

**Application to act as Matron/Chaperone**

*Children and Young Persons Act 1963  
Children (Performance) Regulations 1968  
The Children (Performances Miscellaneous  
Amendments) Regulations 1998*

All information given in this application will be treated in confidence, other than information relating to criminal offences. Please complete this form in block capitals.

Surname:	
First name(s):	
Mr/Mrs/Miss/Ms/Other:	
Date & Place of Birth	
Address:	
Day time telephone number:	
Evening telephone number:	
Mobile telephone number:	
E-mail address:	
Have you been approved as a matron/chaperone before?	Yes / No
If yes, with which Authority and when did/will your approval expire?	

Please give the name, address and telephone number of two people who would be prepared to give you a reference as to your suitability to be a chaperone. They should not be related to you and have known you for at least 2 years.

1. Mr/Mrs/Miss

Name.....

Address.....

.....Telephone Number.....

Postcode.....

Capacity in which known.....

Length of time known.....

2. Mr/Mrs/Miss

Name.....

Address.....

.....Telephone Number.....

Postcode.....

Capacity in which known.....

Length of time known.....

Previous experience (please describe previous experience, if any, with children, or on stage, film, radio or television work).

Due to the nature of the work we will need to apply to the Criminal Records Bureau for an *enhanced disclosure*. An application form is enclosed together with a guidance booklet explaining how to complete the application.

In most cases chaperones are not paid; in which case there is only a **£10.00** admin fee for the enhanced disclosure. However, if you are to be employed as a professional chaperone from the outset, then a charge of **£54.00** is payable. Please delete below as applicable.

<p>I am not employed as professional chaperone therefore enclose a cheque for £10.00 to cover administration fees made payable to BFBC.</p>	<p>I will be employed as a professional chaperone and enclose a cheque for £54.00 (which includes a £10 administration fee) payable to BFBC.</p>
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**Please remember to include two passport size photographs.**

Note : A chaperone’s licence lasts for three years. After this period it will be necessary to reapply.

**I hereby declare that the above information is true, to the best of my knowledge. I understand that I would be liable to prosecution if I wilfully stated in it anything, which I knew to be false, or did not believe to be true. I have read the enclosed information leaflet. I agree to inform the LEA of any changes to my situation.**

**Signature..... Date.....**

*When you have completed this application form and the Criminal Records Bureau form, please contact the Education Welfare Service to arrange an appointment to bring in the forms together with all relevant documents.*

<p>Lisa Macdonald/Lesley Carter          Child Employment Officer          7 Portman Close          Bracknell          Berkshire          RG42 1NE</p>	<p>Telephone : 01344 464720/21          Fax : 01344 464710          E-mail : <a href="mailto:Lisa.Macdonald@bracknell-forest.gov.uk">Lisa.Macdonald@bracknell-forest.gov.uk</a>  <a href="mailto:Lesley.Carter@bracknell-forest.gov.uk">Lesley.Carter@bracknell-forest.gov.uk</a></p>
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*The information that you have provided on this form will be used for the issuing of chaperone licences only. We will not disclose any information about you to outside organisations or third parties without your written consent, unless the law requires us to do so.*