# CITY OF CARDIFF COUNCIL (CYNGOR DINAS CAERDYDD)

# APPLICATION FOR CHAPERONE LICENCE

Children and Young Persons Act 1663

The Children (Performances and Activities) (Wales) Regulations 2015

Please complete in **BLOCK** Capitals

(Mr/Mrs/Miss/Ms) SURNAME: ………………………………………………….. FORENAMES: ……………………………………………………

ADDRESS: .………………..………………………………………………………………………………………………………………………………………………. ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………POSTCODE ……………………………………………………...

Home Tel number: ……………………….. Work Tel Number:………………………………. Mobile Number:………………………………...

OCCUPATION ……………………………………………………………………………. DATE OF BIRTH …………………………………………………….

EMAIL: …………………………………………………………………………………………………………………………………………………………………………

## Experience and Qualifications

Have you previously applied for Chaperone approval if YES, please provide the name of the Local Authority applications were made to?

Do you have any relevant qualifications applicable to working with children e.g . teacher, teaching assistant, nursery worker, youth worker etc?

Please state your experience in the care, control and supervision of children:

### Do you have a First Aid Qualification?

### Do you have a Full UK Driving Licence?

**NB: if you do use your own vehicle to transport children you must ensure that you have appropriate business use insurance and that you comply with all relevant legislation.**

## Health Information

**Do you have any health and/or physical conditions that might restrict YES NO**

**your ability to act as a Chaperone?**

If yes, please give details

## Disclosure and Baring Service checks

**Due to the nature of the work you are seeking approval for, we need to know if you have ever been convicted of a criminal offence, including traffic offences. Please complete the following as appropriate and give details as required.**

I have not been convicted of any offences

I have been convicted of the offences outlined below

Date: Court: Offence: Outcome:

Have you ever been known to Social Services? **YES NO**

If yes, please give details

## References

**Please provide two references (not family members) who have known you for more than 2 years and are prepared to answer an enquiry as to your suitability to carry out the duties of a Chaperone. One of these should be a recent employer.**

1. Name 2. Name

Address: Address:

Postcode: Postcode:

Telephone Number: Telephone Number:

Email (Preferred method of contact): Email (Preferred method of contact):

Context in which known : Context in which known:

Do you intend to work professionally as a Chaperone receiving payment other than expenses? Yes No

## Declaration:

I apply to the City of Cardiff Council for approval as a Chaperone for Children in entertainment under the Act and Regulations. I consent to reference checks and a Disclosure and Barring Service check being carried out. I hereby declare that the above information is true, to the best of my knowledge. I understand that I will be liable to prosecution if I willfully state anything I know to be false or do not believe to be true

Signed: …………………………………………………………………… Print Name:……………………………………………………………….

Date:………………………………………………………………………..

## Data Protection

The information you have provided will be processed by Cardiff Council under the Data Protection Act 2018, in line Article 6 (1) (e) if the General Data Protection Regulation to perform a specific task in the public interest, that is set out by law. The information provided to us will be treated as confidential but may be used by the Council or disclosed to other when required by law.

As part of your application, reference checks and a Disclosure and Barring Service check will be carried out. The licences of successful applicants will be shared with other Local Authorities where appropriate.

In Signing the below, I understand that I will be liable to prosecution etc….

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For further information on how Cardiff Council manage personal information, see our privacy notice below;

<https://www.cardiff.gov.uk/ENG/Home/New_Disclaimer/Pages/default.aspx>