



London Borough of Newham
Child Employment

Chaperone Handbook

Introduction

This booklet is intended for Chaperones and people considering applying to become a registered Chaperone with the London Borough of Newham.

It contains information in relation to child performances, the roles and responsibilities of a Chaperone, guidance around performances and the overarching legislation.

It is important to note that this booklet does not contain answers for all possible scenarios that a Chaperone may encounter, as by the very nature of the role, it is impossible to cover every eventuality a Chaperone may face. When facing such scenarios, this booklet provides guidance around whom to contact should further information or clarity be required.

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Legislation

The Children and Young Persons Act 1933 / 1963

Children (Performance and Activities) England Regulations 2014

The above legislation and regulations cover children who take part in performances or activities - including film, theatre, TV productions, modelling photoshoots and sport. The primary function of the legislation and regulations is to ensure the health, proper treatment and education of children who take part in these activities.

For the purpose of this legislation and this guidance, “children” are deemed to be as such from birth until they cease to be of “Compulsory School Age”. A child ceases to be of Compulsory School Age on the last Friday in June when they are in school Year 11 (this is not on their 16th birthday as is sometimes misconceived).

Regulation 15 Children (Performance and Activities) England Regulations 2014 sets out the requirement for a child taking part in performances to be cared for by an approved person, known as a Chaperone. A Chaperone can be either the child’s parent or an individual who is registered as an approved Chaperone with a Local Authority.

When considering applicants to become approved Chaperones, the Regulations set out that the Local Authority must not approve an individual as a Chaperone, unless they are satisfied that the individual is suitable and competent to exercise proper care and control of the child.

For the remainder of this guidance the Children (Performance and Activities) England Regulations 2014 are referred to as “The Regulations”.

It is strongly recommended that you familiarise yourself with The Regulations - a copy of which are included in the appendices.

Additional legislation can be found on the NNCEE website under “Legislation.” (See Section “Further Reading”.)

Child Performance Licenses

In order for a child to participate in performances or activities, they require a Child Performance License to be issued by the Local Authority in which they reside. This license is applied for and held by the person who has responsibility for the production or activity taking place – this person is referred to as “the License Holder”. The details of the child, the license holder and the performance or activity are included upon the license issued.

It is a legal requirement under Regulation 15(1) of The Regulations, that a where a Child Performance License is issued, the child must be cared for by a Chaperone.

Exceptions to Licensing

There are three exceptions listed below, of when a Child Performance License is not required. For an exception to apply, it must also meet the following conditions:

No payment in respect of the child taking part in the performance is made to the child or another person, other than expenses.

and

The child does not require any absence from school.

Exception 1 - When the production or activity is organised by a school and the school is solely responsible for the child’s welfare. (School means those that provide primary or secondary education).

Exception 2 - Where a child has not performed on more than 3 days in the last 6 month period. This is known as the “4 day rule”

Exception 3 - Performances by organisations that have been approved by the Local Authority hosting the performance under a Body of Persons Approval (often referred to as a BoPA).

Children are not required in Legislation to be accompanied by a Chaperone when participating in performances taking place under a Body of Persons Approval (BoPA). However, it is good practice that Chaperones are utilised where possible. If chaperoning children who are subject to a BoPA the role and responsibilities of the Chaperone remain the same.

In respect of Licenses, reference is made throughout this guidance to the “Licensing Authority” – the Local Authority that issued the performance License and the “Hosting Authority” – the Local Authority in whose area the performance or activity is taking place.

Chaperone Licenses

The Local Authority grants Chaperone Licenses to individuals approved by them, to be Chaperones. There are two types of License issued by the London Borough of Newham dependant on whether the applicant intends to be a Professional (Paid) Chaperone or a Voluntary Chaperone.

Applications

In order to become an approved Chaperone, an application must be made to the Local Authority. To be eligible to apply, you must be a resident in the Local Authority to which you are making the application and be age 18 years or older.

Upon receipt of an application, the Local Authority must be satisfied that the applicant is suitable and competent to exercise proper care and control of children. This is determined through the application process.

The application process consists of criminal record and barring checks, reference checks, local checks with social services and an informal interview.

Applicants are required to undertake, or have undertaken Chaperone training that includes safeguarding.

License Holders

Once issued, a license lasts for 3 years from the issue date on the face of the license. In order to preserve the License, it is strongly recommended that if you wish to renew it you contact the Child Employment Team at least 1 month before expiry.

