



## PROTOCOL FOR APPROVING CHAPERONES TO WORK WITH CHILDREN IN ENTERTAINMENT IN WORCESTERSHIRE

- an application form is requested and completed by the potential chaperone
- it is completed and returned to Children in Entertainment Office, at County Buildings, Bewdley Road, Kidderminster, DY11 6RQ., together with the names of 2 referees, the one will be an employer, if possible, the other will be a character reference this cannot be completed by a relative or close working companion.
- These references will then be taken up
- an interview will then be set up
- at the interview, if successful, an enhanced CRB will have to be completed and the following documentation will have to be brought to the interview:

**birth certificate/ driving licence/passport  
recent utility bill  
bank/building society sort code and account number**

- all enhanced CRB's will be processed by Worcestershire County Council, so that we can ensure the WCC criteria for approval of adults working with children is adhered to – currently the whole process will be free of charge – to enable this to continue, we must ask that you ensure that all the chaperones you request are committed to being available to undertake the role regularly for 3 years (this is the length of time the approval will last before they will be required to be re-registered). Obviously there may be a need to limit the number of applications from each organisation. **We want to try to eliminate the necessity to make a charge for the registering of Chaperones, as this could well incur a charge of at least £150 for each application**
- we are unable to state how long the CRB will take to process the application, currently it is 6 weeks, sometimes it can be a little quicker and sometimes it can take longer
- at the interview prospective candidates will be advised that we will also be contacting Social Care to ensure they do not hold any information which they feel may prevent a prospective candidate from working with children  
**If for any reason we become aware that the responses from the CRB and/or Social Care are taking too long we may have to go forward with the process on the understanding that approval it is subject to a satisfactory outcome from these organisations**
- we will also take a digital photograph or ask the Chaperone to provide 2 passport sized photographs (this will be used for use on the badges which we will issue once a Chaperone has been approved. All Chaperones will be expected to wear their badges whilst undertaking their duties at a performance). This badge will display the photograph, state that the person named is a Chaperone approved by Worcestershire County Council and state the date of expiry
- when the CRB's are returned, they will be checked by Worcestershire County Council HR Department
- **but**, before the chaperone can be registered with Worcestershire County Council they will have to attend a training seminar  
As an Authority we will try to arrange the seminar at a convenient time and location. At the moment we are intending to hold the seminars about 4 times each year with as many potential applicants as possible

- *At the training session a WCC trained Child Protection Officer will be present to give a short talk and answer questions*
- *A Health and Safety Officer present to give a short talk and then answer questions*
- *The Children in Entertainment Team will then give a talk on the role, responsibilities and expectations of a chaperone*
- *Booklets will be handed out on the above subjects for future reference*
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**Please note a Chaperone will NOT receive approval and registration until they have attended a training session. This is so that Worcestershire County Council is able to demonstrate that every Chaperone approved has been made fully aware of the responsibilities attached to the role and will be fully aware of WCC commitment to:**

**“Safeguarding and Promoting the Welfare of Children”.**