

# Guidance for Matrons/ Chaperones

EDUCATION  
AND CHILDREN'S  
SERVICES

Children (Performances) Regulations 1968  
Children Involved in Performing in Entertainment



Blackpool Council  
BUILDING A BETTER COMMUNITY FOR ALL

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**This booklet and related forms are also available on the  
Blackpool Council Website ([www.blackpool.gov.uk](http://www.blackpool.gov.uk))  
“Child Entertainment Licence” section**

# GUIDANCE FOR CHAPERONES

## INTRODUCTION

Blackpool recognises that children may gain wonderful life experiences by being given the opportunity to appear in a local stage play, a film, a television advertisement, or as part of a national sporting team.

This document is intended to guide Chaperones through the large raft of legislation that has been produced to protect children taking part in performances and thus ensure that the experiences of these children is safe and rewarding.

The following guidance aims to provide Chaperones registered by Blackpool Council with guidelines on how to carry out their duties of care to children appearing in performances.

The holder of the performance licence (eg usually the Producer of the show/programme, BBC, IBA, Stage School or Theatre) is responsible, throughout the period covered by the licence, for ensuring that the child shall be in the charge of a responsible adult. This person is known in law as a "Matron" (referred to by Blackpool Council as a Chaperone).

## LEGISLATION

The primary legislation comes from the Children and Young Persons Acts of 1933 and 1963 (with later amendments). The 1963 Act allowed the Secretary of State to make Regulations that prescribe conditions to be observed with respect to children taking part in performances. These Regulations are entitled The Children (Performances) Regulations 1968 (with later amendments).

The legislation is very complex and appears daunting but you must have a working knowledge of the Regulations in order to carry out your duties with confidence.

Additional information on children in entertainment can be found on Blackpool Council's Website:

[www.blackpool.gov.uk/services/m-r/pupilwelfareservice/home](http://www.blackpool.gov.uk/services/m-r/pupilwelfareservice/home)

or on the National Network for Child Employment and Entertainment Website:

[www.buckscc.gov.uk/nncee](http://www.buckscc.gov.uk/nncee)

If you have any queries in relation to any of your duties or you require clarification of any part of the legislation, please do not hesitate to contact the Pupil Welfare Service, Child Licensing Dept on (01253) 476571 or (01253) 476578.

## **WHO MAY APPLY TO BE A CHAPERONE?**

Any adult (male or female), **resident in Blackpool**, may apply to Blackpool Council to be registered as a Chaperone. The criteria for approval to be a licensed Chaperone with Blackpool Council are: -

- Enhanced Criminal Records Bureau (CRB) Disclosure
- Two references
- An awareness of the relevant legislation
- An awareness of Blackpool's Child Protection Procedures

The Local Authority shall not approve a Chaperone unless satisfied that s/he can exercise proper care and control of the child/ren and that s/he will not be prevented from carrying out his/her duties as a Chaperone by other duties.

Applications for Chaperone Licences can be obtained from:

Child Licensing Officer  
Pupil Welfare Service  
Blackpool Council  
Whitegate Manor  
261 Whitegate Drive  
Blackpool  
FY3 9JL

tel. 01253 476571

## **OTHER REGISTRATION REQUIREMENTS OF BLACKPOOL COUNCIL**

**(note: these requirements are not statutory, but are expectations of Blackpool Council)**

When approved, Chaperones are required to notify Blackpool Council (Pupil Welfare Manager) in writing within seven days of:

- ✓ Any arrest for an offence that is triable in a Court of Law
- ✓ Any conviction following an arrest, whether in the United Kingdom or otherwise
- ✓ Any serious or notifiable illness or disease
- ✓ Any change of address or name

## 1. DUTIES OF A CHAPERONE

- a) Your first duty as a chaperone is to the children in your care. While acting as chaperone you may not engage in any activity that would interfere with the performance of your duties. Except when a child is in the care of a teacher or the child's parent/guardian, you are *in loco parentis* and should exercise the care which a good parent might be reasonably expected to give that child. A Chaperone acting under licensing regulations shall be considered to have the care and control of the child with a view to securing his/her health, comfort, kind treatment and moral welfare.
- b) The precise duties while the child is at the place of performance will vary according to the nature of the performance. If the child is working in the theatre, the times when he/she is to be at the theatre and when he/she will be on stage are known in advance and must come within what is permitted by the Regulations. Your main duties will be to ensure that, when the child is not actually performing, he/she is properly supervised and has adequate meals, rest and recreation. This includes the period in between performances, if there are two performances on the same day and he/she does not go home or back to his/her lodgings.
- c) The maximum number of children in your care at any time may not exceed 12; there may be occasions when you could only perform your duties satisfactorily if the number were smaller, eg if the children were living away from home. It is advisable to liaise with other chaperones and to work as a team.
- d) You should make yourself thoroughly familiar with the terms of the performance licence granted by the Local Authority and see that as far as lies within your power, the conditions are properly fulfilled.
- e) Chaperones should be gender appropriate. This means that for a mixed cast of boys and girls requiring separate dressing rooms there should be at least two Chaperones.
- f) The child must leave the theatre after each performance not later than 30 minutes after the end of their part, or 10.00 pm (for children under 13 years), 10.30 pm (for children over 13 years), whichever is the earliest. (refer to non-broadcast performance table)
- g) In the event of any contravention of the licence, or incident affecting the well-being of the child/ren you **must** inform the Licensing Authority at the earliest opportunity.

