



CHAPERONE / MATRON INFORMATION SHEET



Children (Public Performances) Regulations (Northern Ireland) 1996

Belfast education and library Board as a registered body acts on behalf of the 5 education and library boards in maintaining a register of suitable adults who will be licensed to act as chaperones / matrons for the purposes of looking after children who are licensed to engage in public performances.

The education and library boards' child protection services will provide training and certification that will be mandatory for any adult seeking to become licensed and placed on the register. Details of training courses and venues will be given to all adults who make application for a chaperone / matron licence.

The process for application is as follows. Applicants must complete the following documents;

- Application for Chaperone / Matron Approval
- Application for an enhanced disclosure check – Access NI Validation Form
- Enhanced Disclosure Application Form Part B, D, E, F, G and cash/cheque / postal order of £30 for Access NI – made out to 'Belfast Education & Library Board' is required.
- DO NOT COMPLETE Parts A, H, I or J. These must be completed by the registered signatory

All documentation and payment must be brought to the education and library board in order that proof of identity can be evidenced by the appropriate designated officer for child protection. The enhanced disclosure check will then be processed through BELB.

TO AVOID DELAY / DISSAPPOINTMENT, PLEASE ENSURE THAT YOU RING YOUR ELB IN ADVANCE FOR AN APPOINTMENT TO VALIDATE YOUR IDENTITY. PLEASE NOTE 1 PASSPORT SIZED PHOTO MUST BE PROVIDED.

Applicants will be contacted with details of the child protection training course that will be provided in order for the license to be processed.

Successful applicants will be issued with a valid chaperone licence and their name placed on a register held by Belfast education and library board.

The register of licensed chaperones will be made available to any person / agency or company seeking the use of a chaperone / matron for the purposes of looking after a child / children who have been issued with a performance licence under the Children (Public Performances) Regulations (Northern Ireland) 1996