

# City of London Chaperone Approval Policy v2

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## REVISION HISTORY

Version	Revision Date	Status	Summary of Changes
V1	December 2019	FINAL	This is a new policy, written in line with national guidelines and local priorities
V2	January 2026	FINAL	Minor text updates

## DISTRIBUTION

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Children's Service Management Team (CSMT)	People Service	
Websites	FYI Directory and Main website	

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## 1) Introduction

This policy does not reproduce the legislation, but it provides supplementary information on the process for approving, suspending or revoking chaperone licences within the City of London Corporation (City). The City will only grant chaperone licences to individuals who live within the boundary of the City.

The role of a chaperone is to safeguard, support and promote the wellbeing of children under their care. They are the key people that will act as a barrier to prevent neglect or abuse.

Chaperones are required for licensed and other approved events unless the child is under the care of their parent or the teacher who ordinarily provides the child's education. Chaperones must report concerns about the safety or welfare of the child and to interject in cases of immediate harm.

## 2) Chaperone Approval Process

In considering if a person is suitable and competent to undertake the role of a chaperone, the City will require the applicant to;

- complete an application form;
- undertake a Disclosure and Barring Service (DBS) check and register on the update service;
- attend a meeting with an Education and Early Years Service officer;
- attend relevant child protection and safeguarding training for chaperones;
- agree that additional checks can be carried with other City teams including the safeguarding partnership and the Children Social Care and Early Help team to determine suitability; and finally;
- provide names of two references who can supply a character reference. The referees should not be related to the applicant and should have known them for at least a year. At least one of these should know you in a professional capacity, preferably your current or most recent employer. Where there are delays in a reference being completed, the applicant may need to supply additional referees.

Chaperone approvals are only for one year. Applicants who fail to renew their yearly update service will need to complete a new DBS check. During this time, their licence will be suspended, and the City is not responsible for any loss of earning whilst this is processed.

## 3) Criminal record

The City will consider an individual's criminal record and other information gained by enquiry when deciding if a person is suitable to be approved or remain a chaperone. Any person seeking to be approved as a chaperone is required to declare convictions, cautions and ongoing Police or Court bail matters when they apply for an approval. Where these arise during the course of an approval, they need to declare to the City within seven days after they occur.

**The City will review the alleged contravening offence or conviction and where appropriate will reject, suspend or revoke a chaperone's approval.**

**The City may suspend or revoked a chaperone's approval should the City become aware of any undeclared criminal conviction or on-going Police investigation.**

Where a chaperone has had their approval suspended, they are unable to work as a chaperone within the United Kingdom or abroad. If a chaperone does work whilst suspended, the City will revoke their licence immediately and they will not be allowed to reapply for a period of up to 12 months depending on circumstances. The chaperone will be informed in writing how long the suspension will be in force for and that they must not work as a chaperone whilst suspended. If a second offence occurs whilst they are suspended their licence will be revoked indefinitely.

When considering an individual's application, the City will consider each case on its merits. The City will take a particularly cautious view of any offence and or information involving violence against children or adults, sexual related matters against children or adults, substance misuse offences or inappropriate behaviour in relation to young people or health issues that could cause concern in respect of the role of the chaperone.

The City will interview the applicant where information is received from the enhanced DBS certificate citing criminal activity. Where an applicant has failed to declare a criminal offence, but it is revealed on their enhanced DBS check, then the applicant will be re-interviewed by the City to consider if their licence will be approved or revoked.

When considering information on an application and or the DBS check, the City will consider the nature and seriousness of the offence and for less serious offences, the length of time since the offence occurred.

**Where an application is withdrawn or not approved, there is no refund of any charges paid to the City.**

#### **4) First meeting / interview**

The applicant will attend a meeting with a City officer. Before the first meeting/interview, the applicant is expected to have read and be able to demonstrate an adequate knowledge of the roles and responsibilities of a chaperone and the legislation governing child performance licences and an understanding of safeguarding issues. Information about the role of a chaperone is shown below.