A Chaperone must only carry out duties within their designation as detailed on the license. The designation of a Chaperone can be identified by the three letters contained within the License number - **CHP** for Professional Chaperones and **CHV** for Voluntary Chaperones. This means that a Voluntary Chaperone must not be in receipt of payment (other than expenses) for undertaking their duties as a Chaperone.

We must be notified in writing within 7 days of:

a. Any offence made in a court of law or any conviction in such court, whether in the United Kingdom or not.

b. Any change of name or address.

The London Borough of Newham does not find employment for Chaperones.

For further information on our application process, or to apply for a Chaperone License, please visit our website and click “4. Apply for a Chaperone License”

<https://www.newham.gov.uk/business-licensing-regulation/child-employment/1>

Roles and Responsibilities of a Chaperone

General

Throughout this guidance, it is important to remember that the first priority of a Chaperone is for the welfare of the child in their care.

The Chaperone is the individual with the responsibility to protect, safeguard and promote the wellbeing of the child(ren) in their care. The Chaperone acts in the place of the child's parent (often referred to as "Loco parentis") and must exercise the same level of care as is reasonably expected of a good parent. As such, a Chaperone is expected to keep the child(ren) in their care safe from harm and abuse.

As a Chaperone, the child is in your care and it is your responsibility to ensure that their best interests are represented; this includes being their advocate – ensuring that they have a voice. Other people should not approach the child without your knowledge - this includes the License Holder, Production, other staff members and cast.

A Chaperone can only be responsible for a maximum of 12 children at any one time. Depending on factors (such as the nature of the performance, age of the children) this number may be reduced. When looking after groups of children it is important to ensure that, each child is where they should be, whilst ensuring they are safe and enjoying themselves.

A Chaperone must not undertake any other role or duties whilst chaperoning. This means that whilst performing the role of a Chaperone, no other activities should be undertaken, which may interfere with this role – for example assisting production teams.

The Chaperone should always remain with the child whilst at the venue. This includes during breaks, recreation time and if the child is staying away from home - throughout their stay at accommodation. It is a duty of the Chaperone to ensure that the child is comfortable and happy by ensuring that they are adequately supervised, has suitable meals, rest and recreation. This includes ensuring that the child is appropriately engaged during downtime, for example, by completing schoolwork or playing age appropriate games.

These roles and responsibilities apply throughout the period of the Child Performance License, where the child is not in the care of their parent or private teacher.

It is therefore important to ensure that there is a clear handover of responsibility between Chaperones, parents and private teachers. Where there are groups of children and there is more than one Chaperone, it should be clear at all times which Chaperone has responsibility for which child. A register of children, including parent contact details should be made available to the Chaperone for the performance.

Compliance with Licensing and Regulations

It is important for the Chaperone to have sight of the Child Performance License, as this will contain important information including the venue for the performance, the times of the performance, the child's role and any Licensing conditions that have been put into place by the Licensing Authority.

The License Holder is responsible for complying with the License conditions and Regulations; however, the Chaperone should ensure these are being adhered to by keeping records. The records should include the timing and duration of any rehearsals, performances, time spent at the venue, breaks (including meal breaks), time in education, time waiting between rehearsals or performances and time of overnight breaks. If any incidents occur or you have any concerns, these should also be recorded along with any action taken.

A copy of the daily record sheet can be found in the Appendices of this handbook. Further information in relation to the restrictions around timings can be found in the section "Restrictions in relation to all performances".

Having a good knowledge of the regulations and the skills to be able to negotiate with both children and adults are crucial to the role of a Chaperone. Many issues that arise can often be resolved between the Chaperone and License holder.

Remember - If you are in any doubt of what is being asked of the child, or whether the regulations are being adhered to – check the Regulations and

speak with the Local Authority (This could be either the Hosting or Licensing Authority, or the Local Authority that issued your Chaperone License.)

Illness or Injury

Where a child suffers any injury or illness whilst in the care of the Chaperone, the Licence Holder must ensure proper medical treatment, that the parent of the child named and that the Licensing and Hosting Local Authorities are notified immediately of such injury or illness. Where the Chaperone is unable to contact the License Holder (such as during an overnight stay whilst living away from home) the Chaperone should make the arrangements and notifications.

A child should not perform if they are unwell. If a child is too ill or too tired to perform, it is the responsibility of the Chaperone to ensure that they do not continue. This may be a difficult decision, which may sometimes be against the wishes of production, the parent and even the child.

A copy of the incident reporting form is can be found in the Appendices of the handbook.

