

Gloucestershire County Council

Children in Entertainment

Chaperone Guidance and Information

Updated June 2024

Legislation and Regulations

The following links offer detailed information about the legislation, regulations and guidance around Chaperones and Children in Entertainment:

[The Children \(Performances and Activities\) \(England\) Regulations 2014](#)

[DfE](#)

http://www.gloucestershire.gov.uk/media/2683/dfc_child_performance_activities_licensing_legislation_feb_2015-62968.pdf advice on Child Performance & activities licensing legislation Feb 2015

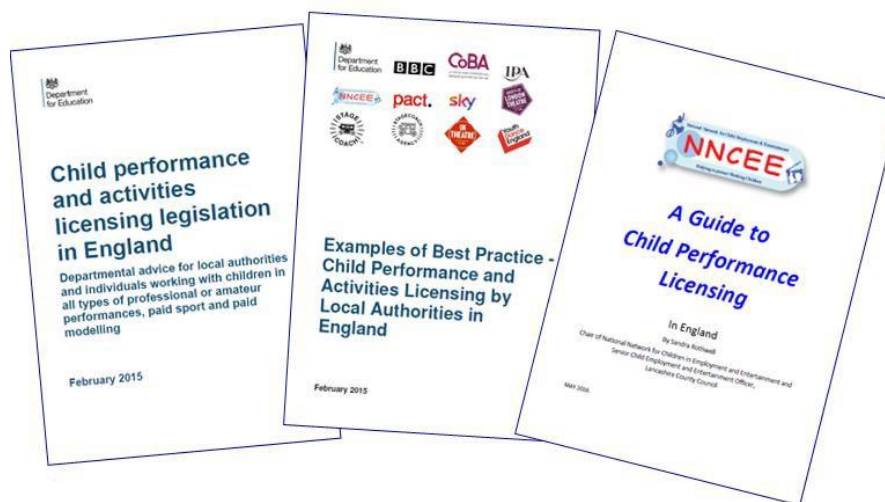
[Examples of Best Practice - Child Performance and Activities Licensing by Local Authorities in England](#)

[A Guide to Child Performance Licensing - NNCEE](#)

The Role of the Local Authority

In line with the above legislation, regulations and guidance, Gloucestershire County Council, the Local Authority, has a statutory responsibility to:

- Ensure the safety, well being and appropriate treatment of all children engaged in a performance or activity and ensure they are properly supervised at all times.
- Issue Child Performance Licences for children who live in Gloucestershire.
- Licence Chaperones who live in Gloucestershire.



The Department for Education (DfE) Child Performance Licensing legislation (February 2015) advises that the following fall within regulations:

- Any performance when a charge is made - for admission or otherwise
- Performances on premises licensed to sell alcohol – e.g. a theatre
- Any live broadcast performance – e.g. TV, Radio, Internet streaming
- Any performance recorded for broadcast or public exhibition – e.g. a video or sound recording of a performance on a website
- sport or modelling for which payment is made (to the child or to someone else) other than expenses

This includes:

- Children 0-16 years of age (compulsory school age)
- Amateur and professional performances
- Regardless of whether the child is paid or unpaid
- Rehearsals taking place within the performance period

When is a Chaperone Required?

- It is a legal requirement for all performances when a child performance licence is required/issued.
- It is considered best practice for all performances where the regulations apply, including:
 - When an Exemption applies, i.e. the child has not performed on more than 4 days in a 6 month period, the child is not being paid, there is no absence from school required
 - When a Body of Persons Approval (BOPA) is in place (approval for an organisation that replaces the need to apply for individual licences)

What is the Role of a Chaperone?

The Department for Education (DfE) Child Performance licensing legislation February 2015 gives the following advice about the requirement for children in entertainment and chaperones:

3.3 Regulation 15 - Chaperones

3.3.1 A child performing, rehearsing for a performance during the performance period, taking part in an activity, or staying in accommodation in order to take part in a performance or activity under a licence, must be supervised at all times whilst taking part in a performance or activity, or whilst at that accommodation, by a chaperone, unless they are under the direct supervision of either their parent or a teacher from their school or their home tutor. Chaperones must be approved by the local authority that has granted the relevant licence to the child as part of the application process as being suitable to exercise care and control of the child in question.

