

## **JOB DESCRIPTION**

### **Chaperone for Children in Entertainment**

#### **Purpose of the role:**

A chaperone acting under licensing regulations shall be considered to have the care and control of the child(ren) with a view to securing their health, comfort, kind treatment and moral welfare for the duration of any performance or event that is covered by the Child performance and activities licensing legislation.

#### **Key relationships:**

- The chaperone will be directly managed by the person or organisation that is employing them for the purpose of the performance or event.
- The chaperone is licenced by Derbyshire County Council and has a duty to report any concerns regarding the venue or care of the child(ren) to the councils Child Employment Officer.
- The parent is acting in loco parentis and may need to speak directly with the child's parent to raise queries or share concerns.
- The chaperone will be expected to create and maintain a positive relationship with the child(ren) in their care.

#### **Duties and Responsibilities**

The chaperone's first duty is to the child(ren) in their care. Whilst they are acting as a chaperone, they may not engage in any other activity that would interfere with the performance of their duties.

The chaperone shall be in charge of the child(ren) at all times, except when in the charge of their parent/carer or tutor.

The chaperone should make themselves familiar with the terms of the performance licence granted by the LEA and see that as far as lies within their power the conditions are properly fulfilled.

The chaperone must undertake safeguarding responsibility for the children in their care and make referrals to Social Care where appropriate

The chaperone is responsible for ensuring that the child(ren) in their care is happy, healthy and fit to perform. Where necessary a risk assessment should be completed.

The chaperone should ensure that the venue and arrangements are of a satisfactory standard, this includes dressing areas, rest areas and toileting facilities.

The chaperone is responsible for ensuring that the child(ren) in their care work within the permitted hours as set out in the Child performance and activities licensing legislation.

### **General Responsibilities:**

Derbyshire County LEA expects that chaperones authorised by them will ensure that no child is discriminated against on the grounds of race, gender, colour nationality, ethnicity or national origin.

All Chaperones must be aware of any relevant Health and Safety Policies and procedures relating to the performance/event they are involved in.

All chaperones must comply with the employers policies on information security including and the wider General Data Protection Regulations requirements for handling data.