**Norfolk County Council - Licensed Chaperone Support Pack**

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## **Introduction**

This document and associated tools form a support pack for Norfolk County Council Licensed Chaperones. Use our [application 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 apply to be a chaperone.

## **What is a Chaperone?**

Any production that involves children should use local authority (LA) licensed chaperones to protect children. **Chaperones act in the place of each child's parent or guardian, always ensuring that the child is put first, their needs are met, and they are safe.**

As a Chaperone you are fully responsible for the child all the time they are in your care, including when children are on tour, where you will need to check that the accommodation is both suitable and safe.

You are the main point of safety for each child and they must be able to rely on you, should the need arise. It is your responsibility to protect, safeguard and support the children you are responsible for. At the same time, you must ensure that a child is not asked to work when they are tired, ill or upset. You must also ensure that a child is not exposed to adult behaviour or language, and that they are safe online.

## **Chaperones Role and Key attributes**

## **Chaperones are trained and licenced**

We require all Norfolk County Council Chaperones to have recently undertaken the quality assured NSPCC training ‘[Protecting children in entertainment training for chaperones](https://learning.nspcc.org.uk/training/protecting-children-entertainment-chaperone-training)’ prior to submitting an [application for a chaperone licence](https://www.norfolk.gov.uk/children-and-families/children-in-employment-and-entertainment#:~:text=Children%20aged%2013%20or%2014,maximum%20of%2035%20hours%20weekly). Being on-line, this training can be done anytime, anywhere and can be taken as many times as you like, within one year. Once you’ve taken the course, you will continue to have access to a range of further information including, training and downloadable resources to help you safeguard the children you work with.

The training can also be completed by anyone working in professional or amateur entertainment industries (for example, dance schools, amateur dramatics, choirs, television and film production companies, and professional theatres) who want to know more about a chaperone’s role and responsibilities, the statutory requirements and how best to safeguard children.

Chaperones should have a good understanding of [The Children (Performances and Activities) (England) Regulations 2014](https://www.legislation.gov.uk/uksi/2014/3309/contents/made), and this document will help with this.

We also recommend you take the time to familiarise yourself with our [Norfolk County Council – Performance licencing overview](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 further help your understanding of the rules governing children licenced for performances. This document signposts organisations to the [NSPCC](https://learning.nspcc.org.uk/safeguarding-child-protection/for-performing-arts) and the [Safer Programme](https://norfolklscb.org/people-working-with-children/safer-programme/) who will be able to support them with Safeguarding and child protection policy development and safeguarding training for everyone, including specialist roles such as Safeguarding Leads.

## **Chaperones are organised, focused, and good communicators**

As a Chaperone you need to ensure you always put the needs of the child first, and be confident in being the voice for the child. It is your responsibility to represent the child’s best interests to everyone involved in the production or performance.

Ask to see a copy of the child’s performance licence and ensure that any conditions on that licence are understood and adhered to. Reading the [Norfolk County Council – Performance licencing overview](https://www.norfolk.gov.uk/children-and-families/children-in-employment-and-entertainment#:~:text=Children%20aged%2013%20or%2014,maximum%20of%2035%20hours%20weekly), will help you to understand the rules around performance licencing.

The legislation states that chaperones may only supervise a maximum of 12 children at any one time. However our expectation is that an individual chaperone will care for fewer children than this.

Do make sure you are familiar with the safeguarding arrangements of the production/venue and who the safeguarding leads are and remember, safeguarding is everybody’s responsibility.

Record important contacts such as the child’s parents and those in the [key contacts](#_Key_Contacts) section of this document.

Have appropriate Risk Assessments been completed? If the child is using a prop or piece of equipment, do they know how to use it?

Use a [daily record sheet](#_Appendix_3_–) to help monitor and record the child(rens) activities throughout the day. Keep the director up to date on how long children can remain working. The organiser of the production must keep the daily record sheets for six months after the production ends and ensure they are destroyed appropriately.

If there is more than one chaperone on duty, ensure everyone is clear which chaperones are supervising which children. Arrangements for handing over responsibility for a child between a parent or tutor and a chaperone, or between two chaperones will vary according to circumstances. However, it is important to ensure that there is never a time when it is unclear who is responsible for the child.