Health & Safety

The Chaperone should have a basic knowledge of Health and Safety issues to be able to identify issues at the place of performance.

The facilities provided where a child is performing should be adequate for their needs. This includes ensuring that there are separated changing areas, appropriate arrangements are in place for the use of toilet facilities, through to ensuring that the facilities are the appropriate temperature.

A copy of the checklist for Chaperones is included in the section “Checklists” and can be utilised to be proactive in identifying health and safety hazards.

If you have any concerns in relation to the safety of the child, including the adequacy of the facilities, the License Holder should be consulted and ideally, work with the Chaperone to identify a solution in the first instance. **If it is not possible to rectify these issues, the Local Authority should be contacted.**

Child Protection

The Chaperone should familiarise themselves with local child protection procedures for the production. These should be made available by the License Holder, who should also provide information in relation to the company child protection policy and identify who their designated persons are (such as the Designated Safeguarding Officer).

It is important for Chaperones to be able to recognise the signs of abuse and know how to respond, should an incident occur or a child discloses abuse.

Types of Abuse

There are several types of abuse; these are listed below alongside possible indicators that may suggest that a child is subject to it.

Physical

This is any intentional act of causing injury or trauma to another person. This includes hurting a child and causing injuries.

Indicators may include burns, bruising, scalds, bite marks and fractures.

Emotional

This is persistent emotional maltreatment of a child. This includes not allowing a child to voice their views, humiliation, name-calling and exposing children to frightening situations.

Indicators may include struggling with their own emotions, isolating themselves from others, acting in a manner that is not consistent with their age.

Neglect

This is the persistent failure to meet the physical and psychological needs of a child. This includes things such as not providing adequate food, clothing, shelter or supervision. It also includes emotional neglect such as ignoring, intimidating or isolating. Neglect is also not ensuring that a child accesses

appropriate health care such as refusing necessary treatment or ignoring medical advice.

Indicators may include unkemptness, poor hygiene, health problems and changes in behaviour.

Sexual

This is when a child is force or tricked into sexual activities and includes contact and non-contact abuse.

Contact abuse is when physical contact occurs with the child, such as sexual touching.

Non-contact abuse is when the abuser does not touch the child. This includes exposure to adult material, exposing a child to sexual acts or encouraging sexual behaviour.

Indicators may include displaying inappropriate sexual behaviours, avoidance of certain people, self-harm and pregnancy.

Responding and Reporting

Incidents of abuse or disclosure by a child may occur at any time. It is important to be familiar with how to respond and what to do should this occur. This has been broken down into three sections Respond, Record and Report to assist with dealing with incidents or disclosures.

Respond

Witnessing or receiving a disclosure of abuse can be difficult, it is important that the child is listened to and taken seriously. When responding to disclosure, remember to remain calm, listen to what they are saying and reassure the child. Inform them of the next steps and that you cannot keep secrets. Ensure that you do not ask leading questions, but questions can be asked for the purposes of clarification.

Record

Ensure that you keep an accurate record of the incident or disclosure - noting down the date, time, place, location and names of those involved. When following up on an incident or disclosure, it is advisable to make a record of to

whom the incident or disclosure was reported to and what action / advice was taken.

Report

Incidents of abuse or disclosure should be recorded in writing (please see appendix 2) and reported within 24 hours.

This should be reported to the Designated Child Protection Officer for the production (they should be named in the copy of the Company Child Protection Policy) in smaller productions this could be the Production Manager.

If there is no Child Protection Officer or if you are unable to report the concern to the Designated Child Protection Officer, you should contact the Local Authority safeguarding team for the area the performance is taking place in, or the NSPCC helpline.

As a Chaperone, it is your duty to report - not to investigate, concerns or disclosures of abuse. Reporting ensures that the appropriate person is informed who can make the appropriate decision on action.

If you are unsure on whether to report, you can contact the Local Authority.

If a child is in immediate danger of serious harm, a crime is in progress, or a crime has occurred the police should be contacted first. A follow up report should be made to the Local Authority as soon as practicable.

Further information is available via the NSPCC website and Helpline.

Restrictions in relation to all Performances

The times and duration in which a child can be present at the place of performance, take part in performances and rehearsals, break times and time spent in Education are all governed by the Child Performance Regulations. Some of these times and durations vary according to the age of the child. The table below provides a breakdown of the relevant time and duration for each area by the age of the child and the corresponding regulation from which it is derived. This table acts as a quick reference guide – further detail can be found in the Regulations.

