

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



**Knowsley Council**

Dear Applicant,

**Please can I advise you to carefully fill out this form giving details in each section that you are able to complete** – Note: There may be some areas that you cannot fully complete. There are some key parts to this application.

**Firstly** - you **must** be a **Knowsley Resident** to apply to Knowsley.

**Secondly** - an enhanced **DBS check is completed** as part of the application.

(Please make contact if you **know** that you have an Enhanced DBS check on the update service including a check for children's barred – we will then seek to verify this and we will need to see the DBS certificate in person that is on the update service.)

**Thirdly** - you will need to **complete training**. This training we advise is available from the NSPCC and is currently at a cost of £25. See note later on.

(If you have attended safeguarding/child protection training in the last 2 years then it may be that you would not need to complete this training. Roles where this is typically the case are: School based staff, Child minders, Many healthcare workers, Social and community workers, youth workers, etc. **You would need to provide evidence of this training** and/or a manager/headteacher/etc. would have to verify this.)

**Fourthly** - **2 references are sought**. Where possible at least one of these should be someone who has experience of observing you supervising a group of children.

If you are applying as a volunteer for a dance school then we would recommend that one of leaders in the dance school is a referee in support of your application.

**Finally** – we will need to arrange an interview as part of the process typically at the end.

**This process can take a little time and in particular a DBS check can sometimes take over a month or considerably longer to be completed and this check is outside of our control. Also allowing time for interview following your receipt of DBS**

**PLEASE COMPLETE IN BLOCK CAPITALS – Knowsley Residents only**

Mr, Mrs, Miss, other	
Surname	
Forename	
Previous name(s) known by	
Address:	
Including Postcode	
Telephone Home	
Telephone Work	
Mobile	
<b>Email- (please include this)</b>	
Date of Birth	

Occupation	
Number and ages of your own children	
Please state your experience in the care and supervision of children	
How does your present employment or voluntary work involve you in regular contact with children or young people	
Have you had any involvement with Social Services? If so with which authority and in what capacity.	
Have you previously been approved as a chaperone? Please name the authority and the dates approved	
Do you have any current Safeguarding or Child protection training? Please provide details – Including level of training, dates, provider, etc.	Evidence e.g. (Certificate, manager/headteacher reference, etc.) You will need to provide this.
. Do you intend to work professionally* as a chaperone?	

\*Working professionally as a chaperone means receiving payment other than genuine out of pocket expenses?

**NB. If you intend to work professionally as a chaperone, the charge for the application will be £47. A volunteer chaperone application has the charge of £15.**

I am applying for approval as a volunteer Chaperone. (Cost £15) (See payment details below –No cost with DBS on update service as above)	
I wish to volunteer for the dance school or group named:	
I am applying for approval as a professional Chaperone. (Cost £47) (See payment details below –No cost with DBS on update service as above) The interview as part of the application process will be more formally held.	
<b>I am subscribed to the DBS update service and can provide evidence of this.</b> (This will have a yearly cost someone will be paying the DBS service) This DBS must be an enhanced check including Child checks and we will need to view this DBS original certificate.	
Do you hold a current valid driving licence?	
Does your car insurance allow you to carry passengers whilst you are employed as a chaperone? (Business class insurance)	

Please name two referees (**not family members/partners/partner's family**) who have known you for more than 2 years. They must know of your experience of looking after children (ideally having observed you looking after children) and of your suitability to act as chaperone.

1. Name	2. Name
Address:	Address:
Postcode	Postcode
Telephone number:	Telephone number:
Email:	Email:
Context in which known:	Context in which known:
Period of Time known:	Period of Time known:

If you are approved as a chaperone, this Licence will be valid for a period for three years from the date of issue for the Enhanced DBS certificate.

If you are signed up to the DBS Update Service and have an enhanced children's workforce and children's barred list DBS check we may be able to use this service, if you give permission. **Please contact us for more information.**

Chaperones will have regular contact with children so this role is **exempt** from the Rehabilitation of Offenders Act 1974. Therefore you are required to declare any convictions, cautions, bind-overs or prosecutions you may have, even if they would otherwise be regarded as 'spent' under this Act.

Have you ever been convicted of any criminal offence?	
If YES please specify the date of conviction, court, nature of offence and sentence imposed.	

- I apply to Knowsley Metropolitan Borough Council for approval as a chaperone under the above Act and Regulations. I declare that the information provided in the application is true to the best of my knowledge.
- I consent to confidential enquiries being carried out by the Disclosure and Barring Service and of Knowsley Metropolitan Borough Council.
- I understand that I will be required to attend training on Child Protection and the Roles and Responsibilities of being a chaperone or to provide evidence of appropriate recent training.
- I declare that I will notify Knowsley Metropolitan Borough Council of any change of name, address, any criminal convictions or change in circumstances that may affect my ability to effectively carry out the duties and responsibilities of a chaperone.

Signed..... Date.....

**NOTE: This application must be accompanied by two passport size photographs**

**DATA MANAGEMENT**

I consent to the information regarding my registration status as a chaperone being shared with other local authorities, Producers and Production Organisations relating to applications made under S37 Children and Young Persons Act 1963

I give my consent for my information to be used in accordance with the privacy notice below.

Signed.....Date.....

**For matrons applying in a professional capacity.**

The School Attendance Service occasionally receives requests from Theatres and Production Companies to supply them with details of authorised matrons. This is in order that they can contact the Matron to offer short-term employment. Further discussions are then strictly between the enquirer and the Matron.

Should your application be successful do you want us to release your name, address and telephone number to theatres and production companies when requests are received? Your decision on this matter may be changed at any time by notifying this office in writing.

Yes..... No.....

Signature

Signature

Please sign the relevant section above.

**Details for NSPCC online training**

See Online training link (Please note that this is at a cost of £25)

[Protecting children in entertainment training for chaperones | NSPCC Learning](https://learning.nspcc.org.uk/training/protecting-children-entertainment-chaperone-training)

<https://learning.nspcc.org.uk/training/protecting-children-entertainment-chaperone-training>

Please return the completed form to:

**The School Attendance Service by Email or post**

**Email - [entertainment.employment@knowsley.gov.uk](mailto:entertainment.employment@knowsley.gov.uk) – sending a typed or scanned copy and including suitable passport style photos by email.**

**Post - KMBC, School Attendance Service, PO Box 21, Archway Rd, Huyton. L36 9YU.**

**Please note payment can be made by cheque, and electronic payment.**

**Payment by cheque, cheques should be made payable to KMBC.**

**Electronic payments, please get in contact to arrange an electronic payment for your application on the email address below.**

**[entertainment.employment@knowsley.gov.uk](mailto:entertainment.employment@knowsley.gov.uk)**

If you need to contact regarding any query or advice then please use this number 0151 443 5134.