The image shows three overlapping documents. The top document is titled 'CHILDREN IN ENTERTAINMENT RESTRICTIONS ON LICENCES FOR ALL PERFORMANCES' and is a table with columns for 'Age 0-4', 'Age 5-11', and 'Age 12 and over'. It lists various activities and the maximum number of days a child can participate. The middle document is titled 'CHECKLIST - ARRIVAL AT THE VENUE' and lists tasks for chaperones to complete upon arrival, such as checking the child's comfort, identifying hazards, and ensuring the child is supervised. The bottom document is titled 'Do's and Don'ts for Chaperones' and lists guidelines for chaperones, such as 'check the child is comfortable', 'be alert to all possible risks to the child', and 'challenge people and/or behaviours'.

According to the NNCEE Guide to Child Performance Licensing May 2016 a chaperone is a key person who:

- Protects, safeguards and supports the child.
- Provides a point of safety a child can turn to and rely on.
- Ensures that the child's experience is enjoyable and beneficial.
- Fully understands their responsibility and obligation to the child and has a thorough understanding of the legislation and a working knowledge of the processes and requirements of the genre they work in.
- Must understand the extent of their authority and use that effectively to protect and benefit the children in their care 'in loco parentis' and should exercise the care a good parent might be reasonably expected to give a child.

The Chaperone Licence holder must keep certain records for each child and very often it is the chaperone who will be asked to complete the Daily Record sheet.

The image shows three overlapping forms used by chaperones. The top-left form is the 'Incident Form', which includes a table for recording incidents with columns for 'Production', 'Child', 'Incident', and 'Action'. The top-right form is the 'CONTACT FORM', which contains fields for 'Name of production', 'Chaperone in charge', 'Date of performances', 'Name of child', 'Address', and 'Emergency contact name & number'. The bottom form is the 'DAILY RECORD', which includes fields for 'Date', 'Name of Production', and 'Venue', followed by a large table for recording daily activities with columns for 'Name of child', 'Time of arrival at venue', 'Times of each period child took part in performance', 'Times of rest & meal intervals', 'Time of departure from venue', and 'Name of person who collected child'.

Information which must be recorded is:

- Date, time of arrival at and departure from the place of performance or rehearsal
- Times of each period during which the child took part in a performance or rehearsal
- Time of each rest and meal interval, time of any authorised night work
- Date and duration of each lesson and the subject taught, where arrangements are made for a private teacher
- Details of any injuries and illnesses suffered by the child at the place of performance or place of rehearsal, including dates and whether this prevented the child attending
- Any incident regarding the child's welfare or treatment causing concern

Template forms for use by chaperones are included in this guidance document and can be printed and reproduced for use at performances.

The Duties and Responsibilities of a Chaperone

According to the NNCEE A Guide to Child Performance Licensing May 2016, the duties and responsibilities of a Chaperone include:

- Supervising a maximum of 12 children, however, when taking into account the ages, gender and nature of the performance, this number may be less than 12.
- Remaining with the child at all times; children must be accompanied to and from the dressing room, school room, studio, set or stage and Chaperones must remain in the studio, on set or by the side of the stage whilst the child is performing and have the child in view at all times.
- Remaining with the child during meal and rest breaks and during any recreation breaks. If the child is staying away from home the chaperone must stay with them at the lodgings.
- Must always be clear who is responsible for the child - arrangements for hand over e.g. between parent and chaperone, chaperone and chaperone will vary
- If more than one chaperone on duty it must be absolutely clear to the children and others which chaperone is supervising which children
- The chaperone's first duty is to look after the children in their care and they must not undertake any other duty
- Chaperones must understand and be aware of the dangers of becoming involved in a 'conflict of interest'. Production may exert pressure on the chaperone to agree to something which may not be in the child's best interests. Whilst this is more likely to happen within the professional arena there is nothing to say it will not occur in the amateur sector

Recruitment Process for Approval as a Chaperone?