## 2. A CHILD LIVING AWAY FROM HOME

If a child is living away from home you are responsible for him/her throughout the currency of the licence. This includes seeing that the child's lodgings are satisfactory in every way and that he/she is properly occupied during his/her spare time; and in general you may need to exercise a greater amount of supervision than if the child was living at home.

### 3. **A CHILD APPEARING IN A FILM**

A child appearing in a film may be at the studios or place of location for much of the day. During the whole of this time he/she is in your charge except when having lessons. It is your duty to accompany him/her from the dressing room or schoolroom to the set and take him/her back to the dressing room or schoolroom as well as remain on the set while he/she is there. You are required to keep a record of the time the child is on the set and the time he/she rehearses and performs so as to ensure that the periods permitted under the Regulations are not exceeded and you must also see that the child gets not less than the required number of breaks for rest and meals. You should make sure that the child has suitable opportunities for recreational activities and is protected from stress, strain, bad weather and any other conditions likely to harm him/her.

### 4. **ILLNESS OR INJURY OF A CHILD**

**No child should be allowed to perform when unwell.**

If a child falls ill or is injured while in the charge of a chaperone or teacher, the licence holder must immediately notify the parent named in the application form and the local authority, and if appropriate a doctor should be called. Be aware of signs of stress or tiredness. If a child is ill or under too much stress you have a duty to withdraw the child. The child's welfare overrides the needs of the producer.

Should the child fall ill whilst on tour and is too ill to perform, the Chaperone should make arrangements for the child to be sent home under proper escort.

The Chaperone **must** keep a record of any such instances of illness or injury, and any action taken.

### 5. **HEALTH & SAFETY**

- Ensure you know the fire exits, what the fire alarm sounds like and are aware of evacuation procedures
- Location of first aid facilities
- Be aware of any access by the public to backstage areas
- Satisfy yourself that the general safety of the venue is acceptable

### 6. **SPECIFIC HAZARDS**

Below is a list of known hazards associated with theatrical and film performances. The list is not exhaustive but covers some of the more common areas that may give cause for concern.

- Fire Procedures (eg alarm bell, fire drill etc)
- Safe place to stand in wings or off the set
- Movement of scenery
- Movement of any machinery
- Periods of temporary darkness (eg scene change)
- Falls from a height
- Smoke effects and dry ice
- Noise
- Pyrotechnics
- Trapdoors
- Animals
- Electrical cables
- Very bright lighting

If the performance is outdoors then in addition to the foregoing, the following should also be considered:

- Protection from inclement weather
- Movement of vehicles
- Rivers, cliffs and other natural features that pose potential risks

**7. BE PREPARED**

- a) Take your Chaperone Licence with you whenever you are carrying out your chaperone duties.
- b) Ensure you have a list of the names of the children in your care and there is a list of children's home and emergency contact details available.
- c) Always ask to see the performance licences of children you are chaperoning upon arrival at place of performance, if you have not already received a copy. The child should not perform if a licence has not been granted unless they are exempt [Sec.37(3)(a)]. Acquaint yourself with any special regulations or conditions on the licence and ensure they are being adhered to.
- d) Check with the Performance Licence Holder if any of the children have medical problems or special requirements that you need to be made aware of. This information is strictly confidential.
- e) Ensure adequate arrangements have been made for meals and refreshments and ensure the child has adequate clothing for bad weather. It is the licence holder's responsibility to ensure that arrangements are made for another chaperone or the child's own parent to supervise the child if the designated chaperone requires a break.
- f) Acquaint yourself with the venue and check the suitability of toilet and washing facilities, areas for rest and recreation and dressing rooms. Be aware that children aged 5 yrs and over must only dress with other children of the same sex [Regulation 14(3)].
- g) Have a small notebook handy to keep records of duration and timings of rehearsals and performances, time spent at venue, breaks, meals, tuition, waiting time between rehearsals/performances, overnight breaks and any other incident regarding the child's welfare and treatment.
- h) If you are unhappy with any arrangements or facilities, please voice your concerns to the licence holder or the Local Authority.