Chaperones should be focussed on the children in their care, they should not be involved in other aspects of the production. They must have the child in view at all times. The chaperone must also remain with the child during meal, rest and recreational breaks. If the child is staying away from home, the chaperone must stay with them at the lodgings.

## **Chaperones have a professional curiosity and identify areas of concern;**

Are the conditions of the licence being met? What is the schedule for rehearsals and performances – does it comply with the [restrictions in relation to all performances](#_Appendix_2_-_1)? How will I ensure the child is suitably entertained in gaps between rehearsal and performance? Is the productions plan for what the child is to do today in alignment with the licence?

Ensure you are familiar with arrangements for meals and refreshments. Ensure these are suitable e.g., does the child have any allergies? Ensure the child is not thirsty or hungry. Ensure as a minimum the appropriate number of breaks are taken as per [restrictions in relation to all performances](#_Appendix_2_-_1), insist the child has more if they need them.

Is the child well enough to perform? Chaperones should never let the child perform if they are feeling unwell. The only people that can overrule your decision is the parent/guardian or a medically qualified person – not a first aider.

Is the child comfortable? Are they too hot or too cold? The facilities should be kept at a suitable temperature and the child should be dressed appropriately for the conditions especially if performing outside.

What the toileting arrangements and procedures? Are the Toilets clean and in working order? Are their separate toilets designated for children? What actions can you take if the children have to share toilets with adults, including adults in the performance or other staff working backstage?

Does the child have access to unsuitable age-restricted content? Are they being asked to do something on set that is not appropriate for the age of the child?

Arrangements in place for children aged five years or older to dress for a performance, rehearsal or activity are not suitable unless the child can dress only with children of the same sex as the child in question. Do the changing facilities take into account the needs of children with disabilities, those from different religions, beliefs and cultural backgrounds, and gender identity? Are the windows obscured?. Are others able to view the children while changing? Are adults prevented from walking in to or using the changing area?

If the child is educated on set, is the area that this takes place suitable? Is the time in education in line with what we would expect as per [restrictions in relation to all performances](#_Appendix_2_-_1) and the performance licence?

Is the child too tired to perform? Are they rehearsing and performing within allowable timeframes, and have not done so for more than six consecutive days? The [restrictions in relation to all performances](#_Appendix_2_-_1) will help you to check this.

Is someone acting in a way that concerns you? Have you challenged them? Do you know who to escalate your concerns to? **You must report concerns and questionable behaviour**.

## **Chaperones are solution focused and appreciate the entertainment industry**

Chaperones always put the child first. You should work constructively with the production team to help the child experience the excitement and joy of performance, while the child’s welfare and the conditions of the performance licence are also met.

Chaperones help ensure children are ready when needed and are comfortable and happy. Always keeping a watchful eye on the child and are prepared to support.

Chaperones discuss any welfare concerns with the production team and will listen to their views, always looking for a win-win solution but always with the child’s best interests at heart.

Chaperones have good professional relationships with directors, safeguarding leads, and crew. Chaperones do not get starstruck and are always professional and courteous in their approach.

## **Chaperones understand that Safeguarding children is critical**

Chaperones must ensure that no one, whether cast, crew, directors, other children or tutors as well as the child themselves, does anything detrimental to a child’s wellbeing.

If chaperones are concerned about a child’s welfare, and are unable to find a solution and the production team show a consistent disregard for the child, you should report them to Norfolk County Council [**Children in employment and entertainment team**](https://www.norfolk.gov.uk/children-and-families/children-in-employment-and-entertainment#:~:text=Children%20aged%2013%20or%2014,maximum%20of%2035%20hours%20weekly).

Norfolk County Council ensure all of our licenced Chaperones have passed an **Enhanced with Barred List(s) DBS check**, and have a **photo ID card Chaperone Licence, which must be worn at all times when on duty** so that they can be easily identified and are able to produce it for inspections.

