

LONDON BOROUGH OF WALTHAM FOREST

EDUCATION WELFARE SERVICE

DUTIES OF A CHAPERONE RELATED TO THE EMPLOYMENT OF CHILDREN IN ENTERTAINMENT

Introduction

1. A Chaperone is a person licensed by the local authority in which he/she lives, in order to look after children who are working in entertainment.
2. Before granting the Licence, the authority must satisfy itself that the applicant is suitable for this task. Our authority does so first by taking references, including one from a GP and by arranging a police check.
3. The next stage is that the applicant is invited for an interview in order to ascertain suitability and that he/she has a full knowledge of the expectations and duties involved.
4. This information sheet is provided before the interview to help you to ensure you are aware of these.
5. If a licence is granted, a police check and GP reference would be reviewed every five years.

The Law

6. The law in this area is "The Children and Young Persons Act 1963, The Children (Performances) Regulations 2014, The Children (Performances) (Miscellaneous Amendments) Regulations 1998".

Duties

7. A Chaperone is expected to ensure that children working in entertainment, work only the hours and at the times allowed by law, appropriate to their age.
8. Full details of these are set out in the Appendices attached.
9. A Chaperone must know the age of each child for which he/she is responsible, and, by checking the details on the appropriate Appendix, ensure that all aspects of the Regulations are complied with for each child.
10. A Chaperone is expected to be in charge of, and responsible for, a child at all times. This means from the time the child is collected from the parent or guardian until the time the child is returned to the parent/guardian's care.
11. A Chaperone must not be in charge of more than 12 children at any one time.
12. A Chaperone must ensure that appropriate rest and meal breaks are provided dependent on the age of the child (see Appendices).

13. A Chaperone is responsible for the moral welfare of the child. If a child is asked to perform in the nude or asked to undress during a performance, a Chaperone must, without fail the same day, ensure firstly, that this is refused. Secondly, that the parent is informed, and thirdly, that the Education Welfare Service in the local authority which licenses the child to perform (i.e. where the child lives) is informed.*
14. He/She must ensure the child is prevented from stress.
15. He/She must ensure that appropriate action is taken if the child becomes ill, for example, dependent on the circumstances, calling a doctor, arranging an ambulance, arranging for the child to return home with proper escort.
16. If a child appears with heavy bruises or discloses to the Chaperone or any other person alleged physical or sexual abuse - by parents or any other person, the Chaperone must without fail, the same day, inform the Education Welfare Service of the authority in which the child lives. The matter will then be taken forward with the Social Services Department.*

Children on Tour

17. It is the special responsibility of the Chaperone to see that the lodgings provided are comfortable, adequate and clean for children on tour.
18. The Chaperone must ensure that travelling is at appropriate times of the day. No child should normally have more than 3 hours journey per day.
19. The Chaperone must sleep in the same house as the children, near to their rooms.
20. The Chaperone must see that meals are appropriate and regular and that children have the opportunity for recreation and exercise.
21. The Chaperone must ensure that if a child is unwell, a doctor is called, and the parent/guardian informed; and that if a child is returned home, proper escort is provided.

Non Compliance with the Regulations

22. Should a Chaperone find that an Entertainment Company is not complying with the Regulations (see Appendices), he/she must inform the Education Welfare Service of the local authority in which the child lives immediately.*
23. The local authority will arrange to have officers discuss the matter with the Company and if the breach persists court action may be taken.*
24. Local authorities also carry out unannounced 'spot checks' for themselves to visit the place of entertainment.
25. Should, during these, the Entertainment Company be found to be not complying with the Regulations, the procedure set out in No. 23 above will apply.
26. The Chaperone is also likely to have his/her Licence withdrawn for not having checked compliance with the regulations and reporting the breach.

* The Chaperone may contact the Education Welfare Service, London Borough of Waltham Forest for guidance if required.

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** On occasion, for example travelling abroad, more than 3 hours travel may be necessary. In these circumstances, the chaperone should ensure that the child(ren) is given appropriate rest and meal periods and does not become overtired by the journey.