



City of
Doncaster
Council

Information for Chaperones



Children and Young Person's Act 1963, S37, The Children (Performances) Regulations 2014
Children (Protection at Work) Regulations 1998

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Introduction

This guidance is in accordance with The Children (Performance and Activities) Regulations 2014, The Children and Young Persons Act 1963, and The Children (Protection at Work) Regulations 1998 which lay down the Regulations for Matrons (or Chaperones as they are commonly known), along with guidance from the NNCEE - National Network for Children in Employment & Entertainment.

To be approved as a Chaperone you need to apply to the Local Authority in whose area you normally live.

All applicants are required to complete a Chaperone Application Form and to declare any convictions they may have. Applicants will also be required to undertake an Enhanced Disclosure Barring Service (DBS) clearance – this will be completed by Doncaster Council as part of the application process.

The Chaperone, hereinafter also referred to as “they” for the purpose of this guidance.

Statutory Duties and Responsibilities

The Chaperones first duty is to the children in their care; they may not engage in any activity that would interfere with the performance of their duties. Except when a child is in the care of a tutor, the Chaperone is in ‘*loco parentis*’ and should exercise duty of care which a parent would be expected to give that child.

A Chaperone while in charge of a child shall have the care and control of the child with a view to securing their health and wellbeing.

The Local Authority shall not approve a Chaperone unless satisfied that they can exercise proper care and control of the children, and that they will not be prevented from carrying out their duties as a Chaperone by other duties.

One of the greatest strengths of a Chaperone is the ability to negotiate with the production company on site and to say no when, what is being requested of the child is detrimental to their health & well-being and/or education.

A Chaperone should also ensure that a child has the appropriate Performance Licence. If a production company cannot prove that a child is licensed, it is the responsibility of the Chaperone to contact the child’s Local Authority as a matter of urgency.

Unless they are licensed Chaperones, parents cannot chaperone children other than their own. Other relatives and childminders are not legal guardians unless they are recognised as such by the courts and will also need to be licensed to chaperone a child.

A private tutor may act as a Chaperone once approved by the Local Authority, provided that there are no more than 3 children in their care, and that the Local Authority is satisfied that the arrangements will not adversely affect the children’s education or welfare.



Expectations & Other Responsibilities

This is what the Local Authority expects once approval has been given:

Doncaster Council would expect that any Chaperone authorised by them ensures that no child is discriminated against in any way.

Chaperones are required to notify the Local Authority within 7 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 otherwise
- Any serious or notifiable illness or injury
- Any change of address or name

The Chaperone should carry their licence with them for each day that they are acting as a Chaperone and have it available for inspection should the need arise.

It is the Chaperones responsibility to retain their Chaperone Licence in a safe place, Doncaster Council do not hold copies of the issued licence. An administration fee may be charged for a new licence to be issued.

Chaperones must ensure that the production company provides them with a copy of the performance licence so they can ensure the terms and the conditions are properly adhered to including rest periods, arrangements for tuition, meals etc. A record should be kept of the various periods during the hours of the licence.

The Chaperone should be aware of the content of the Child Protection Policy and be satisfied that suitable risk assessments have been carried out by those responsible for the production. The Chaperone should be satisfied that any risks that may affect the children in their care have been identified and that effective control measures are in place for the duration of the performance in a workplace situation.

The Chaperone should have a basic understanding of emergency first aid treatment and establish that the licence holder has made appropriate provision under the Health and Safety (First Aid) Regulations 1981. Chaperones should acquaint themselves with the names of the appointed first aider and the location of the first aid equipment on-set.

The Chaperone must acquaint themselves with the procedure for the evacuation of the building in case of fire. This again is the duty of the production company, but the Local Authority considers it the responsibility of the Chaperone to keep a watching brief.

Below is a list of typical hazards associated with theatrical and film performance. The list is not exhaustive but covers some of the more common areas:

- Building evacuation procedures – Fire/Bomb threats
- Electrical Cables and/or trailing wires
- Movement of scenery and/or machinery
- Periods of temporary darkness (e.g. scene change)
- Working at heights and/or Trapdoors
- Loud noises and/or Pyrotechnics, Smoke effects and dry ice
- Animals



If the performance is outdoors, then in addition to the above the following may need to be considered:

- Protection from inclement weather
- Movement of vehicles

The Chaperones duties will vary according to the nature of performance i.e. theatre or filming.

The Chaperone must be satisfied with the arrangements for the dressing rooms. Children 5 years old and above must only change with other children of the same sex and have separate toilet facilities from the adults.

Children should be provided with nutritional food and any special dietary requirements for medical reasons, moral or religious grounds, must be catered for. The responsibility for suitable meal arrangements lies primarily with the production company; however, the Local Authority considers it the responsibility of the Chaperone to keep a watching brief and report any concerns to the Local Authority.

In the event of any contravention of the licence, or incident affecting the wellbeing of the children, the Chaperone must inform the Local Authority who issued the licence at the earliest opportunity.

Illness or Injury

No child should perform if unwell.

In the event of a serious accident or illness, the Emergency Services (999) should be contacted, and the child's parents informed immediately. The Local Authority who issued the licence should also be informed immediately.

It is advisable that the Chaperone keeps a record of any instances where this should happen. Should the child fall ill and is unable to perform, the Chaperone must make arrangements for the child to be sent home under proper escort.

Inspection

Doncaster Council can make regular inspections without prior notice at places of entertainment within the Authority of Doncaster. Inspections are normally carried out by the Attendance & Pupil Welfare Service but it could also include a Fire Officer or Health and Safety Officer. The Officer will make themselves known 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 parent, or emergencies, and then this must be under the supervision of a paramedic/doctor, police officer with official identification - when the consent of the child's parents cannot be obtained.

Filming

A child appearing in a film may be at the studios or place of location for majority of the day. During the whole of this time, they are under the care of the Chaperone, except when having lessons, and it is for them to accompany the child from the dressing room or school room, as well as remaining on the set while they are there.

The Chaperone should keep records of the times the child is on the set and the times they rehearse and perform, to ensure that the periods permitted under the Regulations are not exceeded. The Chaperone should also ensure that the child does not get less than the required number of breaks for rest and meals.



The Chaperone should ensure that any child in their supervision has suitable opportunities for recreation, and that the child is protected from conditions likely to cause physical or psychological harm.

Additional Hours Granted by The Chaperone

If it appears to the Chaperone that the welfare of the child will not suffer and that the reasons for the additional hour are outside the control of the licence holder, the Chaperone may allow the child to perform for an additional 60 minutes beyond the latest permitted hour. The total number of hours (including the extra 1 hour) must not exceed the maximum number of permitted hours. The Chaperone must inform the Local Authority within 24 hours that the extension has been approved.

If the child is working outdoors, The Chaperone may allow one daily interval put aside for a meal break to be reduced, provided that the reduced break is still at least half an hour. Even with the reduction, the total number of hours worked by the child must not exceed the permitted maximum daily allowance.

In-between Performance Times

The Chaperone will ensure that when the child is not actually performing, and there is down time on set including the period in between performances that they do not go home or back to their lodgings. They are to be properly supervised and have adequate meals, rest and recreation.

Children on Tour

If the child is living away from home, it is the Chaperones responsibility for them throughout the duration of the licence and must make sure that the child is properly occupied in their 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. The duty of the Chaperone with regards to lodgings is to secure the child's physical & mental, health and wellbeing.

Although the legislation states that the maximum number of children a Chaperone should have in their care is twelve, it may be that the Chaperone can only perform their duties correctly with a smaller number when the children are living away from home.

- The Chaperone must be in constant control of the children, and must accompany them at all times
- The Chaperone must ensure that there are suitable arrangements for meals. Food should normally be provided at the lodgings.
- The Chaperone should arrange to sleep in the accommodation in which the children sleep, near to the rooms occupied by the children.
- The lodgings must be approved by the Local Authority in whose area they are in, but if for any reason they believe to be unsatisfactory, the Chaperone should insist on a change of accommodation.
- The Chaperone should ensure that, if necessary, there is transport to and from the place of entertainment. No child should normally have more than 3 hours journey. The children should have plenty of exercise.



