



**Solihull Metropolitan Borough Council**  
*The Children (Performances and Activities) (England) Regulations 2014*

**CHAPERONE RENEWAL APPLICATION FORM**  
**CHILDREN IN ENTERTAINMENT**

"The Licensing Authority shall not approve a chaperone unless they are satisfied that she (he) is suitable and competent..."  
(Regulation 15(4), *The Children (Performances and Activities) (England) Regulations 2014*)

**All information given in this application form will be treated in confidence, other than information relating to criminal offences.**

**Please complete form in CAPITALS**

(Mr / Mrs / Ms / Miss)		Date of Birth:	
Forename:		Surname:	
Name of your Theatre / Dance school / Organisation:			
Current Address:			Postcode:
Daytime Telephone/Mobile number:			
Email address:			
Previous surname(s) (if applicable):			
Previous address/es if living at the above address for less than 5 years:			

**Current Employer:**

Name and address of your current or most recent employer:		
Nature of work:	Postcode:	

**Chaperone Renewal Questions:**

*This form is not a 'pass or a fail'; it is merely an indication of your suitability to act as a chaperone, and for us to establish if further training is required. Please ensure all questions are completed thoroughly, and continue on a separate sheet if you need to. You have now been a chaperone with Solihull Council for at least 3 years.*

During your previous chaperoning experiences, do you feel you need further information/training from us?	Yes / No
If yes, please give details:	

During your previous chaperoning experiences, have you had to deal with any challenging situations and if so how did you deal with these?	Yes / No
If yes, please give details:	

Have you had to deal with an ill child whilst chaperoning?	Yes / No
If yes, please give details of how you dealt with this:	

If you had a child protection/safeguarding concern would you know how to deal with this and what the procedure is?	Yes / No
If <b>Yes</b> , who would you report it to? Please state name of person in your group:	

If **No**, you should contact your organisation to find out what the procedure is. If you are unsure who to ask, it would be the head chaperone or the director/owner/manager of the group.

Please list the qualities you believe a chaperone should have, to make them suitable to look after children:	
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Do you have any suggestions how we can improve our chaperone approval process?	Yes / No
If <b>Yes</b> , please give details here:	

Due to the nature of the work, we need to know if you have ever been convicted of a criminal offence, (including traffic offences) or had an allegation made against you, or been the subject of a child protection case conference.

***Please tick the appropriate box and provide relevant details:***

<b>I have not</b> been convicted of any offences.		<b>I have not</b> had an allegation made against me or been the subject of a child protection case conference.	
<b>I have</b> been convicted of the offences shown below:		<b>I have</b> had an allegation made against me / been the subject of a child protection case conference, as noted below:	

Date(s)	Court/Authority	Offence/Allegation	Outcome

We also need to know if you have ever received a reprimand, final warning or a caution.

Please complete the following if applicable:	Nature of Offence	Date of Offence
Reprimand		
Final Warning		
Caution		

## DECLARATION TO BE SIGNED BY APPLICANT

I hereby declare that the above information is true, to the best of my knowledge. I understand that I will be liable to prosecution if I have wilfully stated anything which I know to be false, or do not believe to be true. I understand that any application will be subject to assessments and criminal record checks. Any misleading statement or deliberate omission may disqualify my application.

I am aware that the necessary enquiries and checks will be undertaken by Solihull Council in order to confirm that the information included in this application form is correct, to verify the authenticity of my qualifications, and to check whether I have any relevant criminal record which might deem me unsuitable for the role of chaperone. I declare that I will notify Solihull Council of any change of name or address, or any change in circumstances that may affect my ability to effectively carry out the duties and responsibilities of a chaperone.

I have read the Standard/Enhanced Check Privacy Policy for applicants

<https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how the DBS will process my personal data and the options available to me for submitting an application.

I consent to the DBS providing an electronic result directly to the registered body that has submitted my application. I understand that an electronic result contains a message that indicates either the certificate is blank or to await certificate which will indicate that my certificate contains information. In some cases the registered body may provide this information directly to my employer prior to me receiving my certificate.

**I confirm I am a paid / volunteer chaperone (please delete accordingly).**

Signed ..... Date .....