Area	Age 0 – 4	Age 5 – 8	Age 9+
Maximum duration a child can be present at place of performance / rehearsal (Regulation 22)	5 hours	8 hours	9.5 hours
Earliest and latest permitted times a child can be present at place of performance / rehearsal (Regulation 21)	0700hrs – 2200hrs	0700hrs – 2300hrs	0700hrs – 2300hrs
Maximum duration of continuous performance or rehearsal (Regulation 22)	0.5 hours	2.5 hours	2.5 hours
Maximum total hours of performance or rehearsal (Regulation 22)	2 hours	3 hours	5 hours

Minimum duration of meals and rest breaks (Regulation 23)	Time present at place of performance / rehearsal	Minimum required breaks	Time present at place of performance / rehearsal	Minimum required breaks	Time present at place of performance / rehearsal	Minimum required breaks
	0 – 4 hours	15 min rest break	4 – 8 hours	At least one 45 min meal break. At least one 15 min rest break	4 – 8 hours	At least one 45 min meal break. At least one 15 min rest break
	4 + hours	At least one 45 min meal break	8 + hours	Additional 15 minute rest break	8 + hours	Additional 15 minute rest break
Duration of Education (Regulation 13) NB - Education provision will be detailed on license for child	N/A		3 – 5 hours per day 15 hours per week (taught only on school days) Minimum 6 hours per week if aggregating over a 4 week period or less.	3 – 5 hours per day 15 hours per week (taught only on school days) Minimum 6 hours per week if aggregating over a 4 week period or less.)		
Minimum break between performances (Regulation 23)	1.5 hours	1.5 hours	1.5 hours			
Minimum duration of overnight break (Regulation 24)	12 hours	12 hours	12 hours			
Maximum consecutive days of participation in performance or rehearsal (Regulation 26)	6 days	6 days	6 days			

The license issued for the child should be checked for any License Conditions set by the Licensing Authority for any further restrictions to the times and durations set out above.

Night Work

Night work refers to performances that fall outside of the earliest and latest times that a child can be present at a place of performance. A child may be permitted by the Licensing Authority to perform before the earliest permitted time and after the latest permitted time (see row 2 of the table in section “Restrictions in relation to all Performances”).

When participating in night work, the child is still subject to the restrictions in relation to duration spent at the place of performance and maximum hours of performance (see rows 1, 3 and 4 of the table in section “Restrictions in relation to all Performances”).

It is important to note that the break between the end of the performance taking place as night work is increased from the minimum of 12 hours overnight break (see row 7 of the table in section “Restrictions in relation to all Performances”) to 16 hours prior to the start of the next performance or rehearsal.

Chaperone Discretion

The Regulations enable the Chaperone to allow the child to perform for up to 1 hour immediately following the latest time they are permitted to be present at a place of performance (see row 2 of the table in section “Restrictions in relation to all performances”).

However, when considering whether to exercise discretion, there are certain criteria, which must be met:

- The child cannot exceed their maximum time permitted to be present at the place of performance/rehearsal (see row 1 of the table in section “Restrictions in relation to all Performances”).
- The child cannot exceed their maximum duration of continuous performance/rehearsal time, nor can they exceed their duration of total hours of performance/rehearsal for that day (see rows 3 & 4 respectively, of the table in section “Restrictions in relation to all Performances”).
- The additional time will not adversely affect the welfare of the child.
- Is the application of discretion based on exceptional circumstances (i.e. - Have circumstances outside of the License Holder’s control caused a requirement for this additional time?)

If having considered all of the above criteria, the Chaperone wishes to exercise their discretion, they must notify both the Licensing Authority and the Hosting Authority for the performance, including their reasons for exercising discretion on the following day.

It is for the Chaperone to make the decision, based upon their determination of the above criteria, whether to exercise their discretion – *it is not a decision that the License Holder can make.*

Overnight Stays / On Tour

As outlined in the section “Roles and Responsibilities of a Chaperone” roles and responsibilities of a Chaperone, there may be times that the Chaperone is required to care for children who are taking part in performances where they are required to stay overnight in accommodation. This could be anywhere from overnight to an extended period whilst on tour.

Arrangements

The provision of the accommodation, travel, meals and recreational activities for the child and Chaperone is the responsibility of the License Holder.

When considering a License Application that includes overnight accommodation the Local Authority must ensure the suitability of the provisions, put in place by the License Holder before issuing a license.

