

**CHILDREN (Performances and Activities) (England)
REGULATIONS 2014
(Miscellaneous Amendments 1998)**



INFORMATION FOR CHAPERONES

RESPONSIBILITIES OF A CHAPERONE

Your FIRST responsibility is to the child in your care. While you are chaperoning you must not be performing any other duties. Remember, you are in *loco parentis* (except when the child is in the care of a teacher).

It is your responsibility, together with the Performance Licence Holder, to ensure that the Regulations (and any additional requirements issued by the child's licensing authority) are upheld at all times. You may find yourself under pressure by the production company from time to time to relax the Regulations due to rescheduling but you must remember that your first duty is to the **care of the child**. Therefore, having a good knowledge of the Regulations, knowing where to go for additional advice, coupled with firm negotiating skills, are all crucial elements to good chaperoning.

1. You should be with the child **at all times** whether: on set/stage area, dressing rooms, recreation, meal and break areas etc. You are the KEY PERSON to whom the child looks for protection, clarification and support – you are the key to a happy performing experience. If the facilities are 'wanting' YOU should negotiate better facilities with the producer. The care of the child is paramount at all times. You can obtain additional support from: your licensing Local Authority (LA), the child's licensing LA or the LA in whose area the performance is taking place.
2. The law states that the maximum number of children in your care should not exceed 12. However, in a lot of instances this may be far too many if there are several young children and several adolescents and especially they are living away from home. These factors should be taken into account when deciding on the number of children you agree to chaperone. Children over 5 years should have separate dressing rooms for each gender.
3. The matron should be aware of the contact point for all parents and on no occasion should medication be administered to any of the children in their care. At no time should a child perform when unwell. If a child falls ill or is injured while in the Chaperone or Tutor's charge, medical assistance must be gained and the parent/guardian and the licensing LA informed immediately. **Always** have a contact number for parents.
4. Due consideration should be given to travelling time, taking into account: the child's age, the length of time at the place of performance and the duration of the production. It may be more sensible for a production company to schedule each child's performance days in blocks per week (rather than an odd day here and there throughout a week) or provide accommodation nearer to where the performance is taking place, rather than travelling several hours each day or every other day and attending school in between. Schedules can be amended if they are not working satisfactorily
5. Living away from home - The chaperone is responsible for the child. Special care must be exercised by the chaperone to secure adequate and

comfortable lodgings for the children. If the chaperone has not selected the lodgings he/she should immediately, on arrival inspect them and report at once to the employer of the children if it is considered unsatisfactory in any respect. Again, if there are problems or concerns that cannot be resolved, contact the child's licensing LA or the LA in whose area the performance is taking place.

6. Dangerous Performances – NO child (generally) under the age of 16 may take part in dangerous performances. BUT from the age of 12 children may be trained to take part in dangerous performances only under a Licence. This should be authorised by the LA in advance of the performance and extra vigilance maintained by the chaperone throughout.
7. By law (ref 39 (5)), records should be available to a visiting officer of the LA by Producers. Often Chaperones are designated to keep these in respect of the child:
 - Times child is at the place of performance
 - Times child performs and/or rehearses
 - Times child has breaks and meals
 - Times child is waiting between performances, i.e. re-scheduling

Please see table on the next page

If you feel pressurised to accommodate a production's schedules and you are unsure of the legalities of what they may be asking of the child – **Stop! Think! & Check** the Regulations before agreeing to anything. Failing a satisfactory conclusion, phone the LEA or LA either at the time or as soon as is practically possible for further advice or support.

For further information please contact:

Attendance Advisory Service
CHILD EMPLOYMENT OFFICER
The Woolwich Centre
35 Wellington Street
Woolwich
SE18 6HQ

Tel: 020 8921 8505

CHILDREN IN ENTERTAINMENT RESTRICTIONS IN RELATION TO ALL PERFORMANCES

Topic	Age 0 to 4	Age 5 to 8	Age 9 and 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 or rehearsal (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)	Any breaks must be for a minimum of 15 minutes. If at the place of performance or rehearsal for more than 4 hours, breaks must include at least one 45 minute meal break.	If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, they must have one meal break of 45 minutes and at least one break of 15 minutes If present at the place of performance or rehearsal for 8 hours or more, they must have the breaks stated above plus another break of 15 minutes.	If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, they must have one meal break of 45 minutes and at least one break of 15 minutes If present at the place of performance or rehearsal for 8 hours or more, they must have the breaks stated above plus another break of 15 minutes.
Education (Reg.13)	N/A	3 hours per day (maximum of 5 hours per day). 15 hours per week, taught only on school days. Minimum of 6 hours in a week if aggregating over 4 week period or less.	3 hours per day (maximum of 5 hours per day). 15 hours per week, taught only on school days. Minimum of 6 hours in a week if aggregating over 4 week period or less.
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

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.