## **Chaperones report and record safeguarding concerns**

## **Reporting concerns about an adult working with a child**

Follow the productions **safeguarding policies**. You will need to report your concerns to the **Designated safeguarding officer** (the person on the production responsible for child safeguarding). They should notify [Norfolk’s Local Authority Designated Officer (LADO)](https://www.norfolklscb.org/people-working-with-children/how-to-raise-a-concern/local-authority-designated-officer-lado/). If there is no person responsible for child safeguarding, you can seek advice directly from [Norfolk’s Local Authority Designated Officer (LADO)](https://www.norfolklscb.org/people-working-with-children/how-to-raise-a-concern/local-authority-designated-officer-lado/).

After you have reported your concerns to the [Norfolk’s Local Authority Designated Officer (LADO)](https://www.norfolklscb.org/people-working-with-children/how-to-raise-a-concern/local-authority-designated-officer-lado/) you should also report to the Norfolk County Council [Children in employment and entertainment team](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 **police** or **emergency services** should be contacted immediately if you feel the risk of harm to a child is high or there is a medical emergency.

If a crime has been committed or is suspected, this should be reported immediately to the **police**.

After contacting the **police** or **emergency services**, inform the safeguarding officer and the Norfolk County Council [Children in employment and entertainment team](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 referrer must make a referral to [Children’s Advice and Duty Desk (CADS)](https://www.norfolklscb.org/people-working-with-children/how-to-raise-a-concern/local-authority-designated-officer-lado/) where alleged harm to a child is significant at the same time as the referral is made to the [Norfolk’s Local Authority Designated Officer (LADO)](https://www.norfolklscb.org/people-working-with-children/how-to-raise-a-concern/local-authority-designated-officer-lado/).

## **Reporting a child disclosure**

Chaperones should know what to do and how to respond if a child tells you about abuse. This is called a disclosure. Always;

* Stay calm
* Listen carefully
* Don’t promise to keep secrets
* Continue at the child's pace
* Do not put words in their mouth
* Reassure the child
* Tell them what happens next – what you are going to do

Remember that the person who first encounters a suspicion of abuse or actual abuse of a young person is not responsible for deciding whether or not abuse has occurred. That task is for the professional child protection agencies following a report to them.

Follow the productions **safeguarding policies**. You will need to report the disclosure to the **Designated safeguarding officer** (the person on the production responsible for child safeguarding), who may also be able to offer you some support. If there is no person responsible for child safeguarding, you can seek advice directly from Norfolk’s [Children’s Advice and Duty Desk (CADS)](https://www.norfolklscb.org/people-working-with-children/how-to-raise-a-concern/local-authority-designated-officer-lado/). If seeking advice directly from CADS the person with parental responsibility must consent to information being shared and be informed that a referral is being made unless this increases the risk of harm to anybody or is likely to undermine a criminal investigation.

After you have reported to the [Children’s Advice and Duty Desk (CADS)](https://www.norfolklscb.org/people-working-with-children/how-to-raise-a-concern/local-authority-designated-officer-lado/) you should also report to the Norfolk County Council [Children in employment and entertainment team](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 **police** or **emergency services** should be contacted immediately if you feel the risk of harm to a child is high or there is a medical emergency.

If a crime has been committed or is suspected, this should be reported immediately to the **police**.

After contacting the **police** or **emergency services**, inform the safeguarding officer and the Norfolk County Council [Children in employment and entertainment team](https://www.norfolk.gov.uk/children-and-families/children-in-employment-and-entertainment#:~:text=Children%20aged%2013%20or%2014,maximum%20of%2035%20hours%20weekly).

## **Record Keeping**

Once you have reported your concern to someone on the production who deals with child safeguarding concerns or your local authority, you must make a record of what you have seen and heard, and what action you took regarding your concerns.

You must record this information, even if the person you reported your concern to stated that it was not serious enough to pursue. Information should be signed and dated and if handwritten done so in pen so that none of it can be amended or removed at a later time.

Remember to respond to the immediate priorities first and then record everything you can as soon as possible; the sooner you record, the more information you will remember and the more accurate it will be.

The better the information you record, the more it will help your organisation and other professionals to keep the child safe.