**8. LOCAL AUTHORITY INSPECTIONS**

The Local Authority will make regular inspections, without prior notice, to places of entertainment within the Authority. The Officer should make his or herself known to the Chaperone(s) and licence holder on arrival and will have proper identity.

## 9. **CHILD PROTECTION**

Everybody who works with children, or works with parents and other adults in contact with children should be able to recognise, and know how to act upon, indicators that a child's welfare or safety may be at risk.

The abuse or harm to children may occur from: -

- parents
- others who have parental responsibility
- adults who are in a position of trust or who are temporarily entrusted with their care
- people who, though not having parental responsibility, are known within a wider circle of the family or neighbourhood
- a complete stranger
- other children

The following definitions of abuse are given to assist professional staff and those providing services to children in assessing whether abuse may have occurred.

### **Neglect**

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. Non-organic failure to thrive may be a feature or a result of neglect.

### **Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This is commonly described as "Munchausen syndrome by proxy." Any instances of female circumcision, excision or infibulations will be regarded as physical abuse under the Prohibition of Female Circumcision Act 1995.

### **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways or failing to discourage them from such behaviour.

## **Emotional Abuse**

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved or inadequate. It may cause children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

## **Abuse of Trust**

A relationship of trust, for the purpose of this guidance, is one where a teacher, member of education staff or a volunteer is in a position of power to influence over a child by virtue of the work or nature of the activity being undertaken. A relationship of trust must not be distorted by fear or favour and those in positions of trust must exercise responsibility as a consequence of the power they have over those they care for. Where a relationship of trust exists, allowing a relationship to develop in a way that might lead to a sexual relationship is wrong. A sexual relationship will be intrinsically unequal within a relationship of trust and is therefore unacceptable. It is also inappropriate since the professional relationship of trust would be altered. This guidance should not be interpreted to mean that no genuine relationship can start between two people within a relationship of trust, but given the inequality at the heart of a relationship of trust, the relationship of trust should be ended before any sexual relationship develops.

## **10. WHAT TO DO IF SUSPECTED/ALLEGED CHILD ABUSE**

### **PROCEDURES**

The following procedures must be carried out in every case of actual suspected or alleged child abuse that comes to the attention of the chaperone.

#### **a) Medical Emergency with Suspicion of Abuse**

A child requiring urgent medical attention should be escorted to the nearest Accident & Emergency Department. Where possible the child should be accompanied by a parent or carer, if a parent or carer unreasonably refuses to allow necessary medical treatment, the Police should be contacted immediately. The escort must remain with the child until such time as the child's safety is assured. The Chaperone should ensure that Social Care and the Pupil Welfare Manager are informed immediately.

#### **b) Suspicion of Abuse without Medical Emergency**

If a chaperone has knowledge or suspicion of abuse from any source they should refer to Social Care without delay who will decide whether to investigate further. If so, arrangements for parental contact will be agreed. In all but the most exceptional circumstances Social Care will make parental contact.

#### **c) Disclosure of Abuse**

If a child tells a chaperone that they have been, or is likely to be abused, the chaperone should listen sympathetically and without judgement or further questioning.

When responding to a child or young person who has disclosed abuse or the risk of abuse, it is important to reassure them that their story is believed and will be taken very seriously and we will be talking about the situation with people who can help and that

they have acted rightly in disclosing the information. If the child or student asks that the information be kept secret, it should be explained that in order that they are helped and protected it will be necessary for some other people to be involved. Promises which may be difficult to keep should not be made. Action should be taken even if the child withdraws the allegation at this point.

Always make a written record as soon as possible of any further information volunteered to you. The record will include the time it was written, the setting, personnel present as well as what was said.

**Referrals should be made to the Social Care Duty Team  
01253 477668**

Make it clear that you are making a Child Protection Referral.

When you are making a referral regarding child protection concerns, it is important to have the following information wherever possible readily available for the duty social worker: -

- name, date of birth, ethnic origin, gender of child, address and telephone nos
- the reasons for your concern
- injuries and/or other indicators observed
- the child's first language
- details of any specific needs of the child, e.g. disability etc
- details of family members, if known
- other agencies, professionals involved
- family doctor

Social Care will make enquiries with other agencies who may have information regarding the child and family. On the basis of the information gathered, they will then make an initial assessment on what further action is necessary or appropriate.

