

**Telford & Wrekin and Shropshire Council**  
**Children (Performances) Regulations 1968**

**APPLICATION FOR APPROVAL AS A CHAPERONE FOR CHILDREN IN ENTERTAINMENT**

*Please complete this form in type or block capital letters.*

Surname: ..... Forenames: .....

Previous Surname: ..... Title (Mr, Mrs, Miss, Ms): .....

Address: .....

.....

..... Postcode: .....

Previous address/es if lived at the above address for less than 5 years

.....

.....

.....

.....

Daytime telephone number: .....

Email address: .....

Date of Birth: .....

Name of theatre/dance school/organisation you currently are connected to/working for:

.....

Do you have any children? Yes  No  (please tick)

If yes, and your children are under 18 years old, please state the following:-

First Name	Surname	Date of Birth	School
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Please give details of any relevant experience you have of working with children (e.g. teaching, social work, youth work, child minding, nanny, playgroup, nursery nurse, Cubs, Brownies). Please add anything else which would support this application (continue on separate sheet if necessary):

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Have you completed Child Protection training within the last 3 years?

(Evidence will be required) Yes  No

Name and address of your current or most recent employer:

.....

..... Postcode .....

How long have you worked for this employer? .....

Briefly outline what you consider to be the duties of a chaperone:

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We maintain a centralised list of approved chaperones for Telford & Wrekin and Shropshire Council, which is available to organisations looking to recruit chaperones.

Do you agree to your name being placed on the list? Yes  No

Have you ever been approved as a chaperone for another authority? Yes  No

If yes, please provide date of approval and for which authority:

Date ..... Authority .....

*We may contact this authority in addition to your two references.*

Due to the nature of the work we need to know if you have ever been convicted of a criminal offence, (including any traffic offences) or had an allegation made against you or been the subject of a child protection case conference. Please tick the appropriate box and provide relevant details.

<input type="checkbox"/>	I <b>have not</b> been convicted of any offences.	<input type="checkbox"/>	I <b>have not</b> had an allegation made against me or been the subject of a child protection case conference.
<input type="checkbox"/>	I <b>have</b> been convicted of the offences shown below.	<input type="checkbox"/>	I <b>have</b> had an allegation made against me/been the subject of a child protection case conference as noted below.

Date	Court/Authority	Offence/Allegation	Outcome

We also need to know if you have ever received a reprimand, final warning or a caution. Please complete the following if applicable.

	Nature of Offence	Date of Offence
Reprimand		
Final Warning		
Caution		

**References**

Please give the names, addresses and phone number of two responsible persons who would be prepared to give you references as to your suitability to be a chaperone.

At least one of these should know you in a professional capacity. Please state in what capacity the person is known to you. You must have known them for at least two years and they must not be related to you.

**1st Referee's Name** ..... Title (Mr, Mrs, Miss, Ms) .....

Address .....

.....

..... Postcode .....

Telephone No ..... Email.....

Capacity known to you .....

2nd Referee's Name ..... Title (Mr, Mrs, Miss, Ms) .....

Address .....

..... Postcode .....

Telephone No ..... Email.....

Capacity known to you .....

### DECLARATION TO BE SIGNED BY APPLICANT

I hereby declare that the above information is true, to the best of my knowledge. I understand that I would be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true. I understand that any application will be subject to satisfactory references, assessments and criminal record checks. Any misleading statement or deliberate omission may disqualify my application.

I consent to the necessary enquiries and checks being undertaken by Telford & Wrekin or Shropshire Council in order to confirm that the information included in this application form is correct, to verify the authenticity of my qualifications and to check whether I have any relevant criminal record which might make me unsuitable for the role of chaperone. I also agree that other relevant checks, within Telford & Wrekin or Shropshire Council, may be carried out as necessary.

I will complete a DBS online application for an enhanced disclosure and will bring with me to interview the necessary documents for identity verification.

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

### CONFIRMATION THE APPLICANT UNDERSTANDS THIS IS A VOLUNTEER POSITION

To qualify for a reduced fee criminal record check, the applicant must not benefit directly from the position the DBS application is being submitted for.

#### The applicant must not:

- **benefit directly from the position for which the DBS application is being submitted**
- **receive any payment (except for travel and other approved out-of-pocket expenses)**
- **be on a work placement**
- **be on a course that requires them to do this job role**
- **be in a trainee position that will lead to a full time role/qualification**

The Registered Body closely scrutinises each DBS application before it is submitted to the DBS and all applications stated as volunteers are audited by the DBS and an organisation could be contacted directly to check the validity of any check they receive.

If an organisation falsely submits a volunteer application then the full application fee will be recovered including additional administration costs.

I understand it is a criminal offence to knowingly make a false statement when applying for a DBS check.

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

**This form should be returned with the following:-**

- Payment of £25 (Cheques made payable to 'Telford & Wrekin Council')
- 2 x Passport Photos (with name on reverse)
- Evidence of Child Protection training (within the last 3 years)

Child Employment Officer  
Attendance Support Team  
Education & Corporate Parenting  
Telford & Wrekin Council and Shropshire Council  
6 Darby House  
Lawn Central  
Telford  
TF3 4JA

**Email: [child.employment@telford.gov.uk](mailto:child.employment@telford.gov.uk)  
Tel: (01952) 385223**

**Please note all chaperone applications for both Shropshire Council and Telford & Wrekin Council are processed jointly at the address above.**