You organisation should have procedures in place as part of their child protection and safeguarding polices that state how written reports should be made and most will likely have a specific form that needs to be completed in order to capture all of the information that is needed. If needed, we have provided an [Incident Report Form Template](#_Appendix_4_–) to make a record of the safeguarding concern.

## **Key Contacts**

## **Children in employment and entertainment team – Norfolk County Council**

Please feel free to contact us with any queries in relation to child performance and chaperones.

Webpage: [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)

Performance licencing email: [cs.childperformance@norfolk.gov.uk](mailto:cs.childperformance@norfolk.gov.uk)

Chaperone licencing email: [cs.chaperonelicensing@norfolk.gov.uk](mailto:cs.chaperonelicensing@norfolk.gov.uk)

Phone: 01603 303370

## **Safer Programme**

Webpage: [NSCB Safer Programme (norfolklscb.org)](https://norfolklscb.org/people-working-with-children/safer-programme/)

Email: [safer@norfolk.gov.uk](mailto:safer@norfolk.gov.uk)

Phone: 01603 228966 or 01603 223409

## **National Society for the Prevention of Cruelty to Children (NSPCC)**

Webpage: [Safeguarding in the performing arts | NSPCC Learning](https://learning.nspcc.org.uk/safeguarding-child-protection/for-performing-arts)

## **Children’s Advice and Duty Service (CADS)**

Webpage: [Children's Advice and Duty Service (CADS) Norfolk County Council | Norfolk Community Directory](https://communitydirectory.norfolk.gov.uk/Services/8938/Children-s-Advice-an)

Webpage: [How to Raise a Concern (norfolklscb.org)](https://www.norfolklscb.org/people-working-with-children/how-to-raise-a-concern/)

Phone: 0344 800 8021

## **Local Authority Designated Officer (LADO)**

Webpage: [Local Authority Designated Officer (LADO) - Norfolk Safeguarding Children Partnership (norfolklscb.org)](https://www.norfolklscb.org/people-working-with-children/how-to-raise-a-concern/local-authority-designated-officer-lado/)

Please complete the [LADO Referral/Consultation form](https://www.norfolklscb.org/people-working-with-children/how-to-raise-a-concern/local-authority-designated-officer-lado/) found on the website

Email: [LADO@norfolk.gov.uk](mailto:LADO@norfolk.gov.uk)

## **Appendices on following pages**

# **Appendix 1 – Chaperone checklist** (separate version available)

**Name of production:**

**Main Contact:**

**Main Contact telephone number:**

**Remember the child must always be comfortable, well enough, and not too tired to perform. Always put the child first!**

# **Initial checks**

Locate fire exits, and familiarise yourself with evacuation procedures

Locate first aid facilities

Check total number of children

Check total number of Chaperones

Acquire list of Childrens names

Confirm who is responsible for which children

Check the Childrens performance licence

Ensure you have emergency home contacts for each child

Where relevant, ensure you have details of each child’s medical problems and/or medication

Are you familiar with the safeguarding policies?

Do you know who the designated safeguarding lead is?

Who and where is the first-aider, nurse or medic?

Have there been any injuries/illnesses you need to be aware of?

What is the schedule for rehearsals and performances – does it comply with the restrictions in relation to all performances (e.g. maximum amount of time to be spent at venue)?

Are you using your daily record sheet to help monitor and record the child(rens) activities throughout the day?

## **Signing In and Out**

Is there a sign in/out sheet at the stage door or with the location manager?

Who is responsible for this?

## **Performance on stage / on location**

Does each child have a licence, and have you seen it? If you have asked several times and it has never been produced, they may not have one!

Are there any restrictions/conditions on the licence?

What time is each child expected to finish?

What is each child doing?

Do children need any special equipment during the performance?

Have they been shown how to use it?

Is there a risk assessment and have you seen it?

Do you feel unsure about the role/activity the child is doing?

## **Activities off stage/on location**

Has the child got schoolwork to do/or a tutor session to attend?

Is the room where learning is to take place conducive to learning?

Have they brought some books, games etc to keep themselves occupied during breaks?

