# **Appendix 1 – Chaperone application referee form**

This form is for **completion by a nominated referee** as part of Norfolk County Council’s licensing process for an applicant who wishes to become a licensed Chaperone. More information about the Chaperone role can be found on our [website](https://www.norfolk.gov.uk/children-and-families/children-in-employment-and-entertainment#:~:text=Children%20aged%2013%20or%2014,maximum%20of%2035%20hours%20weekly).

**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).

## **Supplying a reference**

Please note that Norfolk County Council takes the safeguarding of children very seriously. We require each Chaperone applicant to ask two responsible adults to each provide a reference detailing their suitability to be a chaperone. We encourage those making the reference to familiarise themselves with the information 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) to understand what the chaperone role involves before commenting on the suitability of the applicant.

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 the applicants work with children, someone who knows the applicant in a professional capacity.

References **cannot** be accepted from a spouse, partner or family relation or from someone with whom the applicant lives.

**We ask the referees to complete this form detailing the suitability of the applicant for the chaperone role and return this direct to us within five days. Failure to do this may result in the chaperone licence application being rejected**.

Please **do not share your reference with the applicant**. Please email it direct to us at; [cs.chaperonelicensing@norfolk.gov.uk](mailto:cs.chaperonelicensing@norfolk.gov.uk).

We will not share details of your reference with the applicant. This is so that you can feel secure and give an open and honest account of the applicant’s suitability for the chaperone role.

Please note we may contact you to further discuss the applicant’s suitability.

## **Personal Details**

**Referee details – this is you, the person supplying the reference**

**Forename:**  **Surname:**

**Date of birth:**

**Organisation:**

**Position held / relationship to applicant:**

**Tel No:**

**Email address:**

**Address and postcode:**

**Applicant details – this is the person who wishes to be a chaperone**

**Forename:**  **Surname:**

**Tel No:**

**Email address:**

**Address and postcode:**

## **Suitability for role**

**Please detail below whether you think the applicant would be suitable to work unsupervised with children in the role of a chaperone and why you think this. You can find more information about the chaperone role on our website** [Children in employment and entertainment - Norfolk County Council](https://www.norfolk.gov.uk/children-and-families/children-in-employment-and-entertainment#:~:text=Children%20aged%2013%20or%2014,maximum%20of%2035%20hours%20weekly).

## **Declaration**

I declare that, to the best of my knowledge, the information in this reference 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.

**Referee Signature** (type name for signature)**:**

**Date:**

**Please email the fully completed form to** [**cs.chaperonelicensing@norfolk.gov.uk**](mailto: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).