ROLES & RESPONSIBILITIES FOR PARENT CHAPERONES

The information in this booklet is designed to provide a guide on expectations to parents who chaperone their children during entertainment performances, where the parent is not a licensed chaperone.

- The parent or legal guardian can chaperone only their own child, unless the parent/guardian is themselves a licensed chaperone.
- Parent's sole responsibility is to their child. The parent should be with or in sight of their child at all times, whether on set/stage, dressing rooms, during meals & breaks, *unless* the child is under the supervision of a licensed chaperone.
- Daily Record Sheets should be completed for all children this responsibility will often be delegated to parents. See overleaf for an example.
- There are regulated hours & breaks required for children by law see overleaf for table. Parents should ensure that these are complied with.
- Parents should ensure that the production team take them through an induction fire exits, meeting points, first aider, etc.
- For outdoor performances, ensure children wear appropriate clothing and/or protection.
- There should be separate toilets assigned for children where possible, these should be separate for boys & girls.
- There should be separate gendered dressing rooms for all children aged over 5 years.
- No child may take part in dangerous performances. The production team should always have a Risk Assessment in place. From a safeguarding perspective, please report any concerns to your child's licensing officer.
- No child should perform if unwell, either through illness or an injury. As a parent, you must ensure your child does not perform under these circumstances.
- Where parents are not satisfied with the conditions for the children at a place of performance, insist they are put right.
- Where a performance on a school day is cancelled, the child would be expected to attend school as normal and the local authority should be informed.

Performing should be an enjoyable experience for the child and for the parent

PERFORMANCE TABLE RESTRICTIONS IN RELATION TO ALL PERFORMANCES

Торіс	Age 0 to 4	Age 9 & Over					
Maximum number of hours at place of performance or rehearsal (Reg.22)	5 hours	8 hours	9.5 hours				
Earliest and latest permitted times at place of performance or rehearsal (Reg.21)	7am to 10pm 7am to 11pm		7am to 11pm				
Maximum period of continuous performance (Reg.22)	30 minutes	2.5 hours	2.5 hours				
Maximum total hours of performance or rehearsal (Reg.22)	2 hours	3 hours	5 hours				
Minimum intervals for meals and rest (Reg.23)	Present < 4 hrs: All breaks min of 15 mins Present > 4 hrs: 1 x 45 mins for a meal & series of 15 mins for rest and recreation	<u>Present > 4 hrs & < 8 hrs:</u> 2 breaks: 1 x 45 mins for a meal & 1 x 15 mins for rest <u>Present ≥ 8hrs:</u> 3 breaks: 1 x 45 mins for rest meal & 2 x 15 mins for rest	<u>Present > 4 hrs & < 8 hrs:</u> 2 breaks: 1 x 45 mins for a meal & 1 x 15 mins for rest <u>Present ≥ 8hrs:</u> 3 breaks: 1 x 45 mins for a meal & 2 x 15 mins for rest				
Education (Reg.13)	N/A	3 hours per school day	3 hours per school day				
Minimum break between performances (Reg.23) *	1 hour 30 minutes *	1 hour 30 minutes *	1 hour 30 minutes *				
Maximum consecutive days to take part in performance or rehearsal (Reg.26)	6 days	6 days	6 days				
* Can be reduced to 45mins if earlier perf/reh is < 1 hr <u>and</u> following perf/reh is at same venue, or there's no travel between venues (Reg.23)							
Additional Info: A minimum overnight break of 12 hrs (Reg.24) For night performances, this increases to a minimum of 16 hrs (Reg.28)							

Note: Local Authorities should take note of Regulation 5 that allows the licensing authority to further restrict these permitted hours, breaks, etc, and place additional conditions on the licence if this would be in the best interests of the individual child.

DAILY RECORD SHEET

The Children (Performances and Activities) (England) Regulations 2014

Name of Production	Place of Performance/Rehearsal	
Production Contact Name	Date of Performance/Rehearsal	
Other Contacts	Child's Licensing Authority	
Chaperone/Tutor Name	Chaperone/Tutor Licensing Authority	

TOTAL TUTORING TIMES PER DAY							
TOTAL WAITING TIMES PER DAY							
LENGTH OF EACH MEAL BREAK							
PLACE LENGTH DEPARTURE OF EACH TIME MEAL BREAK							
PLACE ARRIVAL TIME							
AGE							
DOB							
LICENCE NO.							
CHILD'S NAME							

where a child is present for inspection by an officer of the Local Authority in whose area the performance takes place. Upon completion of the production the Record Sheet's should be stored at the Licence Applicant's main company address for a period of not less than 6 months after the final performance date for which these Licenses have been granted. This Record Sheet relates to the information the Licence Holder. Chaperone or Tutoris required to keep by law for each child performing. It is a caquiremment the Regulations that these records be kept and made available, together with each child's Licence, at every place of performance

Report any issues or concerns to your Local Authority:

LBHF: Dawn Butts, 020 8753 1170, <u>dawn.butts@lbhf.gov.uk</u>

Attendance (Statutory Functions), Child Employment/Entertainment & Elective Home Education/Children Missing Education (ACE)