## **Changing rooms / dressing rooms / other rooms, e.g., trailers or green rooms**

Are they clean?

Are they safe?

Are boys and girls over five using different rooms? (Alternatively, what arrangements are there?)

What arrangements are in place for Transgender children?

Is it too hot or too cold?

Is there enough room?

Is it used by adults at the same time as children?

Are there freestanding heaters, fans, cables etc that may be a trip hazard?

Is clothing suitable to the climate in which the child is performing?

If filming in inclement weather, are there sufficient towels, warm clothing, change of clothes etc?

What are the arrangements for moving around the venue/location?

Are the hallways, landings and stairs free from obstructions and safe? If not, what can be done to make them safe, such as moving items, changing routes etc?

## **Toilets / Showers**

Are toilets/showers clean?

Are they separate to adults, where possible?

Are they used by adults at the same time?

If so, what arrangements are in place?

Do you have a chaperone escort to and from the toilets/showers?

## **Food and Drinks**

Is food and drink provided?

What do you do if a child who usually brings their own forgets?

Are food and drinks stored in a clean area?

Is cutlery and crockery clean?

Do the children have any food allergies?

## **Medical needs**

Do the children have any allergies?

Do the children need any special treatment (e.g. auto-injection) and can you administer it?

Where is the treatment kept?

## **Travel to and from venue / location**

Do you know when parents are collecting their child?

Do you have the name of the person collecting the child?

Has the named person shown up to collect the child?

Do you have the name/telephone number of the transport provider?

Are you expected to go with the child?

Do you have the emergency contact numbers?

## **List here action taken to resolve any difficulties or concerns**

# **Appendix 2 - Restrictions in relation to all performances** (separate version available)

Please see [The Children (Performances and Activities) (England) Regulations 2014](https://www.legislation.gov.uk/uksi/2014/3309/contents/made) for full details

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic** | **Age 0 to 4** | **Age 5 to 8** | **Age 9 and over** |
| **Maximum number of hours at place of performance or rehearsal** ([Reg.22](https://www.legislation.gov.uk/uksi/2014/3309/regulation/22/made)) | **5 hours** | **8 hours** | **9.5 hours** |
| **Earliest and latest permitted times at place of performance or rehearsal** ([Reg.21](https://www.legislation.gov.uk/uksi/2014/3309/regulation/21/made)) | **7am to 10pm** | **7am to 11pm** | **7am to 11pm** |
| **Maximum period of continuous performance or rehearsal** ([Reg.22](https://www.legislation.gov.uk/uksi/2014/3309/regulation/22/made)) | **30 minutes** | **2.5 hours** | **2.5 hours** |
| **\* Maximum total hours of performance or rehearsal** ([Reg.22](https://www.legislation.gov.uk/uksi/2014/3309/regulation/22/made)) | **2 hours** | **3 hours** | **5 hours** |
| **Minimum intervals for meals and rest** ([Reg.23](https://www.legislation.gov.uk/uksi/2014/3309/regulation/23/made)) | **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, 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** ([Reg.13](https://www.legislation.gov.uk/uksi/2014/3309/regulation/13/made)) | **N/A** | **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.** |
| **Minimum break between performances** ([Reg. 23](https://www.legislation.gov.uk/uksi/2014/3309/regulation/23/made)) | **1 hour 30 minutes** | **1 hour 30 minutes** | **1 hour 30 minutes** |
| **Maximum consecutive days to take part in performance or rehearsal** ([Reg.26](https://www.legislation.gov.uk/uksi/2014/3309/regulation/26/made)) | **6 days** | **6 days** | **6 days** |

\* **Maximum total hours of performance or rehearsal** ([Reg.22](https://www.legislation.gov.uk/uksi/2014/3309/regulation/22/made)) - It is important to note that these are the maximum hours permitted by the legislation; it is not intended that they be the default working pattern for all children.

**Note:** [Reg.5](https://www.legislation.gov.uk/uksi/2014/3309/regulation/5/made) and [Reg.29](https://www.legislation.gov.uk/uksi/2014/3309/regulation/29/made) allows the licensing authority and the chaperone to further restrict these permitted hours and require additional breaks etc. if this would be in the best interests of the individual child.

