

# CHAPERONING

ACADEMY PERFORMING ARTS

"Blue Post Cottages"  
37 Condor Gate,  
Little Waltham.  
Chelms. CM3 3PY

**T:** 01245 675383

**E:** [info@academyarts.co.uk](mailto:info@academyarts.co.uk)

**W:** [www.academyarts.co.uk](http://www.academyarts.co.uk)

## BECOME A CHAPERONE

*"It was an absolute pleasure being involved backstage, getting everyone ready and the excitement bubbling away before and after they went on stage." - Parent*

### ROLE OF A CHAPERONE

Chaperones act in place of a parent and should exercise the care that would be expected of a good parent. A child taking part in a performance, which can include TV filming, theatre, sporting activities or modelling, will require chaperoning.

Whilst Academy Performing Arts (APA) and our head chaperones take responsibility for ensuring performance conditions for all our students are strictly adhered to (including length of time any one child can perform for in one day, adequate breaks, acquiring all necessary contact and health and wellbeing information) the role of a chaperone for APA includes:

- ★ Always making the child your first priority.
- ★ Being the key person to whom the child looks to for guidance, protection, clarification and support.
- ★ Getting to know your group well, so that you could easily identify them.
- ★ Keep safe and accessible important contacts and health and wellbeing information for your group, provided to you by APA.
- ★ Monitoring the child's health and wellbeing throughout the time they are with you.
- ★ Knowing who to contact in the case of an emergency, or suspected case of abuse (DP: Michael Jones).
- ★ Supporting the students, particularly the younger students, with costume changes, hair and make-up application.
- ★ Attending safeguarding training with AATS, and possibly an additional 'operational' meeting in advance of the production.

### THE PERKS

Working 'behind the scenes' with APA is rewarding. Parents enjoy the opportunity to spend time with their children during such an exciting experience, and we always looked after you too - without you there is no production! Your time and efforts will always be met with gratitude!

## HOW DO I BECOME A CHAPERONE?

Application for your chaperone licence is through your local authority. If you are applying to volunteer as a chaperone (that is to chaperone unpaid) then your licence is FREE. Simply state that you are applying to volunteer at your child's local performing arts school, Academy Performing Arts (APA). Links to Essex County Council are below, for your information.

Your application will require a current DBS check (which APA will support you in applying for if you don't already have one), and some form of safeguarding training. Upon completion you will be given a Chaperone Licence Card (to be worn at all times when chaperoning) and supporting materials, and will be added to the list of registered chaperones. We will also provide you with group training specific to our performances. Then the world is your chaperoning oyster!

Many thanks

Academy Performing Arts (APA)

---

## Children and Young Persons Act 1963

Children (Performance and Activities) (England) Regulations 2014

This legislation lays down the regulations for chaperones working with children in Entertainment Performances and Activities. This includes theatre, film, TV, modelling, photo shoots and sport.

Any child taking part in a performance must be supervised by their parent or a Local Authority licensed chaperone.

The licensed chaperone acts in loco parentis to the child or children in their care and is expected to exercise a duty of care which any parent/carer might be reasonably expected to give their child.

The role of the chaperone is to ensure that the child performs within the terms of his/her performance licence and that he/she is properly cared for at all times, thus securing their health, comfort and welfare.

The Local Authority is responsible for licensing chaperones (18+) and must satisfy itself that the applicant has the relevant skills and knowledge for the role.

**This guidance is for those who intend to undertake the duties and responsibilities of chaperones**

## **TIME TABLES – RESTRICTIONS TO ALL PERFORMANCES**

### **Arrival at Venue Checklist for Chaperones**

Chaperones may find it useful to photocopy this to use at each job they attend

- ★ Familiarise yourself with the venues layout
- ★ Identify all hazard areas
- ★ Locate all fire exits
- ★ Ask to hear the fire alarm if possible
- ★ Arrange a fire drill (with alarm) for children
- ★ Locate first aid facilities
- ★ Inspect dressing rooms (separate for 5 years and over)
- ★ Locate and inspect toilets
- ★ Locate and inspect rest rooms
- ★ Locate and inspect school room
- ★ Check on meal arrangements
- ★ Check total number of children
- ★ Check total number of chaperones
- ★ Acquire list of children's names
- ★ Check each child's performance licence
- ★ Ensure you have emergency contacts for each child
- ★ Where relevant, ensure you have details of each child's medical problems and/or medication
- ★ Ensure there is a signing in and out procedure