



## **Chaperone approval policy**

Last reviewed July 2021

## **Introduction**

This policy does not reproduce the legislation, but it provides supplementary information on the process to approve, suspend and revoke the licence of a chaperone within Camden Council.

The council will only grant chaperone licences to individuals who live within the Camden council area.

The role of a chaperone is to safeguard, support and promote the wellbeing of a child (ren) as well as to have care and control of that child / children. They are the key person who protects safeguards and supports a child under the licensing system. Chaperones are required for licensed and other approved events unless the child is under the care of their parent or the teacher who would ordinarily provide the child's education. As an approved chaperone, the council expects that such adults safeguard children, to prevent and report any neglect or abuse as well as to raise concerns about the safety or welfare of the child and to act where they can.

**The council reserves the right to refuse, withdraw (or revoke) or to amend a chaperone approval if it considers it appropriate to do so.**

## **Chaperones**

The council recognises the important role that chaperones plays in society and the council will process applications and carry out checks to confirm the suitability to grant an approval.

### **Approval of a chaperone**

In considering if a person is suitable and competent to exercise proper control, the council will require the applicant to attend a meeting with the Child Employment Officer (CEO) before approved and to attend relevant safeguarding training for chaperones on their roles and responsibilities.

As part of the application, Camden council will check council records, including child's safeguarding and social work teams to determine the suitability of a candidate.

### **Period of approval**

Chaperone licences have the same end date, currently 31.01.2022 and renewed for a further three years subject to checks. [See renewals section](#). Where a licence has less than 11 months before the end date the licence will automatically renew for three years.

DBS checks are valid for three years from the date of application. DBS dates and chaperone licences do not have the same dates. We strongly advise all candidates to subscribe to the yearly update service within 30 days of receiving a new DBS, as this will mean they will not need to reapply for a new DBS if they switch jobs and or move to a new borough.

Candidates who fail to renew their yearly update service will need to complete a new DBS check, during this time, their licence will be suspended until a new DBS is received and Camden is not responsible for any loss of earning whilst this is processed.

## **Criminal record**

The council will consider an individual's criminal record and other information gained by enquiry when deciding if a person is suitable to be approved or remain a chaperone.

Any person seeking to be approved as a chaperone is required to declare convictions, cautions and on-going Police or Court bail matters when they apply for an approval. Where these arise during the course of an approval, they need to declare to the CEO within seven days after they occur.

**The CEO will seek advice if these have implications for the chaperone's approval and where appropriate they will suspend or revoke a chaperone's approval.**

**If the local authority become aware of a criminal conviction or an on-going Police investigation not declared the CEO would seek advice from a Senior Manager or Human Resources advisor on the suspension or revoking of the chaperone approval.**

Where a chaperone has had their approval suspended, they are unable to work as a chaperone within the United Kingdom or abroad. If a chaperone does work whilst suspended, then the CEO will revoke their licence immediately and they will not be allowed to reapply for a period of up to 12 months depending on circumstances. The chaperone will be informed in writing how long the suspension will be in force for and that they must not work as a chaperone whilst suspended. If a second offence occurs whilst they are suspended their licence will be revoked indefinitely.

When considering an individual's application, the council will consider each case on its merits. We will take a particularly cautious view of any offence and or information involving violence against children or adults, sexual related matters against children or adults, substance misuse offences or inappropriate behaviour in relation to young people or health issues that could cause concern in respect of the role of the chaperone.

The CEO will interview the candidate where information is received from the DBS certificate on criminal activity.

Where a candidate has failed to declare a criminal offence, but it is revealed on their DBS check then the candidate will be re-interviewed by the CEO to consider if their licence will be approved or revoked.

When considering the information on an application and or the DBS check the CEO will consider the nature and seriousness of the offence and for less serious offences, the length of time since the offence occurred. The council recognise that minor offences that occur when an individual was younger may not necessarily disbar them from approval. However, the CEO will seek advice from our Safeguarding Children Partnership and Human Resources advisors.