If a parent, student or other adult reveals to a chaperone that they or others have been involved in perpetrating abuse to a child the chaperone should also contact Social Care immediately.

**CHAPERONES SHOULD UNDER NO CIRCUMSTANCES HAND ANY CHILD OVER TO, OR LET THE CHILD BE EXAMINED BY ANY OTHER PERSON. THE ONLY EXCEPTIONS TO THIS ARE UNLESS IT IS WITH THE PRIOR APPROVAL OF THE CHILD'S PARENT/CARER, OR MEDICAL EMERGENCIES, AND THEN UNDER THE SUPERVISION OF A DOCTOR, POLICE OFFICER IN UNIFORM OR OTHER SUITABLE PERSONS WHEN THE CONSENT OF THE CHILD'S PARENTS CANNOT BE OBTAINED.**

**In all cases a written report must be forwarded to the Pupil Welfare Manager, Pupil Welfare Service, within 48 hours.**

More information can be found in the Department of Health/DCFS summary document "What To Do If You're Worried A Child Is Being Abused". This document can be viewed on line ([www.everychildmatters.gov.uk/resources-and-practice/IG00182](http://www.everychildmatters.gov.uk/resources-and-practice/IG00182)) and is also available from the Pupil Welfare Service. Blackpool's Child Protection Procedures can be found on the Council Website ([www.blackpool.gov.uk](http://www.blackpool.gov.uk)).

## 11. ALLEGATIONS AGAINST A CHAPERONE

If an allegation is made against a chaperone by a young person or their parent/carer, this will be taken very seriously. Information will be passed to the LADO (Local Authority Designated Officer) for allegations who will follow Blackpool's Allegations Procedures.

## 12. CHILD CAR SEAT RULES

As part of your duties you may need to transport, or supervise the transport of, children. The Regulations, which came into force on 18 September 2006, mean you have a legal obligation to ensure children wear the correct safety restraints.

Legal Requirements from 18<sup>th</sup> September 2006

	Front Seat	Rear Seat	Who Is Responsible
<b><u>Driver</u></b>	Seat belt must be worn		Driver
<b>Child under 3 years of age</b>	Correct child restraint must be used	Correct child restraint must be used. If one is not available in a taxi, may travel unrestrained	Driver
<b>Child 3 years to 135 cms in height (and under 12 years)</b>	Correct child restraint must be used	Correct child restraint must be used where seat belts fitted. Must use adult belt if: <ul style="list-style-type: none"> <li>- in a taxi, the correct child restraint not available;</li> <li>- on a short and occasional trip, the correct child restraint not available;</li> <li>- two occupied child restraints prevent fitting a third.</li> </ul>	Driver
<b>Child 12 or 13, or over 135 cms in height</b>	Seat belt must be worn if fitted	Seat belt must be worn if fitted	Driver

Further information is available on the following website: -

[www.childcarseats.org.uk](http://www.childcarseats.org.uk)

## CHILDREN IN ENTERTAINMENT NON-BROADCAST PERFORMANCE TABLE

<b><u>Performances</u></b> <i>(same nature)</i>	2 per day	1 performance and 1 rehearsal <b>OR</b> 2 performances
<b>Performances per week</b>	Max. 6 days per 7 day week	Max. 8 consecutive weeks requires 2 week interval before performing again in ANY production
<b>Time gap between performance days</b>	14 hrs must elapse between the end of the previous day's performance and the beginning of the following day's performance	
<b>Performance time</b>	Max. 3½ hrs	Including breaks
<b>Appearance in performance</b>	Max. 2½ hrs	Aggregated
<b>Intervals</b>	1½ hrs minimum	Between 2 performances <b>OR</b> 1 performance and 1 rehearsal
<b><u>Exception to intervals</u></b> <i>(in any week)</i>	On not more than 2 days min. of 45 mins interval between performances and/or rehearsals. Max. 6 hrs at place of performance	
<b>School day</b>	Attending school after the morning session	1 performance <b>OR</b> 1 rehearsal ONLY
<b>Performance hours</b>	Age 12 and under	Age 13 and over
<b>Earliest arrival</b>	10.00 am	10.00 am
<b>Latest departure</b>	10.00 pm	10.30 pm
<b>Exception (1)</b>	10.30 pm	11.00 pm
<b>Exception (2)</b>	Not later than 11.00 pm on not more than 3 evenings per week, provided that he/she is not so present on more than 8 evenings in a period of 4 consecutive weeks	
<b>Medical (1)</b>	YES ( <i>period longer than 1 week</i> )	Performing over 6 consecutive days
<b>Medical (2)</b>	NO ( <i>period less than 1 week</i> )	Performing under 6 consecutive days
<b>Arrangements for getting home</b>	Applicant shall ensure that suitable arrangements (having regard to the child's age) are made for the child to get to his/her home or other destination after the last performance or rehearsal or the conclusion of any activity on any day.	

