

## Application to act as Chaperone

*Children and Young Persons Act 1963  
Children (Performances & Activities)(England)Regulations 2014*

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; should not be connected with an organisation for which you are likely to be acting as a chaperone; but must have known you for at least 2 years.

1. Mr/Mrs/Miss

Name .....

Address .....

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

Postcode.....Email address .....

Capacity in which known.....

Length of time known.....

2. Mr/Mrs/Miss

Name .....

Address .....

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

Postcode.....Email address .....

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 role, you will need to apply to the Disclosure & Barring Service (DBS) online application system (formerly known as CRB) for an *enhanced disclosure*. Please note there is a £10 administration fee associated with the DBS request, payable online. “Applicant guidance notes” are available from the Child Employment Officer; see contact details below, detailing how to apply online and how to make the online payment.

Note: A chaperone 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 LA of any changes to my situation.**

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

*When you have completed this application form and the DBS online application & payment, please contact the Child Employment Officer to arrange an appointment to bring in this form together with all relevant ID documents plus a passport sized photo.*

Lesley Carter  
Child Employment Officer  
7 Portman Close  
Bracknell  
Berkshire  
RG42 1NE

Telephone : 01344 464714

E-mail : [child.employment@bracknell-forest.gov.uk](mailto:child.employment@bracknell-forest.gov.uk)

*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.*