevant checks and training have been completed.

The licence must always be carried with you when you are chaperoning.

For further information and advice please contact:
Solihull MBC
 Child Employment and Exclusions TeamEmail: childemploymentandlicensing@solihull.gov.uk
Tel: 0121 704 6171

•    [**Chaperone application form**](https://www.solihull.gov.uk/sites/default/files/2024-03/Chaperone-Application-Feb-24.doc)
•    [**Role & responsibilities of a chaperone**](https://www.solihull.gov.uk/sites/default/files/2024-03/Role-and-Responsibilities-of-a-chaperone-Feb-24.pdf)