



APPLICATION FOR CHAPERONE (MATRON) APPROVAL THE CHILDREN (PERFORMANCES & ACTIVITIES) (ENGLAND) REGULATIONS 2014

Please find enclosed all the relevant documents and information needed to assist you to apply to Milton Keynes Council for an approval under the above regulations to chaperone children in the performance industry. You will need to submit a completed application form with all the relevant documents outlined below. This will enable us to conduct all the relevant checks needed to be able to grant and issue an approval in accordance with the legislative requirements. Please note that we cannot approve anyone under the age of 18.

A completed application will include the following:

1. Completed application form (CH1 – included below)
2. A Passport Photograph
3. An Enhanced Disclosure and Barring Service (DBS) certificate
4. An NSPCC Chaperone Training Course Certificate
5. Two references (CH2 – included below)
6. Photographic proof of your identification and right to work.
7. Appropriate documentation from a list provided by the Council to confirm identity and address dated within the last three months (Proof of address documents Table 2b)

This document will help guide you about obtaining these.

1. **Application Form (CH1)**

This is included with this pack and is self-explanatory. You should complete this in legible handwriting.

2. **Passport Photograph**

This must be a passport sized photograph of your head and shoulders, taken against a pale or white background. You should not wear any hats, headscarves, sunglasses, tinted glasses or similar accessories. Glasses are only permitted to be worn if you normally wear them. Your photograph will be attached to your licence and it is recommended that photo's should not be submitted to us with faults such as red eye.

3. **Enhanced DBS (criminal record) check**

You must submit to us an original Enhanced DBS certificate issued in the last 3 months in the role or category of a Chaperone (or similar level of check). If you are registered on the DBS update service you must provide us with a copy of the original certificate you registered with.

If you do not have a DBS certificate granted in the last 3 months you can apply for one online via our service provider Personnel Checks at: <https://www.personnelchecks.co.uk/applicant-pay>

Personnel checks are authorised on our behalf but you will need to pay them directly by debit or credit card. Once you have selected and paid for the check that you need (either paid chaperone or volunteer chaperone) you will be sent a secure email link on which to provide your details.

You will need to provide documentation proving your ID and will be required to attend a post office to get them to verify this.

4. An NSPCC Chaperone Training Certificate

You can obtain this by completing an online training course which cost's £25.

Once you have successfully completed the course you will be provided a certificate which you will need to give to us with your application. You can take the course by following this link:

<https://learning.nspcc.org.uk/training/introductory/protecting-children-in-entertainment-a-course-forchaperones-online-course/>

5. Provide two references

You must supply to us two forms (CH2) completed by 2 referees confirming their opinion of your suitability to chaperone children.

6. Proof of your Identification and right to work in the UK

You will be required to provide certain ID to obtain an Enhanced DBS and we will also need to see a copy of these. The most convenient proof of ID and your right to work is a passport.

However, a full list can be found at <https://www.gov.uk/government/publications/right-to-work-checklist>

7. Overseas Certificate of conduct

If you have not resided in the UK for at least the last 5 continuous years you must provide to us an overseas criminal record check for the country or countries you resided in. If you are unsure how to go about this please contact us.

8. Confirmation of address

Appropriate documentation from a list provided by the Council to confirm identity and address dated within the last three months

9. Appointment

Once you have submitted all of the above we may arrange a time for an interview with you as part of our duty to assess your suitability to be an approved chaperone.

Please note the following matters of importance

DBS timescales

Chaperone licences cannot be issued and applicants cannot work as Chaperones until we have granted a complete application. We will not do this until we have verified that a person is suitable and this is largely based on our consideration of the enhanced DBS certificate and wider Council safeguarding check that we carry out with other agencies.

