

Education Welfare Service

Chaperone Licence Application

Children and Young Persons Act 1963

The Children (Performances and Activities) (England) Regulations 2014.

"The Licensing Authority shall not approve a Chaperone unless they are satisfied that she (he) is suitable and competent..." (Regulation 12(2), Children (Performances) Regulation 1998

Thank you for applying to be a Hull City Council Licenced Chaperone.

To accompany this application, you will need to provide the following:

- Photograph – 1 recent passport size photograph
- References – Name and address of two referees who will be asked to provide a written reference
- A Current Enhanced, Children's Barred List Checked DBS

A photo ID badge will be supplied for a Chaperone upon completion of the application.

Please remember that any applications for a chaperone licence must be received at least 21 days before the date of the performance – we cannot guarantee licences will be processed if received later.

NB: licences will not be processed without receipt of both references and completion of an informal discussion with one of our Education and Inclusion Officers.

If you require any further assistance, please do not hesitate to contact us

Personal Details			
Surname		Forenames	
DOB		Place of Birth	
Address			
Post Code			
Tel		Mobile	
Email (essential requirement)			
How long have you lived at this address?			
If less than 5 years, please list previous addresses			
When is this Chaperone licence required for?			
What is the name of the performance you are applying to Chaperone for?			

Employment Details		
Present Employer		
Address		
Type of Work		
Have you applied for a licence before?	Yes	No
Do you hold a licence for another local authority?	Yes	No
If Yes, which authority?		

Please note: In order for a Chaperone Application to be processed and completed you must hold an Enhanced DBS, Children's Barred List Checked and also be registered with the DBS update service.

Are you subscribed to the DBS Update Service? - If NO, you are required to apply for a new DBS certificate via Hull City Council. You will receive further instructions via email once your application has been received.	Yes	No
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DBS date of Issue:	
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DBS Disclosure Number:	
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Please give details below of any other relevant work experience e.g. teaching, social work, youth work, child minding, play groups, nursery nurse, or if you have acted in a voluntary capacity such as Cubs/Brownies.

Please add anything else that you would wish to add in support of this application

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Please give details of two referees. One of who should be your current or most recent employer. Unfortunately, we cannot accept references from family members or spouses.

Professional Mr/Mrs/Miss Address: E-mail address:	Personal Mr/Mrs/Miss Address: E-mail address:
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When approved your name will appear on a list of Hull City Council approved chaperones, which will remain confidential and only used to confirm chaperone licensing validity.

Declaration to be signed by the applicant

The information detailed in this application form will be used in order to fulfil our statutory obligations under The Children (Performances and Activities) (England) Regulations 2014. Your information will be stored and shared in accordance with relevant Data Protection Legislation. Your information may be disclosed to agencies wishing to use your services as a Chaperone; however, you will be informed of their identity prior to any disclosure.

Declaration

I consent to Hull City Council recording and processing the information detailed in this form. I can withdraw my consent at any time by contacting CEE@hullcc.gov.uk.

Information I have given about myself, and any other individuals will be held and processed by Hull City Council and held in line with the relevant retention periods.

I understand that this information may be used by the company in pursuance of its business purposes and my consent is conditional upon Hull City Council complying with their obligations under Data Protection Legislation

I Hereby declare, that to the best of my knowledge, the above information is true.

Signed		Date	
<p>Please return this form via email to CEE@hullcc.gov.uk</p> <p>Alternatively, you can post to: Education Welfare Service Room 128 The Guildhall Alfred Gelder Street Hull HU1 2AA</p>			