Where there are health issues that could affect the ability of the chaperone to provide appropriate care to children additional information may be required from GP or consultants etc. Camden may seek additional advice from our Human resource advisors or may issue approval subject to certain conditions or even for a shorter period to monitor the impact on the chaperone's ability to provide appropriate care. This will be discussed with the applicant and they will receive a written explanation of any conditions imposed.

## **Application Process**

An applicant is also expected to produce a range of documents prior to their initial interview with the CEO.

These are:

- A completed application form (online form via Camden website will be available shortly)
- Appropriate documentation from the DBS approved list of documents dated within the last three months.
- The names of two referees who can supply a character reference. The referees should not be related to the applicant and should have known them for at least a year. Where there are delays in a reference being completed, the candidate may need to supply additional referees. Camden can also reserve the right to ask for additional references if those supplied are not satisfactory.
- Candidates will agree to have their photo taken for their chaperone approval once approval has been granted.
- To sign and abide by Camden's Chaperone Code of Practice.
- Candidates will scan a copy of their Chaperone ID card to the CEO

Payment in full for the DBS check. Applications will not be processed if full payment is not received. Payment must be made online or by cash or cheque made payable to London Borough of Camden. Email [schoolsDBS@camden.gov.uk](mailto:schoolsDBS@camden.gov.uk) to arrange a DBS check

A chaperone's card is not released until a DBS certificate has been received and the council is notified of this.

**Where an application is withdrawn or not approved there is no refund of any charges paid to the council.**

### **First meeting / interview**

The candidate will attend a meeting with the CEO. This may be undertaken face to face or via telephone or video calls.

Before the first meeting / interview, they are expected to have read and be able to demonstrate an adequate knowledge of the roles and responsibilities of a chaperone and the legislation governing child performance licences and an understanding of safeguarding issues. Information about the role of a chaperone is shown below.

During the interview with the CEO, the candidate will be asked questions about their role and responsibilities.

Possible interview questions are listed at the end of this document.

### **Attendance at training**

Candidates are required to attend specific chaperone training within 3 months of their approval. Candidates are welcome to attend training whilst their approval is being processed. Camden arranges free training at least once every six to eight weeks.

Failure to attend the training will result in their approval being suspended until they complete the training. **The Chaperone must not undertake paid chaperone work during this time and Camden council is not responsible for any associated loss of earnings.**

If a new chaperone is not able to attend training at Camden within their first three months but can attend another borough's training we will accept the certificate of attendance from the other borough, as long as Camden is able to quality assure the training provided. Camden would need to see a copy of all training materials in advance of the training and speak with the organisation providing the training before we agree to this. Any costs incurred with attending the training will be paid by the chaperone and not Camden.

**Camden will not accept online training as an alternative for new chaperones.**

### **Renewal of licences**

Applications are renewed every three years and they are expected to attend chaperone training in the three months to the end of the current chaperone licence to ensure their licence is approved for another three years period. During this time, additional training sessions are offered.

Applicants are expected to ensure the renewal of the DBS certificate and their approval are received at least three months in advance of the expiry date to ensure that their DBS and approval do not lapse. Responsibility for renewal rests with the individual chaperone.

Applicants will be asked to give permission for checks to be undertaken with council departments including safeguarding services as part of their renewal application.

### **Renewal of an existing chaperone licence**

If an application is late or incomplete, or there are concerns from the local authority, there may be insufficient time to process the DBS and or approval before the existing licence expires and there may be a period of time when the chaperone is unable to work.

**The Chaperone must not undertake voluntary or paid chaperone work during this time and Camden council is not responsible for any associated loss of earnings.**

Chaperones who do work without an approval or a DBS will have their approval suspended for a period of up to three months

All applications must be made on the appropriate application form and this must be fully completed.

Applicants should allow at least up to three months for an approval and their DBS check to be processed. At certain times of the year especially from June to September DBS may take longer due to the volume of enquiries. Camden Council has no control over the time it may take for a DBS certificate to be issued.