The recruitment and approval of chaperones includes the following:

- Receipt of completed Application for Approval as a Chaperone
- Receipt of passport-sized colour photograph of applicant
- Receipt of satisfactory disclosure certificate following application for an Enhanced Disclosure and Barring Service check and provision of documents to confirm identity
- Receipt of application fee
- Completion of Safeguarding/Child Protection Training and provision of certificate
- Attendance at interview
- Receipt of satisfactory references

Contact Details

Should you have any questions or need further information contact us as follows: Email:

childemployment@gloucestershire.gov.uk

Phone: 01452 427 868

Children in Entertainment Restrictions in Relation to All Performances

Topic	Age 0–4 years	Age 5–8 years	Age 9 years and over
Maximum number of hours at place of performance or rehearsal (Regulation 22)	5 hours	8 hours	9.5 hours
Earliest and latest permitted times at place of performance or rehearsal (Regulation 21)	7.00 am to 10.00 pm	7.00 am to 11.00 pm	7.00 am to 11.00 pm
Maximum period of continuous performance or rehearsal (Regulation 22)	30 minutes	2 hours 30 minutes	2 hours 30 minutes
Minimum intervals for meals and rest (Regulation 23)	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.	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. 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.	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. 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.
Education (Regulation 13)	Not Applicable	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 a 4 week period or less.	3 hours per (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.
Minimum break between performances (Regulation 23)	1 hour 30 minutes	1 hour 30 minutes	1 hour 30 minutes
Maximum consecutive days to take part in performance or rehearsal (Regulation 26)	6 days	6 days	6 days

Note Local authorities should take note of Regulation 5 that 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 interest of the individual child.

Dos and Don'ts for Chaperones

DO:

- Do check the child is comfortable – you are the person to whom the child looks to for guidance, protection and clarification
- Do 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
- Do be the child's champion
- Do 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
- Do ask to see a copy of the licence
- Do exercise discretion (only when regulation allows) where that is in the best interests of the child
- Do be alert to all possible risks to the child
- Do challenge people and/or behaviours

DON'T:

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

Frequently Asked Questions

Question	Answer
What is the maximum number of children that can be in your charge at any one time?	Twelve
Why might you challenge the number of children you are asked to chaperone?	After taking into account the ages, gender and nature and location of the performance. For example chaperoning twelve girls of a similar age performing in a choir may be appropriate, however, chaperoning three young girls and four teenage boys who are undertaking different roles at different times would not be appropriate.
What would you do if a child is injured or becomes ill?	<p>Contact the first aider and the child's parents.</p> <p>You should have names and contact details for every child.</p> <p>Seek support from other chaperones or the organiser/producer to ensure the safeguard and well being of all the children in your charge is maintained.</p>
How might you balance your responsibilities as a chaperone with other roles you may undertake to support the production?	<p>The chaperone's first duty is to look after the children in their care and they must not undertake any other duty, e.g. they cannot be involved in technical aspects of the production, direction or be taking part in the production.</p> <p>Chaperones must understand and be aware of the dangers of becoming involved in a 'conflict of interest'.</p> <p>Production may exert pressure on the chaperone to agree to something which may not be in the child's best interests. Whilst this is more likely to happen within the professional arena there is nothing to say it will not occur in the amateur sector.</p>
What level of supervision is required from the chaperone? Are there circumstances when direct supervision is not required?	<p>The chaperone should remain with the child at all times; they must accompany them to and from the dressing room, school room, studio, set or stage as well as remaining in the studio, on set or by the side of the stage whilst the child is performing. They must have the child in view at all times.</p> <p>The chaperone must also remain with the child during meal and rest breaks and during any recreation breaks. If the child is staying away from home the chaperone must stay with them at the lodgings.</p>

<p>With regard to Health and Safety and Risk Assessment, what would you consider and/or check to make sure the children in your care are kept safe?</p>	<p>Use the 'Venue Checklist' to ensure health and safety and other risks have been considered.</p> <p>Remain vigilant.</p> <p>Monitor the behaviour of the children to ensure they do not engage in 'horseplay'.</p>
<p>What would you do if a child appeared frightened to take part and/or was saying they did not want to perform?</p>	<p>Talk to the child to gauge if their fears are a normal level of 'butterflies' for which they need reassurance and support.</p> <p>Remember; 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</p>
<p>How would you keep children appropriately occupied whilst not performing?</p>	<p>This will vary widely depending on the age of the children and the context of the performance.</p> <p>The chaperone has a major part to play in ensuring that the whole of the child's experience is enjoyable and beneficial.</p> <p>This may well be as straightforward as checking with the producer/organiser that children have been advised to bring books, games or other appropriate activities to keep them occupied.</p>
<p>What should you be aware of and consider if your charges have phones or tablet devices with them?</p>	<p>Arrangements may differ with some producers/organisers not permitting smartphones and tablets, whilst others may allow them.</p> <p>You should be mindful of your responsibility 'in loco parentis' and what internet or application use is acceptable.</p> <p>Particular consideration should be given to whether the use of cameras (photographs and video recording), and social media use including the sharing of images and videos is appropriate.</p>

