

## **CHILDREN IN ENTERTAINMENT**

### **INFORMATION FOR CHAPERONES**

#### **Introduction**

The Children (Performance & Activities) (England) Regulations 2014 lay down the regulations for Chaperones.

The following information is provided by Leicestershire County Council to assist Chaperones in dealing with children in their charge.

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.

#### **1. What does a Chaperone do?**

Look after the child(ren) in his or her care.

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

Children often work in an adult environment. Take into account the child(ren)'s age and experience, concentration span, and exposure to adult conversation and expectations.

#### **2. Responsibilities**

- 2.1 The position of Chaperone is one of responsibility and trust. The prime duty of the Chaperone is to the child(ren) in his/her care.
- 2.2 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.
- 2.3 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(ren) is in the charge of the person who has been approved by the Children and Family Services, Child Performance & Employment Team for this purpose: i.e. the Chaperone. The only exception to this rule is when the child(ren) is in the charge of their parent/carer or approved tutor.
- 2.4 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.

- 2.5 Take action when a child(ren) is tired or unwell. Do not ignore the signs in order to meet the production schedule. If a child(ren) falls ill or is injured whilst in the Chaperone's care, medical assistance must be sought, and the parent and licensing authority informed immediately. In the event of a child(ren) being too ill to perform, the Chaperone must make arrangements for the child(ren) to be sent home under suitable escort.
- 2.6 The Chaperone must not engage in any other activity that would interfere with the performance of their duties whilst undertaking the role of Chaperone.
- 2.7 Except when a child(ren) is in the care of a teacher/tutor, the Chaperone is in *loco parentis* and should exercise a duty of care which any parent/carer might be reasonably expected to give the child(ren).
- 2.8 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.
- 2.9 Leicestershire Children and Family Services, Child Performance & Employment Team expects that Chaperones authorised by them will ensure that no child(ren) is discriminated against on the grounds of race, gender, age, colour, nationality, ethnicity or national origin.
- 2.10 Corporal punishment **must not** be used in any circumstances.
- 2.11 Different skills will be required when chaperoning in a theatre as opposed to a film set or on location. There is more "hanging about" time during filming and the weather may lead to the child(ren) being confined to a dressing room for long periods – remember their energy level is far higher than ours and they may require more individual attention.
- 2.12 By law records must be made available to a visiting officer of the Local Authority by the licence holder. Chaperones are often designated to keep these in respect of the child(ren).

### 3. Specific Duties and Requirements

- 3.1 The Chaperone must 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.
- 3.2 The law states that the maximum number of children in a Chaperone's care should not exceed 12. However, in some instances 12 may be far too many, for example, with very young children or if the children are living away from home. Consider this when deciding on the number of children you agree to chaperone.
- 3.3 Where it is proposed that the private teacher/tutor shall undertake the combined duties of a teacher and Chaperone, then such an arrangement shall not be approved if his/her duties as Chaperone require them to be in the charge of more than 3 children.
- 3.4 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).

- 3.5 The Chaperone must be satisfied with the arrangements of the dressing room, toilets, and any other facilities that the child(ren) make use of. Children 5 years old and above, must only change with other children of the same gender.
- 3.6 The Chaperone must ensure that children have adequate breaks for meals, and rest and recreation, when not actually performing. Any special dietary requirements for medical reasons, or on moral or religious grounds, must be catered for.
- 3.7 The Chaperone is required to ensure that suitable travel arrangements are in place for each child(ren) in their care, and also to ensure that the child(ren) is collected after the performance, by their parent, or designated adult (this person must be agreed by prior arrangement).
- 3.8 The Chaperone should be aware of the procedure for the evacuation of the building in case of fire.
- 3.9 If dressers/helpers are required, they are only permitted to assist their own child(ren). 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 toilet (other than their own child(ren)). The dressers/helpers should speak to a Chaperone if they have any problems or concerns.
- 3.10 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.
- 3.11 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 name/s of the appointed first aider/s;
  - the whereabouts (location in the building) of the first aider/s;
  - the whereabouts of the first aid equipment in the establishment/ premises in which they are working.

**If you feel pressured to accommodate a production schedule and you are unsure of the legalities of what they may be asking of the child(ren) – STOP and check the regulations before agreeing to anything. Failing a satisfactory conclusion, please telephone the Local Authority for advice or support.**

## USEFUL CONTACT DETAILS

In the event of any contravention of the licence, or incident affecting the well-being of the child(ren), or any other concerns, the Chaperone **must** inform:

**Child Performance & Employment Team**  
**Children and Family Services**  
**Room 600**  
**County Hall**  
**Glenfield**  
**Leicestershire**  
**Tel: 0116 305 4331**  
**Email: [childreninentertainment@leics.gov.uk](mailto:childreninentertainment@leics.gov.uk)**

The Chaperone **must** be made aware of Child Protection procedures; these should be available from the licence holder.

