



NOTES FOR CHAPERONES

These notes are taken from The Children (Performances and Activities) (England) Regulations 2014.

GENERAL

1. Ensure that you have your current chaperone's licence on you when you are performing your duties - an officer checking the set/theatre will check if you are a licenced chaperone.
2. Ensure that the child in your care has an entertainment licence for the performance. Although it is the responsibility of the production company to licence each child, it is good practice that you either have a copy of the child's licence or know who holds them. An officer visiting the set will check that each child has been licenced.
3. A chaperone may not be in charge of more than twelve (12) children at any time. A private tutor/chaperone may not be in charge of more than three (3) children at any time.
4. The chaperone's first duty is to the children in their care; while they are acting as a chaperone they may not engage in any activity that would interfere with the performance of their duties.
5. The chaperone shall be in charge of the child on all occasions which relate to the performance licence except when a child is performing or in the care of a parent or teacher.
6. A chaperone while in charge of a child under this Regulation (15) shall have "care and control, safeguard, support and promote the wellbeing of the child with a view to securing his health, comfort, kind treatment and moral welfare."
7. Their precise duties while the child is at the place of performance will vary according to the nature of the performance. If the child is working in the theatre, the times when they are to be at the theatre, and when they will be on stage, will be known in advance, and must, be within those permitted by the Regulations.

SUPERVISION/HOURS

8. The chaperone's duty is to ensure that when the child is not actually performing they are properly supervised and has adequate meals, rest and recreation. This includes the period between two performances on the same day, if they do not go home or to their lodgings.

9. A child appearing in a film may be at the studios or on location for much of the day. During the whole of this time the child is in the chaperone's charge, except when having lessons. The chaperone should accompany the child from the dressing room or the school-room and remain on the set while the child is there. The chaperone must keep a record of the times the child is on set and the times the child rehearses and performs, to ensure that the periods permitted under the Regulations are not exceeded. The chaperone must see that the child gets not less than the required meal and the rest breaks, that the child has suitable opportunities for recreational activities and is protected from stress, strain, bad weather and any other conditions likely to harm the child.
10. Due to the uncertain nature of film-making, there may be occasions when to insist on the child finishing work at the normal time would cause serious dislocation to production schedules. If the chaperone is satisfied that this is the case, and that the child will not suffer if they allow the child to continue for a period not exceeding one hour after the latest time for the day, as long as this does not exceed the total time allowed for a child of his age. **When such an extension is authorised, the chaperone must notify the local authority in whose area the child is working either the same day or the following day.**

GETTING HOME

11. It is the responsibility of the licence holder, acting through the chaperone, to see that suitable arrangements, having regard to the child's age, are made for the child to get home or to the child's lodgings after the performance. If the child is living at home, the parents may meet the child, arrange for the child to be met, or the chaperone may take the child to the child's home. Older children may be in some circumstances reasonably be expected to travel home alone, **but the fact that parents may agree to this does not absolve the Licence holder** from the direct responsibility of deciding whether special arrangements are necessary. They will be some cases where it is clear that the Licence holder must arrange special transport e.g. if the child is at the place of performance until late evening, or is at some distance from the child's home. If the child is living away from home, it is particularly important to ensure that the child is escorted to the place where they are staying, and to provide transport if local public transport is inadequate.

ILLNESS/INJURY

12. **A chaperone should find out who is the qualified nurse or First Aider at the performance/rehearsal.** No child should be allowed to perform when unwell. If a child falls ill or is injured while in the charge of a chaperone or teacher, the nurse/First Aider should check the child and a doctor should be called if necessary. The Licence-holder must immediately notify the parent and the local authority.

LIVING AWAY FROM HOME

13. If a child is living away from home, the chaperone is responsible for the child throughout the currency of the licence. This includes seeing that the child's lodgings are satisfactory in every way, and that the child is properly occupied during the child's spare time. The chaperone will need to exercise a greater amount of supervision than if the child were living at home.

14. The lodgings should be clean, comfortable and suitable for children, with sufficient bedrooms, bedding, lavatories and washing facilities. Suitable meals must be available either at the lodgings or elsewhere.

OTHER INFORMATION CHAPERONES SHOULD BE AWARE OF

PLACE OF PERFORMANCE AND REHEARSAL

15. Regulation 17 provides that a place may not be approved as suitable for a child to perform or rehearse in unless, having regard to his age, the nature, time and duration of the performance or rehearsal, the place is suitable with sufficient and suitable washing and sanitary facilities, and appropriate arrangements have been made for meals and recreation. Adequate protection from the weather must also be provided for work on location outdoors. Dressing-rooms, lavatories and washing facilities should be separate from those for adults, and separate for boys and girls aged five or over.
16. If the child is at the place of performance for most of the day, recreational facilities should be available, preferably both outdoor and indoor, particularly if the child is not required to have lessons and will consequently have more free time. If the child is under school age, the recreational activities should be suited to his age and abilities and if he is under two, nursery provision is desirable.

IN RELATION TO LICENSING AUTHORITIES GRANTING A LICENCE FOR A CHILD TO PERFORM

17. The licensing authority may make such enquiries as are considered necessary to satisfy them that they should grant a Licence as requested, and may interview the proposed chaperone.
18. The licensing authority shall not approve a chaperone unless they are satisfied that the applicant is suitable and competent to provide proper care and control for a child of that age and sex, and that the applicant will not be prevented from carrying out their duties towards the child by other activities, or duties towards other children.

