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| **CHILDREN & FAMILIES - WIGAN COUNCIL**  [**ChildLicensing@wigan.gov.uk**](mailto:ChildLicensing@wigan.gov.uk)  **Child Licensing (Attendance Service)**  **Education - Children and Families**  **Wigan Council**  **PO Box 100**  **Wigan**  **WN1 3DS**  **Direct Telephone: (01942) 487139** | WiganCouncilcolourlogo(45mm) |

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| **APPLICATION FOR APPROVAL AS A CHAPERONE**  **THE CHILDREN (PERFORMANCES AND ACTIVITIES) (ENGLAND) REGULATIONS 2014** |

Surname: Forenames:

Date of Birth:

Home Telephone Number: Mobile Number:

Email Address:

Address:

Have you ever been employed previously as a ‘Chaperone’ in either this Authority or others?

Details

To

From

Authority

Give below any relevant experience of working with children in either a voluntary or professional capacity.

The name and address of the organisation/dance school

Please give below the names, addresses and occupation/relationship of two referees.

2nd

1st

Have you ever been convicted of a criminal offence? Yes No

Your attention is drawn to the fact that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer “no” to this question even if you have, in the past, been subject to criminal proceedings resulting in conviction(s). However, certain types of employment are excluded under the Rehabilitation of Offenders Act 1974 (Exemptions) order 1957, from the protection of the Act. It is, therefore, suggested that you take appropriate advice if you are in any doubt as to the correct answer to give.

If yes, please specify date of conviction, Court, nature of offence and sentence imposed.

I confirm that the information given above is correct. I understand that the Authority will need to make further enquiries regarding any possible convictions I may have.

Signed: Date:

I attach the following:

(a) The completed Voluntary Chaperone Application form (attached)

(b) Two identical prints (un-mounted) of a photograph of the applicant taken during the last 6 months or an electronic likeness (e.g. a jpeg file) ;

(c) Evidence of your current address (bank statement, utility or council tax bill – no older than 3 months)

(d) Your new DBS certificate

(e) A signed letter from the Principle of the organisation/dance school including the name of the safeguarding lead.

Notes:

1) Electronic versions of this form and electronic documentation are acceptable, including signatures.

2) You should ensure that the company, parent/guardian and the chaperone are given a copy of the whole completed form, which you submit to the local authority.

3) Any person who fails to observe any condition subject to which a licence is granted or knowingly or recklessly makes any false statement in or in connection with an application for a licence is liable to a fine not exceeding £1000 (level 3 on the standard scale) or imprisonment for a term not exceeding three months or both (section 40 of the Children and Young Persons Act 1963).

**Please email the completed application form and supporting documents to:** [**childlicensing@wigan.gov.uk**](mailto:childlicensing@wigan.gov.uk)

Alternatively you can post the form and documents to:

Child Licensing (Attendance Service)

Education - Children and Families

Wigan Council

PO Box 100

Wigan

WN1 3DS

Direct Telephone: (01942) 487139