

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

Topic	Age 0 to 4	Age 5 to 8	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)	<u>Present < 4 hrs:</u> All breaks min of 15 mins <u>Present > 4 hrs:</u> 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 a 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.

Report any issues or concerns to your Local Authority:

LBHF: Dawn Butts, 020 8753 1170, dawn.butts@lbhf.gov.uk

Attendance (Statutory Functions), **C**hild Employment/Entertainment & **E**lective
Home Education/Children Missing Education (**ACE**)