During the interview with the City, the applicant will be asked questions about their role and responsibilities. Possible interview questions are listed at the end of this document.

#### **5) Training**

Applicants are required to attend specific chaperone and child protection training courses within three months of their approval. Applicants are welcome to attend training whilst their approval is being processed. Chaperone training can be accessed via Camden Local Authority.

Failure to attend the training will result in approval being suspended until confirmation is received of training completion. **The chaperone must not undertake chaperone work during this time and the City is not responsible for any associated loss of earnings.**

If a new chaperone cannot attend training within their first three months but can attend another approved training, we will accept the certificate of attendance from the approved training agencies, as long as the City is able to quality assure the training provided. The City would need to see a copy of all training materials in advance of the training and speak with the organisation providing the training before this is agreed. Any costs incurred with attending the training will be paid for by the chaperone and not the City.

## 6) Renewal of licences

Chaperone approval is valid for one year and applicants must re-apply every year. Responsibility for renewal rests with the individual chaperone.

The renewal process is not the same as the initial application process and has fewer steps. The process comprises of:

- completion of an application form;
- applicant permission for the City to carry out a DBS check on the update service; and
- checks made with other City teams including the safeguarding partnership and the Children's Social Care and Early Help team to determine suitability.

## 7) Late or incomplete applications

If an application is late or incomplete, or there are concerns from the local authority, there may be insufficient time to process the DBS and or approval before the existing licence expires and there may be a period of time when the chaperone is unable to work.

**The chaperone must not undertake voluntary or paid chaperone work during this time and the City is not responsible for any associated loss of earnings.**

Chaperones without an approval or a valid enhanced DBS will have their approval suspended until the conditions for chaperone approval are fully met. All applications must be made on the appropriate application form and this must be fully completed.

The City will carry out checks within the organisation to ensure that there is no reason why a chaperone approval should not be renewed. The City will seek consent from chaperones to do these checks three months before their licence expires. Failure to give consent will delay the renewal of the chaperone licence.

Applicants should allow at least up to three months for an approval and their enhanced DBS check to be processed. The City has no control over the time it may take for an enhanced DBS certificate to be issued.

## 8) Lapsed approvals

Where an approval has lapsed by the person, the City will only consider reissue if it is made within three months of the expiry date. Requests after this time will be processed as a new application and will need to go through the new application process again.

**The chaperone must not undertake voluntary or paid chaperone work during this time and the City is not responsible for any associated loss of earnings.**

## 9) Applicants who no longer live in the City

Where an applicant moves, they are expected to seek approval from the local authority where they have moved to. This should be sought as soon as possible. The City will continue to approve the person for three months following a move to another local authority to enable chaperones to seek a new approval and not to miss work.

The City will revoke a chaperone approval with immediate effect in instances where the chaperone has not sought a new approval within the three months from their new borough. Copies of their application, references and any checks undertaken by the City will be shared with the new borough with the applicant's permission.

## **10) Applicants who have moved into the City**

Applicants are expected to seek approval from the City within three months of moving into the area. The City will seek information from the previous local authority. The City may consider exempting the new applicant from training if they have already attended appropriate training for their previous registration.

The City will review a chaperone licence in instances where it becomes clear that a chaperone has been living in the City, has not applied for approval from the City and continues to work under their previous approval.

## **11) Concerns about a chaperone**

The City will investigate concerns by any individual against the applicant. During any investigation, the City may decide to suspend the chaperone's approval whilst any investigation is undertaken. Chaperones are required to attend any meetings to discuss the concerns. A chaperone will be able to bring a friend / supporter to the meeting as long as they have given prior indication. It is not appropriate to bring along a legal representative. Where it is felt that an approval will be revoked, the applicant will be invited to a formal meeting to explain why the City has taken this action.

Where it is felt that an approval should be suspended whilst the chaperone attends further training / re-training the chaperone will be invited to a meeting to explain the associated deadlines.