Should concerns be raised because of the checks undertaken by Camden council the chaperone will be invited to discuss the issues and they will be informed in writing of any further action the council will take.

## **Lapsed approvals**

Where an approval has lapsed by the person the council will only consider reissue if it is made within three months of the expiry date. Requests after this time will be processed as a new application and will need to go through the new application process again.

**The Chaperone must not undertake voluntary or paid chaperone work during this time and Camden council is not responsible for any associated loss of earnings.**

## **Candidates who no longer live in Camden**

Where a candidate moves, they will be expected to seek approval from the borough where they have moved to. This should be sought as soon as possible. Camden will continue to approve the person for three months following a move to another borough to enable chaperones to seek a new approval and not to miss work.

Should a chaperone not seek a new approval within the three months Camden will revoke their chaperone licence.

Copies of their application, references and any checks undertaken by Camden will be shared with the new borough with the applicant's permission.

## **Candidates who have moved into Camden.**

Candidates are expected to seek approval from Camden within three months of moving into the borough. Camden will seek information from the previous borough. Camden may consider exempting the new applicant from training if they have attended training in the last year from another borough or an online provider subject to agreement by the CEO.

Where it becomes clear that a chaperone has been living in Camden, has not applied for approval from Camden, and continues to work under a previous approval from another borough Camden will review if that person will be considered a suitable person to be approved by Camden.

## **Concerns about a chaperone**

Where there are concerns about a chaperone raised by the council, by a parent, a child, or a production company the council will investigate.

During any investigation, the council may decide to suspend the chaperone's approval whilst any investigation is undertaken. Chaperones are required to attend any meetings to discuss the concerns. A chaperone will be able to bring a friend / supporter to the meeting if they have given prior indication. It is not appropriate to bring along a legal representative.

Where it is felt that an approval will be revoked, the candidate will be invited to a formal meeting to explain why the council has taken this action.

Where it is felt that an approval should be suspended whilst the chaperone attends further training / re-training the chaperone will be invited to a meeting to explain the associated deadlines.

**During the period of suspension, the Chaperone must not undertake voluntary or paid chaperone work during this time and Camden council is not responsible for any associated loss of earnings.**

**Chaperones are required to contact Camden Council if they have been dismissed from a production for safeguarding issues at the earliest opportunity so that their approval can be reviewed and any appropriate advice guidance or training is offered or depending on the seriousness of the incident the approval may be suspended or revoked. Failure to do so may result in the LA revoking or suspending the chaperones approval.**

**Chaperones should also raise any concerns about other chaperone and or members of the production crew with the safeguarding lead on the production. You can also seek advice from Camden Council should you have concerns about a member of the production.**

### **Code of Conduct**

Camden has introduced a Code of Conduct for our chaperones. New chaperones will sign the Code of Conduct before their approval is issued. Existing chaperones will be required to sign the code of conduct when they next renew their approval and will sign and return a scanned copy of this document before they are issued with a new card. Chaperones with a valid approval who do not wish to sign the code of conduct will not have their approval renewed but can continue to act as a chaperone until the expiry date on their card. At that point we will remove them from our approval list and they should cease to be employed as a chaperone. To obtain a new approval they would need to submit a new application form and follow the process for new applicants which will include interview, references, training and signing of the code of conduct.

