

Dear Partners

This communication is intended to keep you informed of some planned changes to Essex County Council's chaperone license application process which will take effect **as from 1st October 2017**.

The planned changes are intended to enable partners, within the child entertainment and performance fields, to work to their individual deadlines to ensure that all necessary documentation is in place prior to each show or performance that their organisation undertakes.

After careful thought and review of feedback received from partners in recent months and as part of Essex County Council's ongoing review of services, we have considered the current chaperone application process and the safeguarding responsibilities of recruiters. It has been decided that, as from 1st October 2017, Disclosure and Barring Service (DBS, previously CRB) checks on behalf of chaperone license applicants will be carried out by the organisation seeking to recruit each chaperone and will no longer form part of the work of Child Employment and Entertainment Team at Essex County Council. Therefore, chaperone license applicants will no longer be required to make an appointment to have their DBS documents verified at an Essex County Council office.

The new process will also enable you to keep track of when chaperone licenses are due to expire and ensure that renewal applications are submitted in good time.

The following links (including a link to government guidance) will provide information on the process involved and enable you to be prepared to process DBS applications on behalf of any future chaperones you are seeking to recruit:

- [Guide to eligibility](#)
- [DBS checks](#)
- [Service check overview](#)
- [Guidance for employers](#)

Essex County Council would strongly recommend that each chaperone that is recruited by your organisation is encouraged to sign up to the online DBS Update Service so that processing chaperone license renewal applications will be simplified and negate the need to complete a full DBS application after the two year validity period has passed.

A link to the online update service has been provided for your convenience below:

- [DBS online](#)



With effect from 1st October 2017, the organisation will be required to submit completed chaperone license applications to the Child Employment and Entertainment Team at Essex County Council. **We will no longer accept applications from individual chaperone license applicants.**

All completed chaperone license applications will need to be submitted via email at child.employment@essex.gov.uk **allowing at least 21 days processing time**, with all the documentation listed below:

- Completed and signed chaperone license application form (blank copy attached for your information)
- Scanned passport sized photo x 1 (in colour, not black and white)
- The company's signed declaration (blank copy attached for your information)

Upon receipt of the above documents, Essex County Council will seek references and undertake checks on our Social Care database to ensure that there is no information which suggests that the chaperone applicant is not suited to the role of chaperone. Once these checks have been completed to our satisfaction, a chaperone license will be issued and sent directly to your organisation (as the submitter of the applications on behalf of your chaperone recruits).

The Essex County Council website will have all relevant documents available for you to download and may be accessed via the following link:

[Children-in-entertainment](#)

We have also adapted our application forms so that you are able to indicate the date by which you are hoping for each chaperone license to be issued by the Local Authority to ensure that your events are appropriately supervised. This will enable us to prioritise applications received by the dates that you have provided, enabling us to send out chaperone licenses by the dates that you require them.

We hope that you will find this new process beneficial in coordinating all aspects of your show/performance preparations. Please email child.employment@essex.gov.uk if you wish to seek further clarification regarding any of the above.

Kind regards

Julie Weddell,

County Manager, Missing Education & Child Employment Service