



## **Knowsl@y Council**

*(Please retain this front sheet for your records)*

**KMBC (Tel. 443 5134 or 443 5177)**  
School Attendance Service,  
PO Box 21,  
Archway Road,  
Huyton.  
L36 9YU.

Dear Applicant **(Knowsley Residents only.)**

Thank you for your interest in applying to be licensed as a Chaperone/Matron.

Please find enclosed the application form. Please complete the questions as best you can. There may be some questions that you cannot fully answer, the reasons for this is that it is helpful for us to understand your current level of experience.

Please return the form to the above address for my attention with 2 photos and necessary payment by cheque payable to Knowsley Metropolitan Borough Council.

After submitting this application you will receive **a DBS form** (Disclosure and Barring Scheme) which you should complete promptly, **this is now typically sent to you by email.**

**Please get in touch if you do not receive this** within 2 weeks of submitting your application.

**We will be closing all applications that do not submit a DBS application within 3 months of receipt.**

Once you receive your **DBS certificate** back from the DBS then you need to phone me to let me know, the council **no longer** receives a copy of this. Only you will receive this copy.

We deliver training which is only **twice a year**. Currently we deliver the training in March and September. This is usually on Tuesday evenings. There is no additional cost for this training. You will receive letters about this training to advise you when it is coming up.

# Chaperone approval application

However if you applying at a time close to the training dates then please call to ensure you find out the times and dates and book yourself onto the training. For the majority of applicants this training is essential to becoming licensed.

For those with limited previous experience of working with children it may be necessary to arrange a short interview where you will be asked a few questions in support of your application.

Please ensure that at least one referee can give support to your experience of working with children.

Only when all items including the DBS are processed and attending training (*Or providing evidence of appropriate recent training*) can the licence application be completed.

Yours sincerely

**Phil Ball.** Contact: 0151 443 5134  
Statutory School Attendance Officer

*(Please note that the DBS check usually takes from 1 month to considerably longer to be processed by the Disclosure and Barring Service, we have no input or control in this process.)*

***There have been some changes to the  
application process.  
So please ensure you read this letter carefully.***

**We advise you to retain this letter for your records.**

## Chaperone approval application



*Knowsley Council*

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

**PLEASE COMPLETE IN BLOCK CAPITALS – Knowsley Residents only**

Mr, Mrs, Miss, other	
Surname	
Forename	
Previous name(s) known by	
Address:	
Telephone Home Telephone Work	
Mobile	
Email	
Date of Birth	
Occupation	
Number and ages of your own children	
Please state your experience in the care and supervision of children	
How does your present employment or voluntary work involve you in regular contact with children or young people	
Have you had any involvement with Social Services? If so with which authority and in what capacity.	
Have you previously been approved as a chaperone? Please name the authority and the dates approved	
Do you have any current Safeguarding or Child protection training? Please provide details – Including level of training, dates, provider, etc.	Evidence e.g. (Certificate, manager/headteacher reference, etc.) You will need to provide this.
. Do you intend to work professionally* as a chaperone?	

\*Working professionally as a chaperone means receiving payment other than genuine out of pocket expenses?

**NB. If you intend to work professionally as a chaperone, the charge for the application will be £47. A volunteer chaperone application has the charge of £13.**

# Chaperone approval application

I am applying for approval as a volunteer Chaperone. (Cost £13 – Cheque payable to KMBC.) I wish to volunteer for the dance school or group named:	
I am applying for approval as a professional Chaperone. (Cost £47 –Cheque payable to KMBC.)	
Do you have a valid driving licence?	
Does your car insurance allow you to carry passengers whilst you are employed as a chaperone? (Business class insurance)	

Please name two referees (**not family members/partners/partner's family**) who have known you for more than 2 years. They must know of your experience of looking after children (observed you looking after children) and of your suitability to act as chaperone.

1. Name	2. Name
Address:	Address:
Postcode	Postcode
Telephone number:	Telephone number:
Email:	Email:
Context in which known:	Context in which known:
Period of Time known:	Period of Time known:

**This application must be accompanied by two passport size photographs**

If you are approved as a chaperone, this Licence will be valid for a period for three years from the date of the Enhanced DBS certificate is issued.

If you are signed up to the DBS Update Service and have an enhanced children's workforce and children's barred list DBS check we may be able to use this service, if you give permission. Please contact us for more information.

Chaperones will have regular contact with children so this role is **exempt** from the Rehabilitation of Offenders Act 1974. Therefore you are required to declare any convictions, cautions, bind-overs or prosecutions you may have, even if they would otherwise be regarded as 'spent' under this Act.

Have you ever been convicted of any criminal offence?	
If YES please specify the date of conviction, court, nature of offence and sentence imposed.	

# Chaperone approval application

- I apply to Knowsley Metropolitan Borough Council for approval as a chaperone under the above Act and Regulations. I declare that the information provided in the application is true to the best of my knowledge.
- I consent to confidential enquiries being carried out by the Disclosure and Barring Service and of Knowsley Metropolitan Borough Council.
- I understand that I will be required to attend training on Child Protection and the Roles and Responsibilities of being a chaperone or to provide evidence of appropriate recent training.
- I declare that I will notify Knowsley Metropolitan Borough Council of any change of name, address, any criminal convictions or change in circumstances that may affect my ability to effectively carry out the duties and responsibilities of a chaperone.

Signed..... Date.....

## DATA MANAGEMENT

I consent to the information regarding my registration status as a chaperone being shared with other local authorities, Producers and Production Organisations relating to applications made under S37 Children and Young Persons Act 1963  
I give my consent for my information to be used in accordance with the privacy notice below.

Signed.....Date.....

Please return completed form to the **School Attendance Service**  
**by E-mailing a scanned copy including photos to:**

[entertainment.employment@knowsley.gov.uk](mailto:entertainment.employment@knowsley.gov.uk)

**or by post to: KMBC, School Attendance Service, PO Box 21, Archway Road, Huyton. L36 9YU.**

**Please note payment is preferred by cheque, we are not able to receive electronic payments, so please get in touch regarding payment by cash. (0151 443 5177)**

## **For matrons applying in a professional capacity.**

The School Attendance Service occasionally receives requests from Theatres and Production Companies to supply them with details of authorised matrons. This is in order that they can contact the Matron to offer short-term employment. Further discussions are then strictly between the enquirer and the Matron.

Should your application be successful do you want us to release your name, address and telephone number to theatres and production companies when requests are received?  
Your decision on this matter may be changed at any time by notifying this office in writing.

Yes..... No.....

Signature

Signature

Please sign the relevant section above.