### **Fees for chaperones**

As of, September 2021 fees are:

Chaperone DBS check £65 including ID card

Please confirm costs and how to pay when you book a DBS with [schoolsDBS@camden.gov.uk](mailto:schoolsDBS@camden.gov.uk)

### **Chaperone training**

Training is free – however from September 2021 a charge of £30 will be made if a chaperone registers for renewal training and does not attend without giving two days' notice and rebooking the session. Until the payment is made the chaperone's licence will be suspended. **The chaperone should not work during this time.**

### **Legislation**

[Children and Young Persons Act 1933](#)

[Children and Young Persons Act 1963](#)

[Children \(Performances and Activities \[England\] regulations 2014.](#)

### **Guidance for chaperones**

[NNCEE guidance](#) for chaperones and sector led guidance

Camden Safeguarding Children partnership website

Checklist for chaperones whilst on productions / Chaperone Duties

[Hours for children performing](#)

Chaperone Application form

Ed Magee

Development Coordinator

Pupil Attendance Service

Donna Dean

Child Employment Officer

Pupil Attendance Service

**I confirm I have read and understood my responsibilities as a Chaperone and signed the Code of Conduct.**

**I will notify the CEO if there are any changes to my circumstances, including health issues, arrests, and bail conditions and or safeguarding concerns relating to my immediate family members or myself.**

Chaperone's signature

Chaperone's name:

Date:



## Parent / Chaperone Checklist

Name of Production	
Main contact  Including Telephone number	
<b>1. Changing room / dressing rooms / other e.g. trailers / green rooms</b>	
<ul style="list-style-type: none"> <li>• Are they clean?</li> <li>• Is there extra cleaning and PPE available for children and adults</li> <li>• Are they safe?</li> <li>• Are boys and girls over five using different rooms? (Alternatively, what arrangement are there?)</li> <li>• Are they too hot or too cold?</li> <li>• Is there enough room?</li> <li>• Do adults use them at the same time as children? (Children should ideally have their own facilities)</li> <li>• Are there freestanding heaters / fans/ cables etc. that may be a trip hazard?</li> <li>• Is clothing suitable for the climate the child is performing in?</li> <li>• If filming in inclement weather are there enough towels / warm clothing / change of clothes etc.?</li> <li>• What the arrangements for moving around the venue / location?</li> <li>• Is social distancing being practiced?</li> </ul>	
<b>2. Toilets / showers</b>	
<ul style="list-style-type: none"> <li>• Are they clean? Is there extra cleaning?</li> <li>• Are they separate to adults where possible? Or</li> <li>• Do adults as well as children use them?</li> <li>• If so, what are the arrangements for the child?</li> <li>• Are children escorted to and from toilets and showers?</li> </ul>	
<b>3. Signing in and out</b>	
<ul style="list-style-type: none"> <li>• Is there a signing in/out sheet at the stage door/with the location manager?</li> <li>• Who is responsible for this? Are children allowed to go out/off set on their own? If so, who agreed this and is there a signed permission slip?</li> <li>• Are there additional Covid measures in place?</li> </ul>	
<b>4. Around the venue</b>	
<ul style="list-style-type: none"> <li>• Are the hallways/landings/stairs safe and free from obstruction? If not, what can be done? (Request production move items/change route etc.)</li> <li>• Do you need to remind the child of any hazards?</li> <li>• Who and where is the first aider/nurse/medic?</li> <li>• Where is the first aid box?</li> <li>• Have there been any injuries/illnesses you need to be aware of? Any allergies?</li> <li>• Where is the child's emergency contact number held?</li> <li>• Where is the nearest fire exit to the child?</li> <li>• Where is the fire assembly area? What are the procedures in event on a major incident at the venue or in the vicinity?</li> </ul>	

## **Children should not perform if they are ill or feel unwell**

**Please check hours and breaks are adhered to as per performance table**

### **5. Travel to and from venue / location?**

- Is a chaperone collecting your child or are you traveling by taxi or public transport?
- Are there additional Covid measures in place e.g. PPE, wearing masks whilst travelling on public transport and in taxis?
- Do you have times of when child is collected?
- Do you have the name of the person collecting the child?
- Has the named person shown up to collect the child? (Ask for ID if not sure)
- Do you have the name / telephone number of the transport provider?
- Are you expected to go with the child? (Should not travel on their own)
- Do you have the emergency contact numbers?
- Have you checked names and done a headcount for the number of children and people on your transport? (if you have more, or less children than expected, or have concerns about transport arrangements speak to production urgently).

