

**Chaperone Duties**

The Chaperone’s first duty is to the children in their care and their duties are set out under The Children (Performances and Activities) (England) Regulations 2014. The duties noted below are not exhaustive and are provided by way of guidance.

Whilst acting as Chaperone, the Chaperone must supervise the child at all times (except when the child is having teaching lessons).

Whilst the child is taking part in an activity, performance, rehearsal or is staying in accommodation (away from home) in order to take part in a performance or activity, the Chaperone must safeguard, support and promote the wellbeing of the child, This includes ensuring that the child receives the required number of breaks for meals, rest and recreation. They must also ensure there are suitable facilities for the child to use.

The Chaperone must ensure that suitable arrangements are made (taking into account the child’s age) to get the child home after the last performance, rehearsal, or the conclusion of any activity on any day.

If a child is staying in accommodation (away from home) because they are taking part in the performance or activity for which the licence is obtained, the London Borough of Hillingdon must approve the accommodation as being suitable for that child. The London Borough of Hillingdon can impose conditions, such as ensuring that transport is provided for the child between the place of performance/rehearsal/ activity and the accommodation, that suitable arrangements are made for meals for the child and any other conditions necessary to ensure the welfare of the child in connection with the accommodation.

The Chaperone must ensure that the child is not allowed to perform when unwell.  If a child falls ill or is injured, while in the care of a Chaperone or Teacher, medical advice should be urgently sought, and the licence holder must immediately notify the parent named in the application from and the London Borough of Hillingdon, which issued the licence. The Chaperone must record the details of the Child’s injuries and illnesses including the place of performance or rehearsal, the dates on which such injuries occurred and whether such injuries/illnesses prevented the child being present at the place of performance or rehearsal.

The Chaperone is required to ensure that the child’s education will not suffer as a result of taking part in a performance or activities for which the licence is requested.

The chaperone is required to keep the following records:

* date and time the child arrives and departs from the place of the performance or rehearsal;
* the times of each period during which the child took part in a performance or rehearsal (to ensure that the periods permitted under the Regulations are not exceeded);
* the time of each rest interval;
* the time of each meal interval;
* the times of any night-work authorised by the London Borough of Hillingdon as the Licensing Authority;
* where arrangements are made for the education of the child by a private teacher, the date and duration of each lesson and the subject taught;
* the dates of the breaks in performances required under regulation 27(1);
* the amount of all monies earned by the child by taking part in the performance and the details of whom this was sum was paid to;