**Note:** Chaperone discretion. A chaperone may allow a child to perform for a period not exceeding one hour immediately following the latest time specified in [regulation 21](https://www.legislation.gov.uk/uksi/2014/3309/regulation/21/made) subject to a number of provisions (see [Reg. 29](https://www.legislation.gov.uk/uksi/2014/3309/regulation/29/made)). This discretion can only be applied after the latest permitted hour i.e. after 10pm for children aged under 5 years and after 11pm for children aged 5 years and over.

# **Appendix 3 – Daily Record Sheet** (separate version available)

## **Production details**

**Production:**

**Production company:**

**Contact name/telephone number:**

**Performance location:**

**Date of Performance:**

## **Chaperone and Local Authority details**

**Chaperone name:**

**Chaperone licencing authority:**

**Location local authority:**

**All children’s licencing authorities:**

## **Child details**

### **Child 1**

Name:

Licence Number:

Licence Authority:

### **Child 2**

Name:

Licence Number:

Licence Authority:

### **Child 3**

Name:

Licence Number:

Licence Authority:

### **Child 4**

Name:

Licence Number:

Licence Authority:

### **Child 5**

Name:

Licence Number:

Licence Authority:

### **Child 6**

Name:

Licence Number:

Licence Authority:

## **Abbreviations**

Use these activity abbreviations to help you complete the time sheet:

**D**: Departure

**O**: Other (make up, Costume, etc)

**P**: Performance time on set/stage (inc rehearsal / line up etc)

**R**: Rest

**T**: Tutoring

**S**: Stand By

**H**: Home

**PU**: Pick up

**A**: Arrive

**M**: Meal

**W**: Wrap

## **Timetable**

Complete this timetable to show what each child is doing when:

