

Further Information

For information about performance licences please see the leaflet:
Children in Entertainment – Performance Licences

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Children in Entertainment

Duties of a Chaperone

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Introduction

Every child, from birth until their official school leaving date, is subject to the Children (Performances) Regulations 1968. This means that if they are involved in a theatrical production, filming or modelling they must be accompanied by a registered Chaperone at all times.

The regulations are designed to protect the children and to prevent them being exploited. To be effective, chaperones must familiarise themselves with these regulations, especially where they have specific relevance to their role.

This leaflet gives a brief outline of the general duties of a Chaperone.

What a Chaperone Does

According to these regulations, children who take part in performances must be supervised by a responsible adult, known as a chaperone. A chaperone acts *in loco parentis* (in place of a parent) and should exercise the care which a good parent would be expected to give those children.

Chaperones primary duty is to ensure the health, safety and education of all children in their care, whilst ensuring no child is discriminated against. Chaperones have the authority and should have the confidence to withdraw a child from a performance if they have good reason to do so.

Chaperones are in a position of trust regarding the children in their care, and as such abuse of a position of trust in respect of young persons under the age of 18 is considered an offence under the Sexual Offences Act 2003.

The Chaperone must:

- Have a Staffordshire DBS clearance before undertaking duties
- Be aware of the Staffordshire Safeguarding Children Board Procedures. These are available at www.staffsscb.org.uk. Safeguarding briefing sessions will be available for all chaperones from Staffordshire Safeguarding Team
- Inform Staffordshire First Response Team – 0800 1313126 of any child protection concerns or Declan Heath, Administration Officer – Children in Entertainment: 01785 278927 of any licence or performance concerns
- Emergency contact details of the children are held at the place of performance by the production company and are accessible if requested
- Record any injury in the accident book and ensure that parents and the local authority are informed at the earliest opportunity
- Familiarise themselves with first aid and emergency procedures at the place of performance. Prior to each performance check that escape routes, from whatever rooms the children are using, are clear
- Ensure that suitable travel arrangements are in place for the children in their care and that the person previously agreed collects each child
- Ensure that the children leave the theatre after each performance no later than 10pm (4 years and under) and 11pm from age 5 and over).
- Remain with the children at all times. It is only when the children are on stage or performing that chaperones are not required to be by their side
- Look after no more than 12 children. In some cases, depending on age, the nature of the work etc. the ratio should be less and the chaperone would look after fewer children
- Co-operate with officers of the Local Authority who may enter premises where a performance is taking place to ensure that children performing are properly supervised and cared for and that correct records are being kept.