



Wadhurst Dramatic Club

WDC Chaperoning Policy (Annex I)

Approved by WDC Committee (July 2019)

Annex I – WDC Chaperoning Policy

When are chaperones required?

By law children performing or rehearsing for a public performance must be with their parent, carer or a registered chaperone. The law covers children working in amateur drama as well as a range of other professional/non-professional activities.

Our local authority licences chaperones to make sure children:

- don't work too long without proper breaks
- receive education when required
- are safe and comfortable.

They are responsible for their welfare except when they are rehearsing, performing or with a parent or carer.

East Sussex County Council strongly recommends using registered chaperones for all performances to safeguard children.

As well as a chaperone, a child will also need a child performance licence if the performance runs longer than three days or if the child:

- performs 4 days or more in a 6 month period,
- gets paid, or
- misses any school to take part.

The chaperone's duties

A chaperone is the person that the child goes to for guidance, protection, advice and support. They must:

- understand the regulations of the child's license and make sure the producer follows them
- not let a child perform if they are unwell
- keep a note of contacts, such as for their and the child's licensing authorities, the Children's Services Authority, the child's agent and parent or guardian.
- always ask to see a child's licence when they arrive. (If the company/organisation cannot prove that a child is licensed, chaperones should contact the child's Children's Services Authority urgently. The child should not perform if a licence has not been granted, unless the performance is a one-off amateur production, of less than three days.

One chaperone can supervise up to a maximum of 12 children of the same sex at a time, but this maximum may be too many for one chaperone if there is a wide age range. **WDC will work to a ratio of 1:8 wherever possible.**



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The application process

The chaperone licence can be used nationally but WDC volunteers apply to the East Sussex County Council (or the local authority where the applicant pays council tax).

The process, including safeguarding and reference checks, takes between 6 to 8 weeks.

If you wish to become a chaperone for WDC, please seek approval from WDC Committee, prior to commencing the Council's training and application process.

If WDC volunteers live in East Sussex, they are required to :

- complete the application form
- complete online training on child entertainment legislation and safeguarding
- provide two personal references
- pass the DBS check
- provide two passport sized photographs.

The fee will be paid by the WDC.

The Local Authority can refuse a chaperone licence if they are not satisfied that the applicant is suitable.

Chaperone licences are valid for three years and then they need to be renewed. The process to renew is the same as to apply.

Existing WDC chaperones must complete the renewal process before their licences expire.

WDC will pay the renewal fee.

This policy statement will be reviewed annually by the WDC.

The date of the next review is June 2020