Child Protection – E-Learning Training for Chaperones

“Safeguarding Children is Everyone’s Responsibility”

All staff working with children, young people and their families need to be aware of their responsibilities to safeguard children and protect them from harm ‘Working Together to Safeguard Children 2015’ (Department for Education).

The Gloucestershire Safeguarding Children’s Executive have an online e-learning course available to Chaperones. The link below will take you to the training and guidance:

To access the safeguarding training click: [Me Learning](#).

This will take you to a page with a pre-filled registration key. Click ‘Continue’ and the registration page will load (please note, the page may automatically load without selecting ‘Continue’-).

Complete your details and under organisation unit, **select GCC chaperone**:

For job title, please enter **‘Chaperone’**.

For organisation name, the name of the **main group** where you will be chaperoning. If you are a professional chaperone not affiliated with a specific group, please state, **‘Professional Chaperone’**.

Complete the contact number and click, ‘Sign Up’.

Once registered, you will see a welcome message detailing any important information. Please add gsce@melearning.co.uk to your email contacts safe list to receive notifications about your account and bookings you make.

You can then click ‘Browse Courses’ at the top of the screen to see what courses you are able to book on to.

You will need to complete **Safeguarding Children Level 1**

Should you have any technical issues with the training, please contact the GSCP training team at: gscptraining@gloucestershire.gov.uk

Alternatively, the NSPCC has produced a 60-minute e-learning course in association with the National Network for Children in Employment and Entertainment (NNCEE) and the BBC, which can be accessed via the link below. Please note that this course costs £25 per person.

<https://learning.nspcc.org.uk/training/introductory/protecting-children-in-entertainment-a-course-for-chaperones-online-course/>

Useful Forms and Checklists for use by Chaperones

- **Checklist for Arrival at the Venue**
- **Contact Details Record Sheet**
- **Incident Record Sheet**
- **Daily Record Sheet**

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Chaperone's Checklist

Arrival at the Venue

Chaperones may find it useful to photocopy this page for use at each job they attend.

Name of Performance _____

Date of Performance _____

Familiarise yourself with the venue's layout	
Identify all hazard areas	
Locate all fire exits	
Ask to hear the sound of the fire alarm where possible	
Arrange a fire drill with alarm) for the children	
Locate first aid facilities	
Inspect dressing rooms (separate for children aged 5 years and over)	
Locate and inspect the toilets	
Locate and inspect the rest rooms	
Locate and inspect the school room	
Check on meal arrangements	
Check the total number of children	
Check the total number of chaperones	
Acquire a list of the children's names	
Ensure you have emergency home contact details for every child	
Check each child's performance licence	
Ensure you have details of each child's medical conditions and/or medication	
Ensure there is a signing in and out procedure	

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Contact Details Form

Name of Production: _____

Date of Performances: From: _____ To: _____

Chaperone in Charge: _____

Child's Name	Child's Address	Emergency Contact Name	Emergency Contact Phone Number
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

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Incident Form

This form must be completed by the Chaperone in charge, for each performance. Details of any accidents, injuries or illnesses of any child, however slight, must be recorded.

Name of Production: _____

Date of Performances: From: _____ To: _____

Chaperone in Charge: _____

Child's Name	Details of Incident	Action Taken

Signed:
By Chaperone in Charge

Date:

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Daily Record

Children (Performance and Activities) (England) Regulations 2014

Name of Production: _____

Date of Performances: From: _____ To: _____

Name of Venue: _____

Chaperone in Charge: _____

Child's Name	Time Arrived	Time(s) Performed	Time(s) of rest/meal breaks	Time left Venue	Who collected child
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