If I decide to join the updates scheme for my DBS, I agree to my records being checked. Yes/No

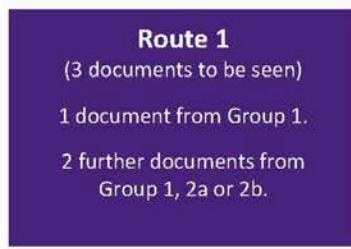
**This form must be sent on email with all below**

Photo to be emailed	
Completed Chaperone Renewal Application form	
<b>I confirm: Online completion of my DBS</b> <a href="https://www.matrixscreening.com/solihull/">https://www.matrixscreening.com/solihull/</a> Once entering the DBS website if you put the word <b>CHAPER</b> into the Organisational Reference and leave all other areas blank this will take you to the SMBC Chaperone Area.	
<b>You will be required to complete the NSPCC Protecting Children in Entertainment Training for Chaperones. You can access the course using the link below:</b> <a href="https://learning.nspcc.org.uk/training/protecting-children-entertainment-chaperone-training">https://learning.nspcc.org.uk/training/protecting-children-entertainment-chaperone-training</a> Please be aware there is a £25 cost to complete the Safeguarding course. Please forward a copy of your certificate with this application form to ourselves once completed. Your renewal application can only be accepted once this training is complete.	

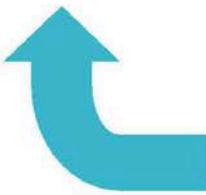
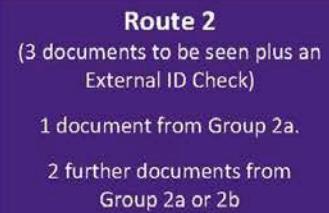
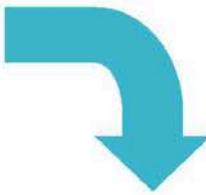
Once you have applied for your DBS please contact our office to arrange for the ID check in person, email as below. Please see the list suitable ID on the next page.

Education Participation Advisory Service - EPAS  
Child Employment and Licensing Team  
Tel: 0121 704 6171 Email: [childlicensing@solihull.gov.uk](mailto:childlicensing@solihull.gov.uk)

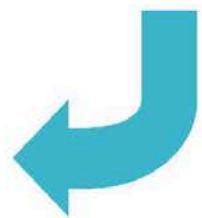
**OR BY HAND TO: SOLIHULL CONNECT CENTRES**



**Unable to verify via Route 1?**



**Unable to verify via Route 3?**



**Unable to verify via Route 2?**

## Group 1

### Primary Trusted Identity Credentials

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence (UK / Isle of Man / Channel Islands) (Full or Provisional)  
*A photo card is only valid if the individual presents it with the associated counterpart licence (except Jersey)*
- Birth Certificate (UK / Channel Islands) (Issued at the time of birth)  
*Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions & HM Forces. (Photocopies are not acceptable)*

## Group 2a

### Trusted Government Issued Documents

- Current UK Driving Licence (old style paper version)
- Current Non-UK Photo Driving Licence (Valid for up to 12 months from the date the applicant entered the UK)
- Birth Certificate (UK / Channel Islands) (Issued after the time of birth)
- Marriage / Civil Partnership Certificate (UK / Channel Islands)
- Adoption Certificate (UK / Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK / Channel Islands)

## Group 2b

### Financial/Social History Documents

- Mortgage Statement (UK or EEA) (Non-EEA Statements not accepted) \*\*
- Bank/Building Society Statement (UK or EEA) (Non-EEA Statements not accepted) \*
- Bank/Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (UK or EEA) (Non-EEA Statements not accepted) \*
- Financial Statement e.g. pension, endowment, ISA (UK) \*\*
- P45/P60 Statement (UK / Channel Islands) \*\*
- Council Tax Statement (UK / Channel Islands) \*\*
- Work Permit/Visa (UK Residence Permit, valid up to expiry date)
- Utility Bill (UK) - Not Mobile Phone \*
- Benefit Statement (UK) e.g. Child Allowance, Pension \*
- Document from Central/ Local Government/ Government Agency/ Local Authority (UK / Channel Islands) \*  
*e.g. DWP, Employment Service, HMRC, Job Centre, Social Security*
- EU National ID Card – must be valid
- Cards carrying the PASS accreditation logo (UK / Channel Islands) – must be valid
- Letter from Head Teacher or College Principal (16-19 year olds in full time education in the UK)

### Please note if a document in the List of Valid Identity Documents is:

- Denoted with \* - it should be less than 3 months old
- Denoted with \*\* - it should be less than 12 months old