THE LICENCE HOLDER

19. The holder of the Licence is responsible for ensuring that during the period beginning with the first performance and ending with the last performance covered by the Licence, the child is in the charge of a person approved by the local authority for this purpose, except when he is in the charge of his parent or a teacher. The regulations describe this person as a chaperone; the chaperone need not necessarily be a woman, and may be the child's parent. The object of the requirement is to ensure that at all times there is a **suitable person responsible for the child's welfare, and that it is clear who that person is at any time. Arrangements for handing over responsibility will vary according to circumstances, but it must always be clear who is responsible for the child. If the child is to live away from home, or the place where he usually lives, by reason of taking part in the performances covered by the licence, and is not accompanied by a parent, he must be in the charge of a chaperone except at any**

time when he is in the charge of a teacher. A private teacher may act as a chaperone if they is approved as such by the licensing authority, provided that the number of children in they care when they is acting as a chaperone does not exceed three, and that the licensing authority is satisfied that the arrangement will not adversely affect the children's education and welfare.

20. A child should not be performing or rehearsing in school time unless he has a Performance Licence covering that date. Under current legislation, children are allowed four unlicensed performances in any six month period, but these must not be in school time.

WORKING ABROAD

21. Licences to perform abroad are granted by the City of Westminster Magistrates Court, or a local magistrate. A person applying for a licence must, at least 7 days before making the application, give notice of the intended application to the chief constable for the district in which the person under 18 lives, together with a copy of the contract of employment or other document showing the terms and conditions of employment.

The Chief Magistrate or a local magistrate is empowered to grant a licence subject to such restrictions and conditions as he thinks fit.

OFFENCES AND PENALTIES

22. Any person
- (a) Causing or procuring any child or, if his parent or guardian, allowing him to take part in any performance in contravention of the licensing system; or
 - (b) Failing to observe any condition subject to which a license is granted, or any condition prescribed for exempted performances; or
 - (c) Knowingly or recklessly making a false statement in, or in connection with an application for, a License;

is liable on summary conviction to a fine not exceeding £1,000.00, or imprisonment for a term not exceeding 3 months, or both.

REGULATIONS FOR CHILDREN TAKING PART IN FILM, BROADCAST, THEATRE REHEARSALS AND PERFORMANCES

23. (a) a child shall not perform on more than six (6) consecutive days.
(b) a child shall not perform for six (6) consecutive days, for more than eight (8) weeks
24. A child between the ages of birth (0) until reaching five (5):
- 1) Hours
 - (a) shall not be at a place of performance or rehearsal before 07:00 or after 22:00
 - (b) shall not be at a place of performance or rehearsal for more than five (5) hours a day

- (c) shall not perform or rehearse for more than a maximum period of two (2) hours a day
 - (d) shall not perform or rehearse for a continuous period of more than thirty (30) minutes without an interval
- 2) Breaks
- (a) any breaks must be for a minimum of fifteen (15) minutes
 - (b) if the child is present at the place of performance or rehearsal for more than four (4) hours, one break must be at least forty-five (45) minutes used for the purpose of a meal
 - (c) any break must be used for the purposes of meals, rest, education and recreation

A child between the ages of five (5) until reaching nine (9):

- 1) Hours
- (a) shall not be at a place of performance or rehearsal before 07:00 or after 23:00
 - (b) shall not be at a place of performance or rehearsal for more than eight (8) hours a day
 - (c) shall not perform or rehearse for more than a maximum period of three (3) hours a day
 - (d) shall not perform or rehearse for a continuous period of more than two and a half (2.30) hours without an interval
- 2) Breaks
- (a) is at a place of performance or rehearsal between four (4) and eight (8) hours, the child must have a minimum of one break which must be at least forty-five (45) minutes used for the purpose of a meal
 - (b) at least one other break which must be a minimum of fifteen (15) minutes
 - (c) any break must be used for the purposes of meals, rest, education and recreation

A child between the ages of nine (9) until reaching school leaving age:

- 1) Hours
- (a) shall not be at a place of performance or rehearsal before 07:00 or after 23:00
 - (b) shall not be at a place of performance or rehearsal for more than nine and a half (9.30) hours a day
 - (c) shall not perform or rehearse for more than a maximum period of five (5) hours a day
 - (d) shall not perform or rehearse for a continuous period of more than two and a half (2.30) hours without an interval
- 2) Breaks
- (a) is at a place of performance or rehearsal eight (8) hours or more, the child must have a minimum of one break which must be at least forty-five (45) minutes used for the purpose of a meal
 - (b) at least two other breaks which must be a minimum of fifteen (15) minutes each
 - (c) any break must be used for the purposes of meals, rest, education and recreation

A child shall not take part in more than two (2) performances a day, with an interval of a minimum of one and a half (1 1/2) hours between the finish of the child's part in the first performance and the beginning of the child's part in the next performance.

A child shall not be at a place of performance before 10:00 or less than fourteen (14) hours from the end of his/they part in the performance of the preceding day.

- No child shall perform for more than six (6) consecutive days in a seven (7) day period.
- No child shall perform for more than six (6) consecutive days in a seven (7) day period, for more than eight (8) consecutive weeks.
- No child shall perform for more than six (6) consecutive days in a seven (7) day period for more than eight (8) consecutive weeks, without a break of fourteen (14) days following the last performance.