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INFORMATION FOR **CHAPERONES**

1. The Children (Performance) Regulations 1968 (as amended) lays down the Regulations for chaperones (who can be male or female).

The following are the most important:

- 1.1. the chaperone shall be in charge of the child at all times, except when the child is in the charge of his parent or tutor.
 - 1.2. the local authority shall not approve a chaperone unless satisfied that she or he can exercise proper care and control of the child(ren), and that she will not be prevented from carrying out her duties as a chaperone by other duties.
 - 1.3. a chaperone shall not be in charge of more than twelve children at any one time.
 - 1.4. a chaperone shall be responsible for the proper care and control of the child, including his health, comfort, kind treatment and moral welfare.
 - 1.5. In the case of the child taking part in a recorded performance (a film, a television-recording, or recorded broadcast) the chaperone may allow a child to perform for another half-an-hour beyond the latest permitted hour or have a meal interval shorter by half-an-hour, if the total number of hours, including the half-hour, does not exceed the maximum number of hours permitted: if the circumstances are outside the control of the licence holder (for example, serious dislocation of film production schedules).
2. A chaperone is expected to exercise the care which a good parent might be reasonably expected to give. Except while they are in the charge of an approved tutor, children must be under the supervision of the chaperone all the time they are at the place of performance.

- 2.1 When at a film studio, the chaperone must keep a record of the times the child is on the set, when he rehearses, and when he performs. She must see he has the right breaks for rest and meals. Children should be provided with nutritional food and not have take-away snacks. Any special diets required for medical reasons, or on moral or religious grounds, must be provided for.
- 2.2 The chaperone acts in loco parentis, and must, for instance, escort the child(ren) from the performance area to the dressing rooms and remain always with them except when they are performing or receiving tuition. The arrangements for the journey from and the return to the home must be satisfactory for the child's safety. The chaperone must safeguard the child's welfare, and not do anything which could jeopardise the child's welfare, or cause them any harm. The child(ren) must be guarded against exposure to possible harm, including abuse or discrimination.
- 2.3 The chaperone must ensure that any children in his or her supervision has suitable opportunities for recreation, and that the child is protected from stress, strain, bad weather and any other conditions likely to harm him.
- 2.4 The chaperone must ensure that they are aware of fire safety, other evacuation and first aid procedures.
- 2.5 The chaperone must be satisfied with the arrangements for the dressing rooms, toilets etc. and know the procedure for the evacuation of the building in case of fire.
- 2.6 If a child is unwell, they must not perform, and arrangements made for them to be escorted home, or medical attention given as necessary.
- 2.7 In the event of any contravention of the licence, or incident affecting the well-being of the child(ren), the chaperone must inform the local authority that issued the licence at the earliest opportunity.
- 2.8 Additionally, the City of London requires that any approved chaperone ensures that no child is discriminated against on grounds of race, gender, age, colour, nationality, ethnic or national origin.

CHILDREN ON TOUR

- 3 If the child is living away from home the chaperone is responsible for him throughout the currency of the licence. This includes seeing that his lodgings are satisfactory and that he is properly occupied in his spare time. In general a chaperone needs to exercise a greater amount of supervision than if the child were living at home during the period of the licence.

- 3.1 The chaperone must see that there are suitable arrangements for meals. Food should normally be provided at the lodgings. The children must be in the constant charge of the chaperone, who must accompany them at all times.
- 3.2 The chaperone must arrange to sleep in the accommodation in which the children sleep near to the rooms occupied by the children.
- 3.3 It is a special responsibility of the chaperone to see that adequate comfortable and clean lodgings are found for the children. These lodgings have to be approved by the local authority in whose area they are, but if for any reason she/he thinks them unsatisfactory, the chaperone should insist on a change of accommodation.
- 3.4 The chaperone must see that, if necessary, there is transport to and from the place of entertainment. No child should normally have more than 3 hour's journey. The children should have plenty of exercise.
- 3.5 A child must not perform when unwell and in the event of the child being too ill to perform, the matron must make arrangements for the child to be sent home under proper escort. In the case of serious illness/accident the child should be sent to hospital and child's parents informed immediately. The Authority who issued the licence should also be informed as soon as possible.

GENERAL

4. The chaperone should be thoroughly familiar with the terms of the licence granted by the local education authority and see that, as far as it lies within her power, the conditions are properly fulfilled. The Chaperone should also familiarise themselves with first aid, and the basics of health and safety legislation.
5. The City of London will not approve a chaperone unless satisfied that she/he can exercise proper care and control of the child(ren), and that she/he will not be prevented from carrying out any duties by other activities. For some chaperones there may be only limited approval as being suitable, for instance, to supervise children of a particular age and /or gender.
 - 5.1 Chaperones are approved for up to one year (ending 31st December) and must apply for renewal at the end of the year. Any approval is granted subject to certain conditions: any breach of these conditions could lead to the Approval being withdrawn.
 - 5.2 When approved, chaperones are required to notify the City of London in writing within seven days of:
 - Any arrest for any offence triable in a Court of Law, or any conviction in such a Court, whether in the United Kingdom or not.

- Any serious or notifiable illness or debility
 - Any change of address or name.
- 5.3 The chaperone should keep the certificate of approval in a safe place, and ensure that they have it with them each day that they are employed as a chaperone, and have it available for inspection, should the need arise.
- 5.4 The City of London does not find employment for chaperones, and will not recommend chaperones to employers.
- 5.5 Chaperones hired for work will be sent copies of the licences (usually via the applicant) and should study the conditions to ensure that the conditions are complied with, including rest periods, arrangements for tuition, meals etc. A timetable should be kept of the various periods during the hours of the licence.

INSPECTION

It is The City of London's practice to undertake regular inspections without prior notice, at places of entertainment within the City; most education authorities have similar policies. Inspections are normally undertaken by the Principal Officer, Children's Education Services. The Officers will make themselves known to the chaperone on arrival, and will have proper identity cards.

Chaperones should under no circumstances hand any child over to, or let the child be examined by, any other person. The only exceptions to this are with the prior approval of the child's parents, or in emergencies, and then under the supervision of a doctor, police officer in uniform, or other suitable persons.

Any further information may be obtained from the, City of London Education and Early Years Service, PO Box 270, Guildhall, London EC2P 2EJ. Tel 020 7332 1002.
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