As our online partner is able to apply to the DBS directly via electronic means some DBS certificates can be returned within 24 hours. The DBS however is operated by the Home Office who send requests to the relevant Police force(s) for information about an applicant. This requires the Police force(s) to check various barred lists, addresses and potential aliases and can occasionally take several weeks. Neither the Council nor our online partner are in control of these timescales. It is recommended that you attempt to apply for a licence at least 3 months before it is needed.

Your data

The Council has a wide range of safeguarding obligations when considering and granting Chaperone Licences. Where it is necessary to safeguard the welfare of children and vulnerable adults we will share information with other agencies, for instance the Police or social services. MKC collect and use information about you so that we can provide you with council services. Full details about how we use this data and the rights you have around this can be found at www.milton-keynes.gov.uk/privacy

If you have any data protection queries, please contact the Data Protection Officer at data.protection@milton-keynes.gov.uk



APPLICATION FOR CHAPERONE (MATRON) LICENCE (CH1)

All information given in this application form will be treated in confidence,
other than information relating to criminal offences.
Please complete this form in type or BLOCK CAPITALS.

Surname:	Title	First names:
Address:		Tel:
Email:		
Date of Birth:		Occupation:
Name of Group(s) Associated with: (eg Theatre Group, Drama Group, Operatic Group, Dance School etc)		
National Insurance Number :		
Present Employer		
Personal Qualifications		

Please outline your experience in working with or looking after children, together with your reasons for applying for a chaperone licence (please use further sheets if required).

Additional Information

(a) Have you ever been approved as a Chaperone/Matron? YES NO
If yes, when and by which Authority?

(b) Are/were you a registered child minder or foster carer? YES NO
If yes, when and with which Authority?

(c) Do you hold a first aid training certificate? YES NO
If yes, please provide a copy of certificate.

If you have not undertaken first aid training please note that you may be required to undertake first aid training before this approval is renewed

(d) Have you undertaken Child Protection training in the last three years? YES NO
If yes please provide copy of certificate.

Criminal Record

The Council is required under arrangements introduced for the protection of children to check with the Disclosure and Barring Service (DBS) for the existence and content of any record they hold in respect to you. The work for which you are applying will entail regular contact with children and is exempt from the Rehabilitation of Offenders Act 1974.

You must therefore disclose all convictions, cautions, bind-overs or prosecutions regardless of how old or if they would otherwise be regarded as "spent". If you are unsure please contact us as you could be prosecuted or have an approval revoked for failing to provide the correct information.

Have you been convicted of any criminal offence, cautioned, bound-over or prosecuted? YES / NO
(Delete as appropriate)

If YES, please specify the date of conviction, Court, nature of offence and sentence imposed.

Declaration

I declare that the information given by me above is true and accurate to the best of my knowledge and along with this application I enclose the following documents:

- Enhanced DBS
- NSPCC Chaperone Training Certificate
- 1 Passport Photograph
- 2 references
- A copy of my proof of ID and right to work in the UK
- (If applicable) First Aid Certificate

Signed Date:

For Office Use only

- | | | |
|--|--|-------------------------|
| <input type="checkbox"/> DBS Certificate Issue Date: | <input type="checkbox"/> Convictions: Trace / No Trace | (delete as appropriate) |
| <input type="checkbox"/> NSPCC Certificate | <input type="checkbox"/> Date certificate completed | |



APPROVAL OF CHAPERONE (CH2)

REFERENCE FOR:

REFEREE NAME:

ADDRESS:

How long have you been acquainted with the applicant?

In what context is he/she known to you?

Please give your assessment as to the person's suitability to care for children in entertainment

Have you any further comments that may contribute to a decision about certifying this person as a Chaperone?

Signature:

Status:

Date:



APPROVAL OF CHAPERONE (CH2)

REFERENCE FOR:

REFEREE NAME:

ADDRESS:

How long have you been acquainted with the applicant?

In what context is he/she known to you?

Please give your assessment as to the person's suitability to care for children in entertainment

Have you any further comments that may contribute to a decision about certifying this person as a Chaperone?

Signature:

Status:

Date: