

PRIVATE & CONFIDENTIAL

EDUCATION WELFARE SERVICE

Chaperone Licence Application

Children and Young Persons Act 1963
The Children (Performances and Activities) (England) Regulations 2014

Thank you for your enquiry about acting as a Chaperone. In accordance with The Children (Performances and Activities) (England) Regulations 2014, which seeks to promote the welfare of children, it is necessary for you to be licensed to perform this duty.

Please note:

“The Licensing Authority shall not approve a Chaperone unless they are satisfied that she (he) is suitable and competent...” (Regulation 15(4), The Children (Performances and Activities) (England) Regulations 2014)

Please complete pages 2 and 3 and provide the following with all applications:

- **Photograph** – 1 recent passport size photograph. (Send in the freepost envelope provided)
- **References** - Name and address of two referees who will be asked to provide a written reference.
- **A current Disclosure & Barring Service check** – sight of the original certificate will be required.*

*If you do not already hold a current DBS check, an application form will need to be obtained from the Education Welfare Service. When completing this, please pay close attention to the following and the enclosed DBS form guidance notes on page 4.

If you are applying for a DBS check as a volunteer Chaperone the cost is **£20**. If you are applying for a DBS check as a paid Chaperone the cost of the check is **£64**. A photo ID badge is supplied for Chaperone's upon completion of the process and this must be worn at all times whilst undertaking Chaperone duties. **The cost of applying for the chaperone licence is free of charge but there is a £1 fee to cover the cost of producing the ID badge.**

Payment is to be made by taking your form and documents into an East Riding of Yorkshire Council Customer Service Centre. Please quote cost code **1XH523**, detail code **93399** and **VAT Code 6** for the DBS Check. For the ID Badge, please quote cost code **326801** detail code **93399** and **VAT Code 1**.

If your badge becomes damaged or is lost, a replacement can be requested through the Education Welfare Service, but there is a £5 fee for reproducing the badge.

Please allow at least six weeks for the DBS check to be completed by the Home Office Agency at Liverpool.

Once the above documents have been received and a clear DBS check issued, with sight of the original DBS certificate (unless registered with the DBS Update Service), your Chaperone Licence will be sent to you. Please remember that any applications for a chaperone licence must be received in this office **21 days** before the date of the first performance. If you require any further assistance please do not hesitate to contact this office.

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Personal Details			
Surname		Forenames	
DOB		Place of Birth	
Address			
Post Code			
Tel		Mobile	
Email			
How long have you lived at this address?			
If less than 5 years, please list previous addresses			

Employment Details		
Present Employer		
Address		
Type of Work		
Have you applied for a licence before?	Yes	No
Do you hold a licence for another local authority?	Yes	No
If Yes, which authority?		
Do you have a current DBS Disclosure Certificate with the East Riding of Yorkshire Council If yes, please give date and number		
When is the Chaperone Licence required for?		
What is the Performance you are applying to Chaperone?		

Please give details of two referees. *One of who should be your current or most recent employer. Unfortunately we cannot accept references from family members or spouses.*

Professional	Personal

When approved your name will appear on a list of East Riding of Yorkshire Council approved chaperones, which will remain confidential and only used to confirm chaperone licensing validity.

Declaration *(to be signed by applicant)*

Data Protection Act 1998

The information detailed in this application form will be used in order to fulfil our statutory obligations under the Acts indicated above. Your information may be disclosed to agencies wishing to use your services as a Chaperone; however you will be informed of their identity prior to any disclosure.

Declaration

I consent to East Riding of Yorkshire Council recording and processing the information detailed in this form. I understand that this information may be used by the company in pursuance of its business purposes and my consent is conditional upon East Riding of Yorkshire Council complying with their obligations under the Data Protection Act 1998.

I Hereby declare, that to the best of my knowledge, the above information is true.

Signed		Date	
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Education Welfare Service
East Riding of Yorkshire Council
County Hall
Beverley
HU17 9BA
Tel: 01482 392146
Email: education.welfare@eastriding.gov.uk

Checklist:

- 1 Passport size photograph enclosed
- Completed DBS form submitted at Customer Service Centre
- Are you registered on the DBS Update Service?

**IMPORTANT INFORMATION ON COMPLETING
DBS FORM
PLEASE READ BEFORE COMPLETING THE FORM
PLEASE COMPLETE APPLICATION IN BLACK INK**

DBS FORM

Section A - 1 to 10 must all be completed for us to process your application. You will not be allowed to take up your appointment until clearance is received.

Section B – B13 must state **CHAPERONE**, **B14** must state **EAST RIDING OF YORKSHIRE COUNCIL**. **Please complete the address.**

Sections A & D – current and previous five year address history **must** span a full **five years**, with no gaps. Please use a continuation sheet if you have lived at more than two addresses in the last five years, and attach to your application.

Section C – if you have crossed the ‘Mrs’ or ‘Ms’ box or entered a title in the ‘other’ field in Section A, then the ‘surname at birth’ question in Section C of the Disclosure application form must be completed, even if the surname is the same as that entered in Section A. If this is left blank, it will delay the processing of the Disclosure.

