

CHILDREN IN ENTERTAINMENT

CHAPERONES – A GUIDE

1. Introduction

The legislation requires that, whenever children are involved in a public performance for which a licence has been issued, they are cared for at all times by an approved Chaperone. It is the responsibility of the licence holder (i.e. the organiser or proprietor) to ensure that there is the appropriate number of Chaperones on duty at each performance and that they are providing the supervision required by the law. This guidance is for those who intend to undertake the duties and responsibilities of Chaperones, and who will be making an important contribution to safeguarding and protecting children.

2. What does a Chaperone do?

Look after the child in his or her care.

A Chaperone acts in *loco parentis* and should exercise the care that a good parent might be reasonably expected to give to their child.

The main duties of a Chaperone include ensuring that, when a child is not actually performing he/she is properly supervised, and has adequate meals, rest and recreation. In addition, the Chaperone should seek to ensure that the child does not perform whilst unwell and that the child is returned safely to his or her home after a performance.

3. Chaperones: General Responsibilities and Requirements

- 3.1 The position of Chaperone is one of responsibility and trust. The prime duty of the Chaperone is to the child(ren) in her/his care.
- 3.2 Chaperones should make themselves thoroughly familiar with the terms of the performance licence granted by the Children and Family Services, Child Performance & Employment Team and ensure that the conditions are properly adhered to.
- 3.3 The licence holder (i.e. organiser or proprietor) is responsible for ensuring that, during the performance and all activities related to a performance (such as a rehearsal), the child is in the charge of the person who has been approved by the Children and Family Services, Child Performance & Employment Team for this purpose: ie the Chaperone. The only exception to this rule is when the child is in the charge of their parent/carer.
- 3.4 A Chaperone acting under licensing regulations shall be considered to have the care and control of the child(ren) with a view to securing their health, comfort, kind treatment and moral welfare.
- 3.5 The Chaperone must not engage in any other activity that would interfere with the performance of their duties, whilst undertaking the role of Chaperone.

- 3.6 Except when a child is in the care of a teacher, the Chaperone is in *loco parentis* and should exercise a duty of care which any parent/carer might be reasonably expected to give that child.
- 3.7 The Chaperone has a basic 'duty of care' in the workplace and must be satisfied that suitable risk assessments have been carried out by those responsible for the rehearsal/performance. The Chaperone should be satisfied that any risks, which may affect the child (ren) in their care, have been identified and that effective control measures are in place.
- 3.8 Leicestershire Children and Family Services, Child Performance & Employment Team expects that Chaperones authorised by them will ensure that no child is discriminated against on the grounds of race, gender, colour, nationality, ethnicity or national origin.
- 3.9 Corporal punishment **must not** be used in any circumstances.
- 3.10 In the event of any contravention of the licence, or incident affecting the well-being of the child(ren), or other concerns about children, the Chaperone **must** inform **Leicestershire Children and Family Services, Child Performance & Employment Team (Tel: 0116 305 6597)** as a matter of priority.

4. Chaperones: Some Specific Duties and Requirements

- 4.1 The Chaperone should ensure that there is a complete register of the children, with emergency contact numbers available at all times. However, the Chaperone **must not** disclose the personal information of the child(ren) in their care, except to authorised personnel.
- 4.2 The Chaperone **must** be aware of local Child Protection Procedures. These should be available from the licence holder; if not, a copy can be obtained from the **Children & Family Services, First Response Team (Telephone 0116 305 0005)**.
- 4.3 The maximum number of children a Chaperone may have in his or her care is **12**.
- 4.4 Chaperones **should** be gender appropriate, and must be with the child(ren) under their supervision at all times (except when actually performing or in the care of a parent/carer or tutor).
- 4.5 The Chaperone should be satisfied with the arrangements for the dressing room and toilet facilities (children 5 years old and above, must only change with other children of the same gender).
- 4.6 The Chaperone should ensure that children have adequate breaks for meals, rest and recreation, when not actually performing.
- 4.7 The Chaperone is required to ensure that suitable travel arrangements are in place for each child in their care and also to ensure that the child is collected after the performance, by their parent, or designated authorised adult (this person must be agreed by prior arrangement).

- 4.8 The Chaperone should be aware of the procedure for the evacuation of the building in case of fire.
- 4.9 If dressers/helpers are required, they are only permitted to assist their own child. At no time should they be left alone with a number of children. An approved Chaperone must always be present. The dressers/helpers should not take children to the bathroom (other than their own child). The dressers/helpers should speak to a Chaperone if they have any problems/concerns.
- 4.10 The Chaperone must ensure that they carry their ID badge on every occasion that they are employed as a Chaperone, and have it available for inspection at all times.
- 4.11 The Chaperone should have a basic understanding of emergency first aid treatment and also ensure that the licence holder has made appropriate provision under The Health and Safety (First Aid) Regulations. The Chaperone should acquaint themselves of the following:-
- the names of the appointed first aiders;
 - the whereabouts (location in the building) of the first aiders;
 - the whereabouts of the first aid equipment in the establishment/ premises in which they are working.
- 4.12 In the event of any contravention of the licence, or incident affecting the well-being of the child(ren) the Chaperone **MUST** inform the licensing Local Authority at the earliest opportunity.