**Children’s and Adults’ Services **

**Safeguarding Children/Young people Who Perform**

**A code of conduct for Chaperones**

*The chaperones first duty is to the children/Young people in their care. They must ensure the safeguarding and welfare of the children/young person at all times.*

*While they are engaged as the chaperone on a production, they may not undertake any other activity that would interfere with their duties.*

*The chaperone is in loco parentis, except when the child/young person is being taught by an approved teacher, and should exercise the care, which a good parent might reasonably be expected to give.*

Chaperones are responsible for the welfare of the child/young person in their care at all times during the period, beginning with the first and ending with the last performance to which the licence relates, except where the child/young person is in the care of their own parent or teacher.

* A chaperone **must see** **the child’s/young person’s licence**, check that it is in date and be aware of and understand the conditions of the performance licence of the child/young person who is in their care
* A chaperone is the key person who the child/ren/young person look to for guidance, protection, clarification, and support
* Chaperones must make themselves aware of any medical needs/disabilities of the children/young person in their care and be clear about any arrangements relating to medicines e.g., inhalers, care of child/young person with an allergy or diabetes or any assistance the child/young person may need.
* A chaperone should know where the children/young people in their care are at all times.
* A chaperone is allowed to be in charge of a maximum of 12 children/young people at any one time. However, this may be dependent upon the ages and the needs of the children/young people. If the chaperone considers they cannot look after the number of children/young people in their care safely, they must advise the person in charge of the production to change the arrangement.
* A chaperone must not permit children/young people under statutory school age (last Friday in June in the school year in which they are 16) to leave the performance/rehearsal venue unescorted, unless in the company of their parents.
* Always be aware of the fire/safety/major incident (Covid) arrangements of the venue
* A chaperone should be aware of the first aid procedures at the venue
* A chaperone should ensure that any/all accidents/incidents are reported and recorded.
* A chaperone must ensure that the children/young people are comfortable.
* Ensure that the children/young people have sufficient access to food and drink and be aware of any allergies the child/young person has, have the appropriate mealtimes and rest/comfort breaks.
* The Chaperone must see that the child has the right breaks for rests and meals. The child should be provided with nutritional food and not have any take-away snacks. Any special diets required for medical reasons, or on moral or religious grounds must be provided for.
* A Chaperone must ensure that any child in his/her supervision has suitable opportunities for recreation, and that the child is protected from stress, strain, bad weather and any other conditions likely to harm him/her.
* Ensure all the young people have adequate and appropriate supervision during changing and toilet arrangements (where possible children/young people should be allocated separate toilets from the adults).
* A chaperone should always keep a register of all the children/young people in their care and keep the daily record sheets up to date. Head counts alone are not acceptable.
* Chaperones must stand up for the child/young person above production pressures. One of a Chaperone's greatest strengths is their ability to negotiate with the production company, ‘on site' and be able to say 'no' when what is being requested of the child is contrary or detrimental to either the child's health, well-being and / or education.
* Chaperones must keep a confidential list of all important contacts e.g., the child’s/young person’s licencing authority, the local authority in whose area the child/young person is performing, the child’s/young person’s parent/legal guardian, contact details, any medical details etc.
* Chaperones should be familiar with the productions social media policies
* All chaperones must work within the agreed parameters of confidentiality e.g., sharing of personal information/details must only be disclosed on a need-to-know basis, to the appropriate people.
* A chaperone must safeguard the sharing of information to ensure that it is not accessed by third parties and must not release any child’s/young person’s details to any members of the public/press/media.

**Behaviour of chaperones**

A chaperone must:

* Be the child’s/young person’s champion
* Conduct yourself in an appropriate manner on set. You should be visible so the children/young people can see you, but not get in the way of the crew/set.
* Be alert to potential hazards and ensure that your focus always remains on the child/young person.
* Always pay attention to the welfare of the children/young person and not be distracted in any way such as by being ‘star struck’, reading, using social media etc.
* Always report to the head chaperone or other identified appropriate person if any problems or queries arise.
* Report any concerns immediately. Know who to report them to and what to do in each case.
* Be aware that some children/young people are in the care of their parent whilst on set. A chaperone should intervene if a parent agrees to something that may contravene child/young person performance regulations or may endanger a child/young person.
* Ensure their DBS check is renewed either annually via the update service or every three years.
* Ensure that they comply with any conditions to ensure their chaperone approval is renewed.
* Attend Protecting Children in Entertainment Chaperone (NSPCC) training within three months of being a new chaperone or before their approval is renewed.
* To carry a copy of their chaperone approval when they are on a production and show this to any inspecting officer from a local authority.
* Notify the local authority at the earliest opportunity if here are any changes to their circumstances, which may affect ability of the chaperone to perform duties safely, including health issues.
* There are any arrests, bail conditions and or safeguarding concerns relating to them or their immediate family members. (This would include driving offences where a chaperone has responsibility for driving children in their care)
* Notify the local authority if they have been dismissed from a production because of concerns about their practice.