Sections E and F – please note the DBS no longer requires applicants to provide any of the information requested in Sections E and F (i.e. Additional Information and Referee details).

Section G – this is to be left blank.

Section H – Ideally both of these boxes need to be signed. If you do not sign both, you will have to provide more identification in Section X. The Flow Chart will help you.

Section X – this part of the form is to be completed by a person authorised to check your identity documents. Take your documents and form to any **Customer Service Centre** where staff will complete this section. **Customer Service Centres** are located in Anlaby, Beverley, Bridlington, Cottingham, Driffield, Goole, Hedon, Hessle, Hornsea, Pocklington and Withernsea. Please telephone 01482 393939 if you need directions to find any of these.

A large number of forms cannot be processed because insufficient documents have been used to verify identity. Please refer to the Flow Chart for guidance to ensure this part of the form is completed fully.

Section Y – Section Y8 must be completed. **If you are applying as a volunteer Chaperone the cost is £20. If you are applying as a paid Chaperone the cost is £64. Payment is to be made when taking your form and documents into a Customer Service Centre.** A documentary evidence sheet listing all identity documents seen must also be completed by the person checking your documents and enclosed with your completed form and evidence of fee paid.

Customer Service Centre's

Anlaby Customer Service Centre
17 Hull Road
Anlaby
HU10 6SP
Tel: 01482 654220
Fax: 01482 393385

Hedon Customer Service Centre
2 New Road
Hedon
HU12 8DF
Tel: 01482 893555
Fax: 01482 393455

Brough Customer Service Centre
East Riding
Petuaria Centre
Centurian Way
Brough
HU15 1AY
Tel: 0845 122 5000

Hessle Customer Service Centre
Peeler House
Ferriby Road
Hessle
HU13 0RQ
Tel: 01482 629888
Fax: 01482 393465

Beverley Customer Service Centre
Cross Street
Beverley
HU17 9BA
Tel: 01482 887888
Fax: 01482 393395

Howden Customer Service Centre
69 Hailgate
Howden
DN14 7SX
Tel: 0845 122 5000
Fax: 01482 393029

Bridlington Customer Service Centre
Town Hall
Quay Road
Bridlington
YO16 4LP
Tel: 01262 422500
Fax: 01262 422509

Hornsea Customer Service Centre
75 Newbegin
Hornsea
HU18 1PA
Tel: 01964 537060
Fax: 01964 537068

Market Weighton Customer Service Centre
The Old Magistrates Court
Beverley Road
Market Weighton
YO43 1RD
Tel: 0845 122 5000
Fax: 01482 393129

Driffield Customer Service Centre
Council Offices
West Garth
Driffield
YO25 6TP
Tel: 01377 255556
Fax: 01377 253655

Pocklington Customer Service Centre
Burnby Hall
Pocklington
YO42 2QF
Tel: 01759 302298
Fax: 01759 306722

Goole Customer Service Centre
Council Offices
Church Street
Goole
DN14 5BG
Tel: 01405 722000
Fax: 01405 722011

Withernsea Customer Service Centre
243 Queen Street
Withernsea
HU19 2HH
Tel: 01964 614477
Fax: 01964 614249

Introduction to E learning Safeguarding Children

www.erscb.org.uk

East Riding Safeguarding Children Board (ERSCB) has signed up to an innovative way of safeguarding children training via the internet, to enhance the learning opportunities for those individuals and organisations who come into contact with children, young people and their parents or caregivers. The training is hosted by the Virtual College one of the UK's Leading E learning providers and will be officially launched in April 2009.

Basic Awareness of Child Abuse and Neglect E learning package

The two E learning modules and on line assessment provide a flexible alternative delivery route for face to face delivery of Foundation training.

This E Learning training is divided into two components:

The Foundation Module is most appropriate for individuals in a paid or voluntary capacity who may have contact with children and young people but do not work directly with them.

The Core Introduction Module is aimed at individuals who are working directly with children, young people and their families. These practitioners will have some professional or organisational responsibility for safeguarding children.

Both courses cover similar material but the Core Introduction deals with this in more depth as appropriate for the increased level of contact staff will have with children, young people and families.

Learning Outcomes

- An understanding of the various types of abuse or harm to a child
- Identify signs of abuse and what to look for
- Know how to ask questions if you suspect a child is being abused
- Know what steps to take if you suspect abuse or harm
- Understand what happens after a referral is made to children's social care
- Know what to do if a child or adult discloses abuse
- Understand the importance of keeping records

Safeguarding Children Refresher Training

This course is to be used as a refresher or update covering significant developments in practice since your last safeguarding training. It should not be used as an initial course into safeguarding children and young people.

Learning Outcomes

- Identify the changes to practice over the last three years
- Identify different level of harm and the appropriate safeguarding processes to be followed
- Receive safeguarding children information from both a local and national context.