

Frequently Asked Questions

Q **I already have an Enhanced Disclosure Check. Do I need another one?**

A *At present, checks are not portable, so a new one must be carried out by the licensing authority if you wish to be registered as a chaperone.*

Q **How long does a licence last?**

A *A chaperone licence is valid for a period of 2 years from the date of issue. This will be recognised by all ELBs/LEAs, enabling you to work as a chaperone anywhere in the UK.*

Q **What happens if a chaperone is behaving inappropriately?**

A *If there are concerns that the welfare and safeguarding of a child/children in the care of a chaperone is being compromised, this must be reported to the licensing authority.*



Contact details for further information:

Belfast Education & Library Board

028 9056 4289 / 028 9056 4107

Belfast Gateway Team

028 9050 7000

Out of Hours: 028 9056 5444



North Eastern Education & Library Board

028 9448 2223

Coleraine Gateway Team

028 7032 5462

Out of Hours: 028 9446 8833



South Eastern Education & Library Board

028 9056 6434 / 028 9056 6274

Gateway Team

0300 1000 300

Out of Hours: 028 9056 5444



Southern Education & Library Board

028 3834 1975

Armagh Gateway Team

028 8772 3101

Out of Hours: 028 8772 2821



Western Education & Library Board

028 8241 1289

Omagh Gateway Team

028 7131 4090

Out of Hours: 028 8283 3100

Child
PROTECTION
CPSSS
Support Service for Schools



Safeguarding Children Who Perform

Children (Public Performances) Regulations (NI) 1996

Chaperone Licensing and Registration



What is a chaperone?

A chaperone is the title in law used for an adult who has been vetted, trained, licensed and registered by the licensing authority. In Northern Ireland, the licensing authority is the Belfast Education and Library Board.

When is a chaperone required?

Regulation 14 of the Children (Public Performances) Regulations (NI) 1996 requires a chaperone to be appointed as a condition of a child being granted a performance licence, when a parent is not available to be the chaperone. A chaperone can care for a maximum of up to 12 children.

What does a chaperone do?

A chaperone is employed to ensure the conditions of a child performance licence is observed. The legislation states that a chaperone:

“while in charge of a child, shall have the care and control of the child with a view to securing his health, kind treatment and moral welfare”.

Who employs a chaperone?

A chaperone can work voluntarily or be employed in a paid capacity by a range of agencies who use children in performances, for example; independent production companies, film companies, theatre companies, television companies, radio companies or local councils. It is the responsibility of the employer to maintain safe recruitment practices.

How does a person become a registered chaperone?

An adult seeking to become a chaperone must make application to the Education and Library Board, undergo an enhanced disclosure check with Access NI and attend a chaperone training session before being registered and a licence being issued.

Can a chaperone be de-registered?

The licensing authority has the power to revoke a license and de-register a chaperone if there is evidence of an offence under Article 147 of the Children (NI) Order, or is otherwise found to be unsuitable.

Reporting concerns about a child

A chaperone has a duty to report any serious illnesses/accidents on the child to the named on-site person responsible for the production of the performance. Regulation 14 requires the licensing authority to be notified as soon as possible after the situation.

If a chaperone has concerns of a **child protection nature**, those concerns must be reported to the named on-site person responsible for the production of the performance. Social Services Gateway Teams are available 24/7 to give advice and support to the named person.

Contact details overleaf.