**During the period of suspension, the chaperone must not undertake voluntary or paid chaperone work during this time and the City is not responsible for any associated loss of earnings.**

## **12) Fees for chaperones**

First initial enhanced DBS check: Free. The City will accept an enhanced DBS check certificate from a current employer if the applicant is on the update service.

Training is free – however a charge of £30 will be made if an applicant registers for training but does not attend without giving two days' notice. The chaperone's licence will remain suspended until the payment is made.

### **Legislation**

[Children and Young Persons Act 1933](#)

[Children and Young Persons Act 1963](#)

[Children \(Performances and Activities \[England\] regulations 2014\).](#)

### **Guidance for chaperones**

[NNCEE guidance](#) for chaperones and sector led guidance

DfE Child performance and activities: [licensing legislation](#)

## Appendix 1 - Chaperone Checklist

Name of Production	
Main Contact	
1) Changing rooms / dressing rooms / other rooms e.g. trailers or green rooms	
<ul style="list-style-type: none"> <li>• Are they clean?</li> <li>• Are they safe?</li> <li>• Are boys and girls using the same room? (only if under five – if over five then what arrangements are there?)</li> <li>• Is it too hot or too cold?</li> <li>• Is there enough room?</li> <li>• Is it used by adults at the same time as children?</li> <li>• Are there free-standing heaters / fans / cables etc. that may be a trip hazard?</li> <li>• Is clothing suitable to the climate the child is performing in?</li> <li>• If filming in inclement weather are there sufficient towels, warm clothing, change of clothes etc.?</li> <li>• What are the arrangements for moving around venue / location?</li> </ul>	
2) Toilets / Showers	
<ul style="list-style-type: none"> <li>• Are they clean?</li> <li>• Are they separate to adults (where possible)?</li> <li>• Are they used by adults at the same time?</li> <li>• If so, what arrangements are in place?</li> <li>• Do you have a Chaperone escort to and from?</li> </ul>	
3) Sign in / sign out	
<ul style="list-style-type: none"> <li>• Is there a sign in / out sheet at the stage door / with location manager?</li> <li>• Who is responsible for this?</li> <li>• Are children allowed to go out / off set on their own – who agreed this and is there a signed permission slip?</li> </ul>	
4) Around the venue	
<ul style="list-style-type: none"> <li>• Are the hallways, landings and stairs free from obstructions and safe?</li> <li>• If not, what can be done? (move items, change the route etc)</li> <li>• Do you need to remind the children of any hazards?</li> <li>• Who and where is the first aider / nurse / medic?</li> <li>• Where is the first aid box located?</li> <li>• Have there been any injuries / illnesses you need to be aware of?</li> <li>• Where are the children's emergency contact numbers held?</li> <li>• Where is the nearest fire exit to where the children are?</li> <li>• Where is the fire assembly area?</li> </ul>	

## Appendix 2 - Possible interview questions for chaperones

The following questions are an aid for the interviewer, to assess the applicant's suitability to act as a chaperone. They are not an exhausted list and you do not need to ask them all. You may want to ask a few questions to get an understanding of their suitability.

Name of applicant:

Date:

Interviewed by:

1. Can you tell me about your experience of looking after children, or spending time with them (professional or otherwise)?
2. What do you believe a Chaperone's responsibilities to be?
3. As a chaperone to whom do you owe your primary responsibility?
4. Can you tell us how you would resolve a situation in the changing room if a group of boys/girls started to become very playful by throwing things about?
5. What steps would you take to deal with a child who became ill in the changing room?
6. If you saw a child with heavy bruising, would you do about it?
7. What would you do if a young child made sexual comments, showing sexualised behaviour or told you that someone had been touching them inappropriately?
8. What would you do if it became apparent that an adult actor and or member of theatre staff were singling out an individual child for preferential treatment?
9. If you thought that a child in your care was too tired whilst performing, what would you do?
10. If the producer expected a child in your care to act in a role that you thought was unsuitable, due to excessive violence or sexual content, what would you do?
11. Do you speak any other languages?
12. Do you have any first aid experience?