## CHILDREN IN ENTERTAINMENT BROADCAST PERFORMANCE TABLE

<b>TOPIC</b>	<b>AGE 0 - 4</b>	<b>AGE 5 - 8</b>	<b>Age 9 and over</b>
Maximum time at place of performance	5 hours	7½ hours	9½ hours
Maximum times present	Between 9.30 am and 4.30 pm	Between 9.00 am and 4.30 pm	Between 7.00 am and 7.00 pm
Maximum performing time	2 hours	3 hours	4 hours
Maximum continuous time to take part without a rest	30 minutes	45 minutes	1 hour
Minimum rest/meal times	All times when not taking part	Present 3½ hrs = 2 breaks, 1 hr meal and 15 mins rest. Present 8 hrs = 3 breaks, 2 x 1 hr meal and 15 mins rest	Present 4 hrs = 2 breaks, 1 hr meal and 15 mins rest. Present 8 hrs = 3 breaks, 2 x 1 hr meal and 15 mins rest.
Education	Nil	3 hours per school day (see <i>Education for aggregated hrs</i> )	3 hours per school day (see <i>Education for aggregated hrs</i> )
<b>EXCEPTIONS - BBC/ITV and Contractors of, <u>for children aged 13 and over only</u></b> (Ref 27(2)(a))			
<p>Maximum time 7 day week            12 hrs any 1 day <b>OR</b> 10 hrs any 2 days <b>OR</b> 9½ hrs any 3 days provided not present on any other day that week and not present after 7.00 pm on max. 20 days in previous 12 months.            Times between 7.00 am and 7.00 pm <b>OR</b> between 10.00 am and 10.00 pm</p>			
<b>ALTERNATIVE TO ABOVE EXCEPTIONS (Ref 27(2)(b))</b>			
<p>Maximum time 7 day week            12 hrs 1 day provided not present more than 4 hrs on any other day that week and:            does not take part for more than 2 hrs any other day that week and:            does not take part on day following a day on which he was present after 7.00 pm and:            has not been present after 7.00 pm on any of the 6 previous days.            Times between 7.00 am and 7.00 pm <b>OR</b> between 10.00 am and 10.00 pm</p>			

## CHAPERONE REFERRAL FORM

This form is for the use of Chaperones who wish to note with the licensing LEA any concerns encountered whilst chaperoning a child/children performing in: films, TV, modelling, commercials, theatre, sport or any other performance falling within the Children (Performances) Regulations 1968 and subsequent statutory instrument.

Chaperone Name	
Chaperone Contact Details	
Name of Production	
Incident Date	
Number of children involved	
Reason for Referral	

### D e t a i l s

***Please continue on additional sheets if required***

Chaperone Signature		Date	
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**RETURN TO:** Child Licensing Officer, Pupil Welfare Service, Whitegate Manor  
 261 Whitegate Drive, Blackpool, FY3 9JL  
 Tel: (01253) 476571 Fax: (01253) 478190

## CHECK LIST - ARRIVAL AT THE VENUE

*You may find it useful to photocopy this page to use at each job you attend*

Familiarise yourself with the venue's layout	
Identify all hazard areas	
Locate all fire exits	
Ask to hear sound of fire alarm	
Arrange fire drill (with alarm) for children	
Locate first aid facilities	
Inspect dressing rooms (separate for 5 years and over)	
Locate and inspect toilets	
Locate and inspect rest rooms	
Locate and inspect school room	
Check on meal arrangements	
Check total number of children	
Check total number of chaperones	
Acquire list of children's names	
Check each child's Performance Licence or confirm with Licence Holder that child is exempt	
Ensure you have emergency home contacts for each child	
Where relevant, ensure you have details of each child's medical problems and/or medication	

NOTES:

## **USEFUL CONTACTS**

Please find below some useful telephone numbers together with space for you to add your own contact numbers.

Pupil Welfare Service – Child Licensing	476571 (Kate Hawkes) 476578 (Val Pilling) 476619 (Graham Smith) 476568 (Dept Admin)
Pupil Welfare Manager (Julie Smith)	476569
Blackpool Central Police Station	(01253) 293933
Social Care Duty Team	(01253) 477668
Blackpool Council – Customer First	(01253) 477477

## **NOTES**