| Time | Child 1 activity | Child 2 activity | Child 3 activity | Child 4 activity | Child 5 activity | Child 6 activity |
| --- | --- | --- | --- | --- | --- | --- |
| **07:00 – 07:15** |  |  |  |  |  |  |
| 07.15 – 07:30 |  |  |  |  |  |  |
| 07.30 – 07:45 |  |  |  |  |  |  |
| 07.45 – 08:00 |  |  |  |  |  |  |
| **08:00 – 08:15** |  |  |  |  |  |  |
| 08.15 – 08:30 |  |  |  |  |  |  |
| 08.30 – 08:45 |  |  |  |  |  |  |
| 08.45 – 09:00 |  |  |  |  |  |  |
| **09:00 – 09:15** |  |  |  |  |  |  |
| 09.15 – 09:30 |  |  |  |  |  |  |
| 09.30 – 09:45 |  |  |  |  |  |  |
| 09.45 – 09:00 |  |  |  |  |  |  |
| **10:00 – 10:15** |  |  |  |  |  |  |
| 10:15 – 10:30 |  |  |  |  |  |  |
| 10.30 – 10:45 |  |  |  |  |  |  |
| 10.45 – 11:00 |  |  |  |  |  |  |
| **11:00 – 11:15** |  |  |  |  |  |  |
| 11.15 – 11:30 |  |  |  |  |  |  |
| 11.30 – 11:45 |  |  |  |  |  |  |
| 11.45 – 12:00 |  |  |  |  |  |  |
| **12:00 – 12:15** |  |  |  |  |  |  |
| 12:15 – 12:30 |  |  |  |  |  |  |
| 12.30 – 12:45 |  |  |  |  |  |  |
| 12.45 – 13:00 |  |  |  |  |  |  |
| **13:00 – 13:15** |  |  |  |  |  |  |
| 13.15 – 13:30 |  |  |  |  |  |  |
| 13.30 – 13:45 |  |  |  |  |  |  |
| 13.45 – 13:00 |  |  |  |  |  |  |
| **14:00 – 14:15** |  |  |  |  |  |  |
| 14.15 – 14:30 |  |  |  |  |  |  |
| 14.30 – 14:45 |  |  |  |  |  |  |
| 14.45 – 15:00 |  |  |  |  |  |  |
| **15:00 – 15:15** |  |  |  |  |  |  |
| 15.15 – 15:30 |  |  |  |  |  |  |
| 15.30 – 15:45 |  |  |  |  |  |  |
| 15.45 – 16:00 |  |  |  |  |  |  |
| **16:00 – 16:15** |  |  |  |  |  |  |
| 16.15 – 16:30 |  |  |  |  |  |  |
| 16.30 – 16:45 |  |  |  |  |  |  |
| 16.45 – 17:00 |  |  |  |  |  |  |
| **17:00 – 17:15** |  |  |  |  |  |  |
| 17.15 – 17:30 |  |  |  |  |  |  |
| 17.30 – 17:45 |  |  |  |  |  |  |
| 17.45 – 18:00 |  |  |  |  |  |  |
| **18:00 – 18:15** |  |  |  |  |  |  |
| 18.15 – 18:30 |  |  |  |  |  |  |
| 18.30 – 18:45 |  |  |  |  |  |  |
| 18.45 – 19:00 |  |  |  |  |  |  |
| **19:00 – 19:15** |  |  |  |  |  |  |
| 19.15 – 19:30 |  |  |  |  |  |  |
| 19.30 – 19:45 |  |  |  |  |  |  |
| 19.45 – 20:00 |  |  |  |  |  |  |
| **20:00 – 20:15** |  |  |  |  |  |  |
| 20.15 – 20:30 |  |  |  |  |  |  |
| 20.30 – 20:45 |  |  |  |  |  |  |
| 20.45 – 21:00 |  |  |  |  |  |  |
| **21:00 – 21:15** |  |  |  |  |  |  |
| 21.15 – 21:30 |  |  |  |  |  |  |
| 21.30 – 21:45 |  |  |  |  |  |  |
| 21.45 – 22:00 |  |  |  |  |  |  |
| **22:00 – 22:15** |  |  |  |  |  |  |
| 22.15 – 22:30 |  |  |  |  |  |  |
| 22.30 – 22:45 |  |  |  |  |  |  |
| 22.45 – 23:00 |  |  |  |  |  |  |
| **23:00 – 23:15** |  |  |  |  |  |  |
| 23.15 – 23:30 |  |  |  |  |  |  |
| 23.30 – 23:45 |  |  |  |  |  |  |
| 23.45 – 00:00 |  |  |  |  |  |  |
| **00:00 – 00:15** |  |  |  |  |  |  |
| 00.15 – 00:30 |  |  |  |  |  |  |
| 00.30 – 00:45 |  |  |  |  |  |  |
| 00.45 – 01:00 |  |  |  |  |  |  |
| **01:00 – 01:15** |  |  |  |  |  |  |
| 01.15 – 01:30 |  |  |  |  |  |  |
| 01.30 – 01:45 |  |  |  |  |  |  |
| 01.45 – 02:00 |  |  |  |  |  |  |
| **02:00 – 02:15** |  |  |  |  |  |  |
| 02.15 – 02:30 |  |  |  |  |  |  |
| 02.30 – 02:45 |  |  |  |  |  |  |
| 02.45 – 03:00 |  |  |  |  |  |  |
| **03:00 – 03:15** |  |  |  |  |  |  |
| 03.15 – 03:30 |  |  |  |  |  |  |
| 03.30 – 03:45 |  |  |  |  |  |  |
| 03.45 – 04:00 |  |  |  |  |  |  |
| **04:00 – 04:15** |  |  |  |  |  |  |
| 04.15 – 04:30 |  |  |  |  |  |  |
| 04.30 – 04:45 |  |  |  |  |  |  |
| 04.45 – 05:00 |  |  |  |  |  |  |
| **05:00 – 05:15** |  |  |  |  |  |  |
| 05.15 – 05:30 |  |  |  |  |  |  |
| 05.30 – 05:45 |  |  |  |  |  |  |
| 05.45 – 06:00 |  |  |  |  |  |  |
| **06:00 – 06:15** |  |  |  |  |  |  |
| 06.15 – 06:30 |  |  |  |  |  |  |
| 06.30 – 06:45 |  |  |  |  |  |  |
| 06.45 – 07:00 |  |  |  |  |  |  |

This Record Sheet relates to the information the Licence Holder, Chaperone or Tutor is required to keep by law for each child performing.