Permitted Times and Breaks - Restrictions in Relation to all Performances

The table below sets out the maximum number of hours a child may be at a place of performance or rehearsal, may perform or rehearse in one day and may perform or rehearse continuously.

Topic	Age 0 to 4	Age 5 to 8	Age 9 and over
Maximum number of hours at place of performance or rehearsal (Reg 22)	5 hours	8 hours	9.5 hours
Earliest and latest permitted times at place of performance or rehearsal (Reg 21)	07:00 – 22:00	07:00 – 23:00	
Maximum period of continuous performance or rehearsal (Reg 22)	30 minutes	2.5 hours	
Maximum total hours of performance or rehearsal (Reg 22)	2 hours	3 hours	5 hours
Minimum intervals for meals and rest (Reg 23)	Any breaks must be for a minimum of 15 minutes. If at the place of performances or rehearsal for more than 4 hours, breaks must include at least one 45 minute meal break	<p>If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, they must have 1 meal break of 45 minutes and at least 1 break of 15 minutes.</p> <p>If present at the place of performance or rehearsal for 8 hours or more, they must have the breaks stated above plus another break of 15 minutes</p>	
Education (Reg 13)	N/A	3 hours per day (maximum of 5 hours per day). 15 hours per week, taught only on school days. Minimum of 6 hours in a week if aggregating over 4 week or less.	
Minimum break between performances (Reg 23)	1.5 hours		
Maximum consecutive days to take part in performance or rehearsal (Reg 26)	6 days		
Minimum breaks overnight	A child must have an overnight break of a minimum duration of 12 hours between attendance at a place of performance or rehearsal.		

Note: Local authorities can take note of regulation 5 that allows the licencing authority to further restrict these permitted hours, breaks etc and place additional conditions on the licence if this would be in the best interests of the individual child.



DBS Update Service

Once you have received your DBS certificate as part of the Chaperone Licence application process, we highly recommend registering on the *DBS Update Service - <https://www.gov.uk/dbs-update-service>

We can carry out a quick online Status check to see if your Certificate is still up to date – saving you both time and money if you decide that you want to renew your Chaperone licence.

**Please note - there is no charge to register on the Update Service if you're a volunteer.*

E-Learning Course

The National Society for the Prevention of Cruelty to Children (NSPCC) has produced a 60-minute E-Learning course in association with the National Network for Children in Employment and Entertainment (NNCEE) and the BBC covering the key statutory guidance that chaperones in the entertainment industry need to know.

This course is for local authority-licensed chaperones. It can also be taken by those working in professional or amateur entertainment industries (for example, dance schools, amateur dramatics, choirs, television and film production companies, and professional theatres) who want to know more about a chaperone's role and responsibilities, the statutory requirements and how best to protect children.

Visit www.learning.nspcc.org.uk and Search for Protecting children in entertainment training for chaperones.

Insurance Rules

If you drive and use your vehicle for the purposes of fulfilling your role as a Chaperone, please be aware of the rules of motor insurance and the risks of invalidating your policy and any potential claim that may result in the eventuality of an accident.

Social, Domestic Pleasure & Commuting, which is the most common type of policy that you may already have, would not cover you if you are using your vehicle for the purposes of being a Chaperone, the following insurance policy add on would be relevant 'Class 1 business car insurance'. Different rules will apply if you are carrying passengers.

Your insurer should ask how you plan on using your vehicle. This affects the class of use of your insurance policy and its cost. So, it's important you declare the correct information and stay honest with your insurer.

This is just intended as a guide - If in doubt, please always refer directly with your insurer.

If you require more detailed information please contact:

Attendance and Pupil Welfare Service, Civic Office, Waterdale, Doncaster, DN1 3BU

Email: CIEE@doncaster.gov.uk