

# Application For a Chaperone Licence

West Berkshire Council  
Education Welfare Team  
Market Street  
RG14 5LD  
01635 551111  
childemployment@westberks.gov.uk

CHILDREN AND YOUNG PERSONS ACT 1963

CHILDREN (PERFORMANCES) REGULATIONS 1968

THE CHILDREN (PERFORMANCES MISCELLANEOUS AMENDMENTS) REGULATIONS 1998

childemployment@westberks.gov.uk

**All information given in this application form will be treated in confidence, other than information relating to criminal offences.**

Please complete all parts of this form clearly, in capitals and return it to the address above.

Surname:	Mr/Mrs/Miss/Ms/Dr:	
First name(s):		
Date of birth:		
Address: (including full postcode)		
Phone/mobile number:		
E-mail address:		
Have you been approved as a chaperone before? Are you a registered child minder or foster carer? If yes to either of these, please give the name and address of approving Authority		
Do you have a current first aid qualification?		
Do you have a valid driving licence?		
Would your car insurance allow you to carry passengers whilst you are 'employed' as a chaperone?		
Is there any relevant disability or health condition that would affect your ability to care for children in television, film, modelling, paid sport or theatrical settings? If so, give details		

<p>If you hold a current WEST BERKSHIRE COUNCIL CRB disclosure please give the CRB Reference Number and date of issue</p>	
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Please give details of any relevant work experience involving care, control and supervision of children, e.g. teaching, social work, youth work, child minding, nanny, playgroups, nursery nurse or if you have acted in a voluntary capacity such as with clubs. Please also add anything else that you would wish to add in support of this application. You may continue on another sheet if insufficient room here.

Please give the name, address and telephone number of two responsible persons who would be prepared to give you references as to your suitability to be a chaperone.

1.

Tel No: \_\_\_\_\_ Email: \_\_\_\_\_

2.

Tel No: \_\_\_\_\_ Email: \_\_\_\_\_

<p>Have you been convicted of a criminal offence during the last year, including any traffic offences.</p>	<p>Yes / No If Yes, full details must be supplied.</p>
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<p>Have you had any involvement with Social Services? If so with which Local Authority and in what capacity? (NB your answer to the above questions will not automatically prejudice your application to be licensed as a chaperone)</p>	<p>Yes/No</p>
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I authorise West Berkshire Education Services to make enquiries, as required, in connection with this application, with the Criminal Records Bureau, West Berkshire Social Services, Thames Valley Police, The National Probation Service, and any other relevant bodies.

I hereby declare that the information I have given in this form, and any attached document, is true, to the best of my knowledge. I also declare that the photographs I have submitted are a true likeness of me.

Signature ..... Date .....

## Chaperone Application Notes

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- Please remember to include 2 recent passport 'size' photographs with your application for your licence and badge.
- Criminal Records Bureau (CRB) disclosures are now completed online – a web-link to this will be sent to you upon receipt of this Chaperone application form. Disclosures are valid for a period of three years taken from the date of Issue
- Education Welfare will arrange a brief interview with you to check your documentation against your online CRB application and to ensure you understand the role of being a chaperone. At this interview you will need to bring the required documentation as outlined on your CRB form (please ask what ID you should bring if you are unsure)
- Please note that the Criminal Records Bureau checking process can take time, particularly at peak times of the year, so it is necessary to apply for your licence in good time. Whilst every effort is made to process all applications as quickly as possible, please ensure that your completed forms arrive at least six weeks before your chaperone licence is required.
- Further information about the role of a chaperone is available in our 'Chaperones' booklet. All chaperones licensed by West Berkshire are encouraged to read and understand the regulations surrounding being a chaperone ([www.westberks.gov.uk](http://www.westberks.gov.uk)). Unlicensed persons are not allowed to act as chaperones for children other than their own
- For more information about becoming a chaperone please visit [www.westberks.gov.uk](http://www.westberks.gov.uk), [www.nncee.org.uk](http://www.nncee.org.uk)
- "The Licensing Authority shall not approve a chaperone unless they are satisfied that she (he) is suitable and competent ..."

### Your notes