

# Chaperone information sheet

## Why is a Chaperone Licence required?

*A licensing authority must approve a person to be a chaperone to (a) have care and control of the child; and (b) safeguard, support and promote the wellbeing of the child whilst the child is taking part in an activity, performance or rehearsal or whilst the child is living elsewhere than the place the child would otherwise live during the period to which the licence applies.*

The National Network for Children in Employment & Entertainment (NNCEE) together with the Department for Education consider the following to be the minimum requirements when approving a chaperone:

- The licensing authority carries out an Enhanced Disclosure and Barring Service (DBS) check of all individuals applying to be approved as a chaperone.
- The application is supported by two verifiable references from people who are not known solely to the applicant through the organisation for which they wish to become a chaperone.
- The applicant should have a face-to-face discussion with the local authority to assess their suitability and competency for the role but also so that the local authority may explain the expectations of being a local authority approved chaperone.
- The local authority should ensure all applicants have undertaken suitable training.

## Chaperone Process

### Step 1

**If you are a new chaperone or your licence expired more than 3 months ago you are required to complete the NSPCC training. All new Hertfordshire chaperones must complete this.**

Complete the NSPCC chaperone training - <https://learning.nspcc.org.uk/training/protecting-children-entertainment-chaperone-training>

If your licence has not yet expired or expired within 3 months, then we will contact you with regards to what training is necessary.

### Step 2

Complete the Chaperone application form - [Apply for a child's performance licence | Hertfordshire County Council](#)

Choose Professional if you are being paid to chaperone or Volunteer if you are not paid.

To do this, you will require the following.

- A head and shoulder photograph
- A copy of your NSPCC Training - if applicable

- Details of 2 referees from separate sources, known to you for a minimum of 2 years, including their correct email address
- If applicable- a copy of your Enhanced Child Workforce DBS certificate which must be registered on the DBS update service.

### Step 3

When your application is submitted you will receive an automatic message telling you what happens next and a reference number. Please include this reference number in any correspondence

We receive a high level of applications and any errors or omissions in your application will cause a delay in it being processed. Appointments are in high demand, so we ask that you please respond promptly when you are offered one. We understand sometimes appointments cannot always be kept so please let us know if you are unable to attend. If you do not attend your appointment on time and do not let us know we will assume you no longer wish to proceed and cancel your application.

Email: [chaperonedbs@hertfordshire.gov.uk](mailto:chaperonedbs@hertfordshire.gov.uk)

## Frequently asked questions

### What is a DBS certificate?

DBS stands for Disclosure and Barring Service. To become a chaperone an Enhanced level DBS Certificate is required for Child Workforce (Adult and Child Workforce DBS Certificates are not acceptable). A police check is carried out which shows whether you have any criminal convictions and whether they may affect your suitability to look after children. You must declare all names used during your DBS application this includes Forenames, Middle Names or Surnames, these names will appear on your DBS certificate.

### I have a Basic DBS certificate why can't I use it?

A basic DBS certificate has not had the same level of checks as an Enhanced level. As the primary role of a chaperone is to act in the child's best interest it is important that the correct level of checks is carried out. This forms an important part of our Safeguarding Policy.

### What is the DBS Update Service and why must my Certificate be registered on it?

The purpose of registering your DBS certificate on the update service is to keep it current and up to date. If you do not register your Certificate, it only shows the results up to the date of issue. Currently, there is no charge for volunteers to register with the update service. It will save you time and money when you come to renew your chaperone licence. A charge is made for a professional to register their Certificate.

I have completed safe-guarding training with my work. Do I need to complete the NSPCC Protecting Children in Entertainment training?

Yes, we require that all prospective chaperone applicants complete the NSPCC training prior to submitting an application (please note you will need to submit your certificate of attendance

with the application). It covers not only safeguarding issues but also the role and responsibilities of a chaperone and is therefore role specific. If you are an existing chaperone and your licence is continuous, we recommend the training, but it is not compulsory.

How long will my chaperone licence last?

3 years

What is the difference between a Professional Chaperone Licence and a Volunteer Chaperone licence?

A professional chaperone can be paid but a volunteer cannot. It is illegal to be paid if you hold a voluntary DBS Certificate and chaperone licence.

What do I need for my interview?

We will email you to let you know when we have requested references and to offer you an appointment. You will need to provide 3 forms of identification which must be valid and show the same name and address as on the chaperone application form. Further information will be provided regarding the type of acceptable identification in the email.

What happens after my interview?

The DBS certificate will be sent directly to you, and you must let us know when you receive it and register it on the update service. **This is your responsibility.** You have 30 days to register it at: <https://www.gov.uk/dbs-update-service>.

Can my fees be refunded if my chaperone licence does not complete?

Hertfordshire do not charge for a chaperone licence. Fees are paid directly to the DBS service or NSPCC therefore if your licence does not complete for any reason the fees are non-refundable.