### **6. Food and Drink**

- Is food and drink provided?
- If child usually brings their own and forgets what do you do?
- Is food and drink stored in a clean area? Are there Covid measures in place?
- Is cutlery and crockery clean?
- Do the children have any allergies?
- Do they need any special treatment, can you administer it?
- Where the treatment is kept e.g. epipen?

### **7. Activities off stage / on location**

- Has the child got schoolwork to do / or a tutor session to attend or online?
- Have they brought some books, games etc. to keep themselves occupied during breaks?
- What content are they accessing via smart devices?

### **8. Performance on stage / on location**

- Does each child have a licence – have you seen it? If you have asked several times and it has never been produced, they may not have one! (Chaperones only)
- Are there any restrictions / conditions on it? (Check licence to see if there are any conditions on it)
- What time are they expected to finish? Is this within the permitted hours?
- What is the child role and what are they doing?
- Do they need any special equipment during the performance?
- Have they been shown how to use it?
- Is there a risk assessment – have you seen it? Does it mention Covid measures put in place? Are they being followed by cast and crew?
- Do you feel unsure about the role / activity the child is doing?

**Action taken to resolve any difficulties or concerns**

**Children Protection**

**Always ask yourself – Are children safe, happy, and well?**  
**If in doubt speak to the Child Employment Officer for your borough or when an inspection is carried out.**  
**You are there to protect the welfare of the child not the production schedule.**  
**If concerns are raised about a professional chaperone’s ability to protect children, it could lead to your chaperone’s licence being revoked.**  
**If you have concerns about another chaperone or member of the crew, please report it to the production safeguarding lead or seek advice from your LA**

**Chaperone’s / Parent’s signature**

**Date completed:**

**If you have concerns about the welfare of your child, please raise concerns with the production in the first instance.**

**If you are unable to resolve difficulties, please contact Camden Child Employment Officer 020 7974 7152 or email [ce@camden.gov.uk](mailto:ce@camden.gov.uk)**

### **Covid Update 2021**

**Guidance on Covid 19 is subject to change at short notice. Please check the latest government guidance. Please also check the guidance where the performance will take place as that might differ from where the child lives.**

**Productions are requested to produce risk assessments which explain the processes and steps they are putting in place to keep the cast and crew safe and it should identify the risk for the child as well. Ask to see it if you have not received a copy.**

**If you feel a production is not adhering to the risk assessment or you have concerns and you are unable to resolve them, please contact us as above.**

## **Possible interview questions for chaperones**

Following questions are an aid for the interviewer, to assess the candidate's suitability to act as a Chaperone. They are not an exhausted list and you do not need to ask them all. You may want to ask a few questions to get an understanding of their suitability.

Name of applicant:

Date:

Interviewed by:

1. Can you tell me about your experience of looking after children, or spending time with them (professional or otherwise)?
2. What do you believe a Chaperone's responsibilities to be?
3. As a chaperone to whom do you owe your primary responsibility?
4. Can you tell us how you would resolve a situation in the changing room if a group of boys/girls started to become very playful by throwing things about?
5. What steps would you take to deal with a child who became ill in the changing room?
6. If you saw a child with heavy bruising, what would you do about it?
7. What would you do if a young child made sexual comments, showing sexualised behaviour, or told you that someone had been touching them inappropriately?
8. What would you do if it became apparent that an adult actor and or member of theatre staff were singling out an individual child for preferential treatment?
9. If you thought that a child in your care was too tired whilst performing, what would you do?
10. If the producer expected a child in your care to act in a role that you thought was unsuitable, due to excessive violence or sexual content, what would you do?
11. Do you speak any other languages?
12. Do you have any first aid experience?

## Safeguarding Children Who Perform













### A code of conduct for Chaperones

*The chaperones first duty is to the children in their care. They must ensure the safeguarding and welfare of the children at all times.*

*While they are engaged as the chaperone on a production, they may not undertake any other activity that would interfere with their duties.*

*The chaperone is in loco parentis, except when the child is being taught by an approved teacher, and should exercise the care, which a good parent might reasonably be expected to give.*

Chaperones are responsible for the welfare of the child/children in their care at all times during the period, beginning with the first and ending with the last performance to which the licence relates, except where the child is in the care of their own parent or teacher.

-  A chaperone must be aware of and understand the conditions of the performance licence of the child who is in their care
-  A chaperone is the key person who the child/ren look to for guidance, protection, clarification, and support
-  Chaperones must make themselves aware of any medical needs/disabilities of the children in their care and be clear about any arrangements relating to medicines e.g. inhalers, care of young person with an allergy or diabetes or any assistance the young person may need.
-  A chaperone should know where the young people in their care are at all times.
-  A chaperone is allowed to be in charge of a maximum of 12 children at any one time. However, this may be dependent upon the ages and the needs of the children. If the chaperone considers they cannot look after the number of children in their care safely, you must advise the person in charge of the production to change the arrangement.
-  A chaperone must not permit young people under statutory school age (last Friday in June in the school year in which they are 16) to leave the performance/rehearsal venue unescorted, unless in the company of their parents.
-  Always be aware of the fire/safety/major incident arrangements of the venue
-  A chaperone should be aware of the first aid procedures at the venue
-  A chaperone should ensure that any/all accidents/incidents are reported and recorded.
-  A chaperone must ensure that the children are comfortable.
-  Ensure that the children have sufficient access to food and drink and be aware of any allergies the child has, have the appropriate mealtimes and rest/comfort breaks.
-  Ensure all the young people have adequate and appropriate supervision during changing and toilet arrangements (where possible children should be allocated separate toilets from the adults).

- 14. A chaperone should always keep a register of all the young people in their care and keep the daily record sheets up to date. Head counts alone are not acceptable.
- 15. Chaperones must stand up for the child above production pressures.
- 16. Chaperones must keep a confidential list of all important contacts e.g. the child's licencing authority, the local authority in whose area the child is performing, the child's parent/legal guardian, contact details, any medical details etc.
- 17. Chaperones should be familiar with the productions social media policies
- 18. All chaperones must work within the agreed parameters of confidentiality e.g. sharing of personal information/details must only be disclosed on a need to know basis, to the appropriate people.
- 19. A chaperone must safeguard the sharing of information to ensure that it is not accessed by third parties and must not release any child's details to any members of the public/press/media.

## Behaviour of chaperones

A chaperone must:

- 20. Be the child's champion
- 21. Conduct yourself in an appropriate manner on set. You should be visible so the young people can see you, but not get in the way of the crew/set.
- 22. Be alert to potential hazards and ensure that your focus always remains on the young people.
- 23. Always pay attention to the welfare of the children and not be distracted in any way such as by being 'star struck', reading, using social media etc.
- 24. Always report to the head chaperone or other identified appropriate person if any problems or queries arise.
- 25. Report any concerns immediately. Know who to report them to and what to do in each case.
- 26. Be aware that some children are in the care of their parent whilst on set. A chaperone should intervene if a parent agrees to something that may contravene child performance regulations or may endanger a child.
- 27. Ensure their DBS check is renewed either annually via the update service or every three years.
- 28. Ensure that they comply with any conditions to ensure their chaperone approval is renewed.
- 29. Attend training within three months of being a new chaperone or before their approval is renewed.
- 30. To carry a copy of their chaperone approval when they are on a production and show this to any inspecting officer from a local authority.
- 31. **Notify the local authority at the earliest opportunity if there are any changes to their circumstances, including health issues, arrests, and bail conditions and or safeguarding concerns relating to them or their immediate family members.**
- 32. **Notify the local authority if they have been dismissed from a production because of concerns about their practice.**

## A chaperone must not:

- ✎ Leave the child/ren alone with another adult (unless it is another licenced chaperone, the child's parent, or teacher).
- ✎ Release children to an adult they are not expecting at the end of the production unless this has been confirmed by the parent / production.
- ✎ Engage in an inappropriate relationship with a child or young person. This includes communication via social media, text messaging (unless agreed in advance with parents), websites and social networking sites such as Facebook, Twitter, Instagram, and Snapchat. This means that chaperones should ensure that their personal social networking sites are set to private and children/young people are not listed as approved contacts. Equally, chaperones should not accept 'friend requests' from children/young people they are looking after.
- ✎ Take photos of the child/ren
- ✎ Use mobile phones whilst looking after the children
- ✎ Give gifts or show favouritism to children.
- ✎ Drink alcohol and/or take drugs when you are working. Your capacity to perform your duties as a chaperone must not be impaired by alcohol or drugs.
- ✎ Possess, take, or supply illegal drugs, including cigarettes.
- ✎ Swear or use inappropriate language.
- ✎ Enter conversations of an inappropriate or sexual nature
- ✎ Disclose or provide your personal details or information to the child.
- ✎ Permit young people to use inappropriate language. If this does happen it is important to discuss with the parents
- ✎ Discipline the child/ren. It is not the role of the chaperone to discipline a child and they must never hit, shout, or otherwise punish a child. Any behaviour issues should be discussed with a parent, person in charge and a suitable resolution found.
- ✎ Approach cast members for autographs or photos during working hours
- ✎ Let children perform if they are unwell

## Physical touch

- ✎ Always check that it is ok with the child before you help them
- ✎ Touch should always be conducted in an open manner. It should never be 'secret' or in a surreptitious manner.

## Response to disclosures:

If a child confides in you, that abuse has taken place

- ✎ Remain calm and in control, but do not delay in taking action
- ✎ Listen carefully to what is being said. Allow the child to tell you at their own pace and ask questions only for clarification.
- ✎ Don't ask leading questions, use the following strategy:
  - ✎ T – Tell me
  - ✎ E – Explain that to me
  - ✎ D – Describe that to me
- ✎ Do not promise to keep it a secret or confidential, reassure the child that they did the right thing telling someone and explain what you will do next.

- ☞ Use the first opportunity you have to share the information you have with the Designated Safeguarding Lead (the person responsible for child protection). Each production company should have a nominated child protection person.
- ☞ If that person is not available, contact Children’s Social Care or the Police. You can also seek advice from the child employment officer in your home borough during working hours or from the emergency out of hours safeguarding duty team.
- ☞ As soon as possible, make some notes (using the child’s own words). Note the date, time, any names that were involved or mentioned and whom you gave the information to.
- ☞ Parents should not routinely be informed at this point if they are the subject of the disclosure as this may compromise the safety of the child.
- ☞ Where another registered chaperone is the alleged abuser, the matter must also be referred immediately to the safeguarding lead on the production who can make a referral to the appropriate licencing authority. The chaperone can prompt the production company to ensure this is done.
- ☞ Information/ evidence gathering is not the responsibility of the chaperone. This is a matter solely for the investigating authorities.

**If you have any concerns relating to the safeguarding & welfare of the child, for example neglect, engaging in inappropriate contact with adults, child sexual exploitation, it is your responsibility to inform the Designated Safeguarding Lead and to inform your local authority of any concerns.**

**Confirmation of Receipt and Understanding of the Chaperone Code of Conduct**

As an approved chaperone with Camden council, you are expected to read, understand, and accept this Code of Conduct. Failure to adhere to this Code of Conduct could lead to your approval being suspended and or revoked in line with the Chaperone Approval Policy.

Please sign and date this document below and send a scanned copy to [ce@camden.gov.uk](mailto:ce@camden.gov.uk)

Once signed, it will be held on your chaperone file to confirm that you have read, understood, and agreed to abide by the chaperone code of conduct

Signed.....

Print name.....

Date.....

Signed.....

Child Employment Officer – Camden Council

Date .....