It is a requirement under the Regulations that these records be kept and made available, together with each child’s Licence, at every place of performance where a child is present for inspection by an officer of the Local Authority in whose area the performance takes place.

Upon completion of the production the Record Sheet/s should be stored at the Licence Applicant’s main company address for a period of not less than 6 months

* [The Children (Performances and Activities) (England) Regulations 2014 - Regulation 11](https://www.legislation.gov.uk/uksi/2014/3309/regulation/11/made)
* [The Children (Performances and Activities) (England) Regulations 2014 - Schedule 3, Part 1](https://www.legislation.gov.uk/uksi/2014/3309/schedule/3/part/1/made)
* [The Children (Performances and Activities) (England) Regulations 2014 - Schedule 3, Part 2](https://www.legislation.gov.uk/uksi/2014/3309/schedule/3/part/2/made)

# **Appendix 4 – Incident Report Form Template** (separate version available)

Please read the **Chaperones reporting and recording safeguarding concerns** section of the **Chaperone Support Pack**.

You organisation should have procedures in place as part of their child protection and safeguarding polices that dictate how written reports should be made and most will likely have a specific form that needs to be completed. However, if needed we have provided this Incident Report Form Template to make a record of the safeguarding concern.

This form can be used for recording concerns referred to your **Designated Safeguarding Officer** or the [**Children’s Advice and Duty Desk (CADS)**](https://www.norfolklscb.org/people-working-with-children/how-to-raise-a-concern/local-authority-designated-officer-lado/). This form must be completed as soon as possible (and within 24 hours) after any incident raising child safeguarding concerns. A copy of this form should also be given to the production’s designated safeguarding officer (where there is one).

**IF YOU THINK THAT A CHILD OR YOUNG PERSON IS AT RISK OF SERIOUS HARM CALL 0344 800 8021 or 999 if risk is immediate.**

# **About You**

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

**Role**: **Tel No**:

**Email**:

## **About the production**

**Name of Organisation**:

**Name of Production / Activity**:

**Date of Incident**:

**Time of Incident**:

**Location of Incident**:

**Date contacted Safeguarding Officer / CADS**:

## **About the child**

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

**Date of Birth / Age**: **Gender**:

**Address**:

**Performance Licencing Authority(ies)**:

## **Nature of the Incident / Concern**

Include as much detail as you can about what you saw or heard. Ensure that it is factual and record the actual words used rather than your interpretation of what was said. Information should also include information about any adults involved, their role on the production and who they work for.

## **Actions already taken**

Include whether or not you have spoken to the child’s parent/carer or anyone connected to the production and any actions they took in response.

## **Contacting CADS**

Follow the productions **safeguarding policies**. You will need to report the disclosure to the **Designated safeguarding officer** (the person on the production responsible for child safeguarding), who may also be able to offer you some support. If there is no person responsible for child safeguarding, you can seek advice directly from Norfolk’s [**Children’s Advice and Duty Desk (CADS)**](https://www.norfolklscb.org/people-working-with-children/how-to-raise-a-concern/local-authority-designated-officer-lado/).

**Only complete this section if you have contacted Norfolk’s** [**Children’s Advice and Duty Desk (CADS)**](https://www.norfolklscb.org/people-working-with-children/how-to-raise-a-concern/local-authority-designated-officer-lado/) **directly.**

Consent: The person with parental responsibility must consent to information being shared and be informed that a referral is being made unless this increases the risk of harm to anybody or is likely to undermine a criminal investigation.

**Does the person with parental responsibility give their consent for you to speak to CADS?** Yes  / No

* **If ‘No’ please explain why**:

* **If ‘Yes’, does the person with parental responsibility consent to others (including professionals and members of the family’s network) being contacted to obtain further information?** Yes  / No

**Does the child/children know about you contacting CADS? If so what do they think about it?**

## **Date & Signature**

**Signature** (typed signature acceptable):

**Date and time of completion**: