Child Employment & Entertainment Team

Children’s Services

County Hall

Martineau Lane

Norwich

NR1 2DH

**Email:** cs.chaperonelicensing@norfolk.gov.uk

# **APPLICATION TO ACT AS A CHAPERONE**

**The Children (Performances and Activities) (England) Regulations 2014**

**The Children and Young Person Act 1963**

The Licensing Authority shall not approve a chaperone unless they are satisfied that the person is suitable and competent.

Any person who knowingly or recklessly makes any false statement in or in connection with an application for a licence shall be liable in summary conviction to a fine not exceeding £1,000 or imprisonment for a term not exceeding three months or both” (Children and Young Person Act 1963, Part II, Section 40).

## **Making an application and supporting documentation**

**Please read and comply with the directions laid out in this section as failure to do so will result in a rejected application.**

* You must be aged eighteen or over to make an application.
* You must send us a fully completed application form and all supporting documentation at the same time to cs.chaperonelicensing@norfolk.gov.uk.
* Any applications that do not have all supporting documentation will be treated as incomplete and will be rejected. We cannot hold copies of supporting information sent to us with an incomplete application.
* Please only send legible copies of supporting documentation. If you documentation is not readable your application will be treated as incomplete and will be rejected.
* If you have had an application rejected and you wish to re-apply, you will need to re-send a fully completed application form with all supporting documentation.

**Please use the checklist below to help ensure you are including all the required documents to support your application.**

[ ]  This Application Form (completed in full)

[ ]  A legible digital copy of your **Enhanced with Barred List(s) DBS check** certificate if you already have one **and** pay the yearly subscription to the [DBS Update Service](https://www.gov.uk/dbs-update-service), this is so that we can check the update service.

If you **do not** subscribe to the DBS Update Service and are;

* Seeking **paid employment** as a chaperone, please obtain a **new** **Enhanced with Barred List(s) DBS check** certificate through your employer and include a digital copy in with this application. This must be dated within the last 30 days.
* Seeking to **volunteer** as a chaperone, we will make an application for a new **Enhanced with Barred List(s) DBS check** certificate for you (see [Section 6](#_Disclosure_and_Barring) of this application form to request this and continue with this application)

[ ]  Identification Documents (ID) – Our proof of identity requirements are in line with those used by the DBS for criminal record checks. **We will require these identification documents regardless of whether you have a current DBS certificate**. Please visit the [DBS website](https://www.gov.uk/criminal-record-check-documents) to understand what ID you need to send us. Digitally scanned legible versions can be accepted but you must be able to produce original copies of these in your verification of documents interview

[ ]  Colour photograph for your photo ID card licence. This must be;

* + Taken within the last month
	+ Clear and in Focus
	+ Unaltered by computer software
	+ Taken against a plain light-coloured background
	+ Contain no other objects or people

[ ]  NSPCC Safeguarding Certificate - We require all chaperone applicants to have completed the NSPCC training ‘[Protecting children in entertainment training for chaperones](https://learning.nspcc.org.uk/training/protecting-children-entertainment-chaperone-training)’ within 12 months **prior** to this application. You or your employer will need to purchase this training directly from NSPCC, and **supply us with the personalised certificate of achievement** confirming it’s completion by you. We take the protection of Norfolk children seriously, and so insist on completion of this quality assured course. We do not accept alternate safeguarding certificates as we cannot ensure the quality and relevance of the training, to this role. This also helps applicants to understand their responsibilities prior to applying for a chaperone licence.

[ ]  References - Please ensure you ask **two** responsible adults to each provide a reference detailing your suitability to be a chaperone – see [section 7](#_Referrences) for more details. **Please ask the referees to complete** [**Appendix 1 – Referee Form**](https://www.norfolk.gov.uk/children-and-families/children-in-employment-and-entertainment#:~:text=Children%20aged%2013%20or%2014,maximum%20of%2035%20hours%20weekly) **and return this direct to us within five days of your application submission. Failure to do this may result in the rejection of your application**. Instructions on how referees return the [**Appendix 1 – Referee Form**](https://www.norfolk.gov.uk/children-and-families/children-in-employment-and-entertainment#:~:text=Children%20aged%2013%20or%2014,maximum%20of%2035%20hours%20weekly)to us are included on the form.

[ ]  Following receipt of your application and successful completion of our verification of documents interview, please ensure you are prepared to pay our licence administration charge of £15. We will contact you for this payment prior to issuing your licence if you application is successful.

## **Applicants personal details**

Please also include your middle name if you have one as this will speed up background checks.

**Forename:** Click here to enter text. **Surname:** Click here to enter text.

**Title:** Click here to enter text. **Middle Name(s):** Click here to enter text.

**Please detail any other/previous legal names you were known by:**

Click here to enter text.

**Date of Birth:** Click here to enter text. **Tel No:** Click here to enter text.

**Email address:** Click here to enter text.

**Address and postcode:** Click here to enter text.

**How long have you lived at the above address:** Click here to enter text.

**If less than 5 years please list all previous addresses during that time:**

Click here to enter text.

## **Applicants employment details**

**Present Employer:** Click here to enter text.

**Employers Address and postcode:** Click here to enter text.

**Type of Work:** Click here to enter text.

**Date started work:** Click here to enter text.

## **Supporting information**

**Name of Group(s) you are associated with (E.g. Theatre Group, Drama Group, Operatic Group, Dance School etc.):** Click here to enter text.

**Email address of associated group:** Click here to enter text.

**Tel No. of associated group:** Click here to enter text.

**Why do you think you will be a suitable chaperone, and what qualities would you bring to the role?**

Click here to enter text.

## **Applicants personal history**

**Have you ever been approved as a Chaperone before?**  [ ]  YES / [ ]  NO

**If above answer was YES, confirm the approving authority:** Click here to enter text.

**Have you ever been subject to any safeguarding investigation in relation to any position where you have been involved with children – either through employment or as a parent?**  [ ]  YES / [ ]  NO

**If above answer was YES, please give details:**

Click here to enter text.

**The work for which you are applying will entail regular contact with children and is exempt from the Rehabilitation of Offenders Act 1974. Therefore, you are required to declare any convictions, cautions, bind-overs or prosecutions you may have, even if they would otherwise be regarded as 'spent' under this Act**.

**Have you ever had any convictions, cautions, bind-overs or prosecutions?**

[ ]  YES / [ ]  NO

**If above answer was YES, please specify the date of conviction, Court, nature of offence and sentence imposed.** **You are also required to give details of any cautions, bind-overs or prosecutions you may have, even if they would otherwise be regarded as “spent” under the above Act.**

Click here to enter text.

## **Disclosure and Barring Service (DBS) checks**

Only **one** of the tick box statements below will apply to you, **only tick one box**. Please tick the appropriate box for you circumstances and note by doing this you are giving consent to undertake a DBS check. If you are a **volunteer** you only need to complete **Part A: Volunteers**, if you are a **Paid Employee** seeking to be a chaperone you only need to complete **Part B: Paid Employees**.

**Part A: Volunteers**

[ ]  I am seeking to **volunteer** as a chaperone, and I give consent for you to undertake a new **Enhanced with Barred List(s) DBS check**.

[ ]  I am seeking to **volunteer** as a chaperone, I already hold a current **Enhanced with Barred List(s) DBS check** certificate **and** can confirm that I (or my employer) pay the yearly subscription to the [DBS Update Service](https://www.gov.uk/dbs-update-service). I have included a digital copy of my DBS certificate in with this application. I give consent for my DBS details to be checked using the DBS Updating service. If I have incorrectly asserted that I am subscribed to the DBS Update Service, I give consent for you to undertake a new DBS check.

**Part B: Paid Employees**

[ ]  I am seeking **paid employment** as a chaperone, and have obtained a **new** **Enhanced with Barred List(s) DBS check** certificate through my employer and have included a digital copy of this DBS certificate in with this application (this must be dated within the last 30 days).

[ ]  I am seeking **paid employment** as a chaperone, I already hold a current **Enhanced with Barred List(s) DBS check** certificate **and** can confirm that I (or my employer) pay the yearly subscription to the [DBS Update Service](https://www.gov.uk/dbs-update-service). I have included a digital copy of my DBS certificate in with this application. I give consent for my DBS details to be checked using the DBS Updating service. If I have incorrectly asserted that I am subscribed to the DBS Update Service, I understand that my application will be **rejected** and I will need to obtain a **new** **Enhanced with Barred List(s) DBS check** certificate through my employer and make a fresh application. **Please do not assume your employer has subscribed you to the DBS update service, you will need to check.**

Please note you will be required to produce the original copies of your documentation in a verification of documents interview that will be arranged upon successful submission of this application.

**All applicants must include the ID documents detailed at the top of this form, with this application, regardless of whether a new DBS check is needed.**

## **References**

Please ensure you ask **two** responsible adults to each provide a reference detailing your suitability to be a chaperone.

References should be from separate sources and not from the same organisation or employer e.g. your current or most recent employer, a person who has knowledge of and can comment on your work with children, or someone who knows you in a professional capacity.

References **cannot** be accepted from a spouse, partner or family relation or from someone with whom you live.

**Please ask the referees to complete** [**Appendix 1 – Referee Form**](https://www.norfolk.gov.uk/children-and-families/children-in-employment-and-entertainment#:~:text=Children%20aged%2013%20or%2014,maximum%20of%2035%20hours%20weekly) **and return this direct to us within five days of your application submission. Failure to do this may result in the rejection of your application**. Instructions on how referees return the [**Appendix 1 – Referee Form**](https://www.norfolk.gov.uk/children-and-families/children-in-employment-and-entertainment#:~:text=Children%20aged%2013%20or%2014,maximum%20of%2035%20hours%20weekly)to us are included on the form.

Please confirm details of referees

**Referee 1**

**Forename:** Click here to enter text. **Surname:** Click here to enter text.

**Organisation:** Click here to enter text.

**Position held / relationship to you:** Click here to enter text.

**Tel No:** Click here to enter text.

**Email address:** Click here to enter text.

**Address and postcode:** Click here to enter text.

**Referee 2**

**Forename:** Click here to enter text. **Surname:** Click here to enter text.

**Organisation:** Click here to enter text.

**Position held / relationship to you:** Click here to enter text.

**Tel No:** Click here to enter text.

**Email address:** Click here to enter text.

**Address and postcode:** Click here to enter text.

## **Document Verfication Interview**

If your application is accepted we will arrange an online document verification interview where you must be able to produce original copies of the supporting documents you used for this application (e.g. ID – see [section 1](#_Making_an_application) of this form). You will need access to an internet enabled device with a camera for this interview.

If you pass this check, we will also during this interview ask for payment of

our licence administration charge of £15. **Please note that if subsequent safeguarding checks result in refusal of your application, refunds will not be made**.

We will try to accommodate your availability where possible, but this cannot be guarenteed. Please detail the most suitable days and times to arrange your interview (e.g. Mon, Tue, Fri from 9am to 1pm). Please note this will need to be within office hours.

**Availability:** Click here to enter text.

## **Declaration**

I give my permission for Norfolk County Council to make necessary checks with Social Care and partner agencies to ascertain my suitability to be licensed as a Chaperone. More information regarding Social Care checks is available on our [webpage](https://www.norfolk.gov.uk/children-and-families/children-in-employment-and-entertainment#:~:text=Children%20aged%2013%20or%2014,maximum%20of%2035%20hours%20weekly).

I give my permission for Norfolk County Council to make Disclosure and Barring Service (DBS) checks as indicated in the DBS section of this application form.

I declare that, to the best of my knowledge, the information in this application is true and correct. I understand that I would be liable to prosecution if I wilfully state in it anything that I knew to be false or did not believe to be true.

I also declare that I will notify Norfolk County Council of any change in circumstances that may affect my ability to effectively carry out the duties and responsibilities of a Chaperone.

I confirm that I have provided all of the supporting documentation and ID requested for this application (in [section 1](#_Making_an_application) of this form) and understand that my application will be rejected if this information is not supplied in it’s entirety when submitting this application form.

I understand that if my chaperone application is accepted, I will be required to pay our licence administration charge of £15 which will not be refunded if the licence is refused. We will contact you for this payment.

**Applicant Signature:** Type your name here to confirm declaration above is true

**Date:** Click or tap to enter a date.

**Please email fully completed form with supporting information to** **cs.chaperonelicensing@norfolk.gov.uk**

## **Privacy statements and Data Usage**

Norfolk County Council is committed to protecting the privacy and security of your personal information and that of your child/children. You can read more about how we treat your information on our [privacy notices webpage](https://www.norfolk.gov.uk/what-we-do-and-how-we-work/open-data-fois-and-data-protection/data-protection/privacy-notices).