If you have concerns about a child(ren), and would like advice and guidance help is available from 11am to 4pm Monday to Friday from:

**First Response Children's Duty**  
**Advice and Guidance Line**  
**Telephone: 0116 305 5500**

If you have immediate safeguarding concerns for the safety of a child(ren), you should take action straight away. The longer abuse goes on, the longer it will take for a child to recover. Help is available 24 hours a day from:

**First Response Children's Duty**  
**Leicestershire County Council**  
**Tel: 0116 305 0005**  
**Email: [childrensduty@leics.gov.uk](mailto:childrensduty@leics.gov.uk)**

If you have concerns that a child is in imminent danger, you should consider calling the Police for an emergency response.

### ***Chaperones should take note of the attached documents:***

- *Dos and Don'ts for Chaperones*
- *Children in Entertainment – Restrictions In Relation To All Performances*

# Dos and Don'ts for Chaperones

## DO:

- **check the child is comfortable** – you are the person to whom the child looks to guidance, protection, clarification and protect
- **stand up for the child above production pressures** – one of a chaperone's greatest strengths is their ability to negotiate with the production company 'on site' and be able to say no when what is being requested of the child is contrary or detrimental to the child's health, well-being and/or education
- **be the child's champion**
- **report any concerns and know who to report them to, and know what to do in each case** – chaperones should keep a note of important contacts e.g. the child's licensing authority, the local authority in whose area the child is performing, the child's agent and the child's parent/legal guardian
- **ask to see a copy of the licence**
- **exercise discretion (only when regulation allows) when it is in the best interests of the child**
- **be alert to all possible risks to the child**
- **challenge people and/or behaviours**

## DON'T:

- **let the child perform if they are unwell**
- **leave the child alone with another adult (unless it's their parent or teacher)**
- **ignore or down play questionable behaviour from adults or other children**
- **allow the child to be pushed into things that they don't want to do**
- **take photos of the child**
- **seek autographs from performers or become star struck**
- **use inappropriate language or smoke whilst on duty**
- **consume alcohol or be under the influence of alcohol whilst on duty**
- **wear inappropriate clothing**

**CHILDREN IN ENTERTAINMENT  
RESTRICTIONS IN RELATION TO ALL PERFORMANCES**

<b>Topic</b>	<b>Age 0 to 4</b>	<b>Age 5 to 8</b>	<b>Age 9 and over</b>
<b>Maximum number of hours at place of performance or rehearsal (Reg.22)*</b>	<b>5 hours</b>	<b>8 hours</b>	<b>9.5 hours</b>
<b>Earliest and latest permitted times at place of performance or rehearsal (Reg.21)*</b>	<b>7am to 10pm</b>	<b>7am to 11pm</b>	<b>7am to 11pm</b>
<b>Maximum period of continuous performance or rehearsal (Reg.22)*</b>	<b>30 minutes</b>	<b>2.5 hours</b>	<b>2.5 hours</b>
<b>Maximum total hours of performance or rehearsal (Reg.22)*</b>	<b>2 hours</b>	<b>3 hours</b>	<b>5 hours</b>
<b>Minimum intervals for meals and rest (Reg.23)*</b>	Any breaks must be for a minimum of 15 minutes. If at the place of performance or rehearsal for more than 4 hours, breaks must include at least one 45 minute meal break.	<p>If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, they must have one meal break of 45 minutes and at least one break of 15 minutes</p> <p>If present at the place of performance or rehearsal for 8 hours or more, they must have the breaks stated above plus another break of 15 minutes.</p>	<p>If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, they must have one meal break of 45 minutes and at least one break of 15 minutes</p> <p>If present at the place of performance or rehearsal for 8 hours or more, they must have the breaks stated above plus another break of 15 minutes.</p>
<b>Education (Reg.13)*</b>	<b>N/A</b>	3 hours per day (maximum of 5 hours per day). 15 hours per week, taught only on school days. Minimum of 6 hours in a week if aggregating over 4 week period or less.	3 hours per day (maximum of 5 hours per day). 15 hours per week, taught only on school days. Minimum of 6 hours in a week if aggregating over 4 week period or less.
<b>Minimum break between performances (Reg.23)*</b>	<b>1 hour 30 minutes</b>	<b>1 hour 30 minutes</b>	<b>1 hour 30 minutes</b>
<b>Maximum consecutive days to take part in performance or rehearsal (Reg.26)*</b>	<b>6 days</b>	<b>6 days</b>	<b>6 days</b>

**Note: Regulation 5\* allows the Licensing Authority to further restrict these permitted hours, breaks etc. and place additional conditions on the licence if this would be in the best interests of the individual child.**