A chaperone must not**:**

* Leave the child/ren/young people alone with another adult (unless it is another licenced chaperone, the child’s/young person’s parent, or teacher).
* Release children/young people to an adult they are not expecting at the end of the production unless this has been confirmed by the parent / production.
* Engage in an inappropriate relationship with a child or young person. This includes communication via social media, text messaging (unless agreed in advance with parents), websites and social networking sites such as Facebook, Twitter, Instagram, and Snapchat. This means that chaperones should ensure that their personal social networking sites are set to private and children/young people are not listed as approved contacts. Equally, chaperones should not accept ‘friend requests’ from children/young people they are looking after.
* Take photos of the child/ren/young people
* Use mobile phones whilst looking after the children/young person
* Give gifts or show favouritism to children/young person.
* Drink alcohol and/or take drugs when you are working. Your capacity to perform your duties as a chaperone must not be impaired by alcohol or drugs.
* Possess, take, or supply illegal drugs, including cigarettes.
* Swear or use inappropriate language.
* Enter conversations of an inappropriate or sexual nature
* Disclose or provide your personal details or information to the child/young person.
* Permit children/young people to use inappropriate language. If this does happen it is important to discuss with the parents
* Discipline the child/ren/young people. It is not the role of the chaperone to discipline a child/young person and they must never hit, shout, or otherwise punish a child/young person. Any behaviour issues should be discussed with a parent, person in charge and a suitable resolution found.
* Approach cast members for autographs or photos during working hours
* Let children/young people perform if they are unwell

**Physical touch**

* Always check that it is ok with the child/young person before you help them
* Touch should always be conducted in an open manner. It should never be ‘secret’ or in a surreptitious manner.

**Response to disclosures:**

If a child/young person confides in you, that abuse has taken place

* Remain calm and in control, but do not delay in taking action
* Listen carefully to what is being said. Allow the child/young person to tell you at their own pace and ask questions only for clarification.
* Don’t ask leading questions, use the following strategy:
* T – Tell me
* E – Explain that to me
* D – Describe that to me
* Do not promise to keep it a secret or confidential, reassure the child/young person that they did the right thing telling someone and explain what you will do next.
* Use the first opportunity you must share the information you have with the Designated Safeguarding Lead (the person responsible for child protection). Each production company should have a nominated child protection person.
* If that person is not available, contact Children’s Social Care or the Police. You can also seek advice from the Licence authority in your home borough during working hours or from the emergency out of hours safeguarding duty team [ECIRS@ealing.gov.uk](mailto:ECIRS@ealing.gov.uk) Tel: 020 8825 8000
* As soon as possible, make some notes (using the child’s/young person’s own words). Note the date, time, any names that were involved or mentioned and whom you gave the information to.
* Parents should not routinely be informed at this point if they are the subject of the disclosure as this may compromise the safety of the child/young person.
* Where another registered chaperone is the alleged abuser, the matter must also be referred immediately to the safeguarding lead on the production who can make a referral to the appropriate licencing authority. The chaperone can prompt the production company to ensure this is done.
* Information/ evidence gathering is not the responsibility of the chaperone. This is a matter solely for the investigating authorities.

**If you have any concerns relating to the safeguarding & welfare of the child/young person, for example neglect, engaging in inappropriate contact with adults, child/young person sexual exploitation, it is your responsibility to inform the Designated Safeguarding Lead and to inform your local authority of any concerns.**

**Confirmation of Receipt and Understanding of the Chaperone Code of Conduct**

As an approved chaperone with Ealing council, you are expected to read, understand, and accept this Code of Conduct. Failure to adhere to this Code of Conduct could lead to your approval being suspended and or revoked in line with the Chaperone Approval Policy.

Please sign and date this document below and send a scanned copy to [ESW@ealing.gov.uk](mailto:ESW@ealing.gov.uk)

Once signed, it will be held on your chaperone file to confirm that you have read, understood, and agreed to abide by the chaperone code of conduct

Signed…………………………………………..

Print name……………………………………….

Date………………………………………………

Signed…………………………………………..

School Attendance Officer – Ealing Council

Date ……………………………………………….