Supervision

There are additional considerations for a Chaperone when supervising a child that is staying away from home. For example, ensuring that the child can directly access the Chaperone during the night without having to go via a third party, ensuring appropriate measures are in place regarding the use of electronic devices during the night (such as internet enabled phones that could enable the child to access age inappropriate content), access to leisure facilities (such as swimming pools).

As the child is required to be supervised at all times, it should be considered whether there are sufficient Chaperones to supervise the children during long periods away, in order to provide each Chaperone respite (such as utilising a rota for Chaperones to have breaks).

If any issues arise whilst the child is on tour, the License Holder should be consulted to remedy the issue. The licensing and hosting Local Authority should be informed if the Chaperone has to take action in disagreement with the License Holder.

Checklists

The below checklists have been collated to assist with the considerations to be made by Chaperones when preparing for, dealing with and following a performance. This is not an exhaustive list, as there will undoubtedly be additional factors to consider depending on the type of performance. **An additional checklist is provided in the appendices with a checklist to assist with arrival at the venue.**

1. Equipment

- a) Chaperone License (You may be asked for this if the Hosting Authority carry out an inspection).
- b) Suitably dressed for the performance.
- c) Pen / small notepad (To record performance/break times, incidents and concerns).

2. Contact details

- a) License Holder
- b) Local Authority Hosting the Performance (Child Employment/Safeguarding Team)
- c) Local Authority that issued License(s)
- d) Parents of the Child(ren)
- e) Other Chaperones - if working as part of a team

3. Copies of the License(s)

- a) Are there License Conditions?
- b) What are the regulations regarding the age for the child? (See restrictions in relation to all performances)
- c) Are there any health conditions or special requirements?
- d) Are there tuition arrangements detailed?

4. Travel arrangements

- a) What are the travel arrangements for the child to arrive?
- b) Is there a handover procedure for responsibility?

5. List of Children

- a) Is the number of children assigned appropriate for the Chaperone?
- b) Are there full contact details for parents?
- c) Is it clear which Chaperone is responsible for which child?
- d) Do you have a copy of the daily record sheet?

6. Venue

- a) Are you familiar with the venue?
- b) Signing in / Signing out procedure?
- c) Emergency evacuation procedure?
- d) Location of the first aider / first aid kit?
- e) Nearest A&E?
- f) Are the facilities adequate? (separated dressing rooms/areas)
- g) Are there any identifiable health and safety hazards?

Appendices

Appendix 1 – Chaperone Venue Checklist

Parent / Chaperone Checklist

This checklist is designed as an aide memoire to assist at the venue; it is not intended to be an exhaustive list.

Name of Production / Performance :	
Main Contact :	
1 - Changing Rooms/Dressing Rooms/other (e.g. Trailers/Green Rooms)	
<ul style="list-style-type: none">• Are they suitable? (clean & safe)• Are boys & girls over 5 using different changing rooms? (If not, what arrangements are in place?)• Are they used by adults at the same time as children?• Are there any free standing heaters/fans/cables etc. that may present a trip hazard?• Is there enough room?• Are they too hot or too cold?• Is the clothing suitable for the climate that the child is performing in?• If filming in inclement weather are there sufficient towels/warm clothing/change of clothes available <u>etc?</u>• What are the arrangements for moving around the venue/location?	
2 - Toilets/Shower Facilities	
<ul style="list-style-type: none">• Are they suitable? (clean & safe)• Are they separate to adults where possible? or• Are they used by adults as well as children? (If so - what are the arrangements in place?)• Do you need to remind the child of any hazards? (slippery / hot water)	
3 - Signing in & out	
<ul style="list-style-type: none">• Is there a signing in & out sheet at the stage door or with the location manager?• Who is responsible for this?• <u>Are children allowed to go out or off set on their own?</u> If so - who has agreed this & is there a signed permission slip?	
4 - Around the venue	
<ul style="list-style-type: none">• Are the hallways / landings / stairs safe & free from any obstructions?• If not what can be done? (Can items be moved / routes changed etc.)• Do you need to remind the child of any hazards identified?• Who and where is the first aider/nurse/medical team?• Where is the first aid kit located?• Have there been any injuries/illnesses you need to be aware of?• Are there any allergies you need to be aware of?• Where is the child's emergency contact number held?• Where is the nearest fire exit to the child?• Where is the fire assembly area?	

Appendix 2 – Incident Reporting Form

Incident Report Form

This form is for:

- Notifying the local authority department responsible for administering licences of any concerns encountered while looking after a child/children performing in films, TV, modelling, commercials, theatre, sport or any other performance as defined in the Children (Performances and Activities) (England) Regulations 2014 and subsequent statutory instruments.
- The referral of any child protection concerns to the children's social care team covering the area where the child lives – see <https://www.gov.uk/report-child-abuse-to-local-council> for contact details.

This form must be completed as soon as possible (and within 24 hours) after any incident raising child protection concerns, or any breaches of licensing arrangements.

A copy of this form should also be given to the production's designated safeguarding officer (where there is one).

About you (include your name, role and contact details)	
About the production	
Incident date	
Number of children involved	
About the child (complete if the incident/concern relates to a specific child. Include the child's name, address, age, licencing authority(ies) if known, and any other relevant information)	
Nature of the incident/concern (Include as much detail as you can about what you saw or heard. Ensure that it is factual and record the actual words used rather than your interpretation of what was said. Information should also include information about any adults involved, their role on the production and who they work for.)	
Actions already taken (include whether or not you have spoken to the child's parent/carer or anyone connected to the production and any actions they took in response)	
Date and time of completion	
Signature	

Appendix 3 – Daily Record Sheet

CHILDREN IN ENTERTAINMENT – THE CHILDREN (PERFORMANCES AND ACTIVITIES) (ENGLAND)
REGULATIONS 2014

Schedule 3 (Regulation 11) – Daily Record Sheet

Child's Full Name		Child's Date of Birth	
Parent Contact Details		Child's Agent	
Child's Licensing Authority		Local Authority for Location of Work	
Chaperone Name & Licensing Authority		Tutor Name and Licensing Authority	
Name of Production		Child's License seen/retained	
Production Company Name and Tel. No.		License Holder Name / Tel. No.	
Date of Performance		Place of Performance	

07:00				08:00				09:00				10:00			
00 to 15	15 to 30	30 to 45	45 to 00	00 to 15	15 to 30	30 to 45	45 to 00	00 to 15	15 to 30	30 to 45	45 to 00	00 to 15	15 to 30	30 to 45	45 to 00

11:00				12:00				13:00				14:00			
00 to 15	15 to 30	30 to 45	45 to 00	00 to 15	15 to 30	30 to 45	45 to 00	00 to 15	15 to 30	30 to 45	45 to 00	00 to 15	15 to 30	30 to 45	45 to 00

15:00				16:00				17:00				18:00			
00 to 15	15 to 30	30 to 45	45 to 00	00 to 15	15 to 30	30 to 45	45 to 00	00 to 15	15 to 30	30 to 45	45 to 00	00 to 15	15 to 30	30 to 45	45 to 00

19:00				20:00				21:00				22:00			
00 to 15	15 to 30	30 to 45	45 to 00	00 to 15	15 to 30	30 to 45	45 to 00	00 to 15	15 to 30	30 to 45	45 to 00	00 to 15	15 to 30	30 to 45	45 to 00

23:00				00:00				01:00				02:00			
00 to 15	15 to 30	30 to 45	45 to 00	00 to 15	15 to 30	30 to 45	45 to 00	00 to 15	15 to 30	30 to 45	45 to 00	00 to 15	15 to 30	30 to 45	45 to 00

- A** = Arrival at venue **D** = Departure from venue **H** = Delivery to home
M = Meal Break **O** = Other (makeup/Costume) **N** = Authorised Night Work
P = Performance on set/stage (inc. rehearsal / lineup) **PU** = Pickup to escort to venue
R = Rest Break **S** = Standby **T** = Tutor time
W = Wrap

To be completed by License Holder	
License held at place of Performance:	Yes / No
Completed timesheet by Chaperone above:	Yes / No
Sums to be earned by the child in respect of this License:	
Arrangements made for payment of these sums:	

Chaperone's Signature:

License Holder's Signature:

Date:

Useful Contacts

London Borough of Newham Child Employment Team –
child.employment@newham.gov.uk / 0203 373 0390

London Borough of Newham Multi Agency Safeguarding Hub (Social Care)
0203 373 4600 office hours / 0208 430 2000 out of hours

NSPCC Helpline – 0808 800 5000

Police (non-emergency) - 101

Emergency - 999

Recommended Further Reading

National Network for Children in Employment and Entertainment (NNCEE) -
www.nncee.org.uk

1. Guide to Child Performance Licenses England 2014
2. Sector Led Guidance
3. DfE Guidance

Legislation - <http://www.legislation.gov.uk>

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