



CHILDREN (PERFORMANCE AND ACTIVITIES) (ENGLAND) REGULATIONS 2014

Maximum hours and durations

| AGE OF CHILD | MAXIMUM NUMBER OF HOURS IN ONE DAY AT PLACE OF PERFORMANCE OR REHEARSAL | MAXIMUM TOTAL NUMBER OF HOURS OF PERFORMANCE OR REHEARSAL IN ONE DAY | MAXIMUM CONTINUOUS NUMBER OF HOURS OF PERFORMANCE OR REHEARSAL IN ONE DAY |
|-----------------------------|---|--|---|
| BIRTH UNTIL CHILD REACHES 5 | 5 | 2 | 0.5 |
| 5 UNTIL CHILD REACHES 9 | 8 | 3 | 2.5 |
| 9 TO SCHOOL LEAVING AGE | 9.5 | 5 | 2.5 |

Earliest and latest time at performance

| AGE OF CHILD | EARLIEST TIME | LATEST TIME |
|-----------------------------|---------------|-------------|
| BIRTH UNTIL CHILD REACHES 5 | 07.00 | 22.00 |
| 5 TO SCHOOL LEAVING AGE | 07.00 | 23.00 |

Frequency and duration of breaks - all breaks must be used for meals, rest, education or recreation

| AGE OF CHILD | 0 - 3 HOURS AT PLACE OF PERFORMANCE | 4 - 8 HOURS AT PLACE OF PERFORMANCE | 8 + HOURS AT PLACE OF PERFORMANCE |
|-----------------------------|-------------------------------------|---|--|
| BIRTH UNTIL CHILD REACHES 5 | 15 MINUTES MINIMUM | 1 X 45 MINUTE BREAK IN ADDITION TO THE 15 MINUTE BREAKS | |
| 5 TO SCHOOL LEAVING AGE | 15 MINUTES MINIMUM | 1 X 45 MINUTE BREAK FOR A MEAL AND 1 X 15 MINUTE BREAK | 1 X 45 MINUTE BREAK FOR A MEAL AND 2 X 15 MINUTE BREAK |



OVERNIGHT BREAKS MUST BE A MINIMUM OF 12 HOURS

CHILDREN OF ALL AGES CAN ONLY PERFORM FOR 6 CONSECUTIVE DAYS MAXIMUM

EDUCATION HOURS

If the child/young person is away from school for more than 4 days working, then they need a tutor:

| 5 UNTIL CHILD REACHES 9 | 9 TO SCHOOL LEAVING AGE |
|---|---|
| 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 a 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 a 4-week period or less. |

Tutoring can be broken down but can be no less than 30mins.

RECORDS

Records must be kept by the licence holder under section 39(5) of the 1963 Act

For six months from the date of the last performance or activity to which the licence relates, the licence holder must retain the records specified in

- a. Part 1 of Schedule 3, where the licence is granted in respect of a performance or
- b. Part 2 of Schedule 3, where the licence is granted in respect of an activity.

Your role as the Chaperone

Your role is to ensure that the best interest of the child is at the heart of everything you do.

You must ensure that no-one, whether cast, crew, directors, other children or tutors as well as the child themselves, does anything detrimental to the child's wellbeing, while remaining focused on the task at hand

DO:

Check the child is comfortable - you are the person to whom the child looks to for guidance, protection, clarification and support;

Stand up for the child 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 the child's health, well-being and/or education. Sometimes, fast paced production crews can forget that a child's needs are different to that of working adults and children are not always equipped to make mature and appropriate decisions in the workplace. It is therefore a your responsibility to represent the child's interests on and around set/ location, or whatever setting you are safeguarding, and take appropriate opportunities to highlight to the production team if and when a child's needs are not being fully met. We here at the UK Chaperone Service work hard to protect and safeguard children and, in order to maintain this, we rely on constant communication with you.

Working with babies and toddlers

If working with babies or toddlers, you must have the child physically in your sight at all times and not just via a monitor. You must be confident and able to interrupt a scene if you feel a baby or toddler is going to be in any potential danger. Even when the child is performing, you remain responsible for the child. This responsibility does not transfer to the actor(s) they are performing with.

Be the child's champion;

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Website: www.ukchaperoneservice.co.uk

hello@ukchaperoneservice.co.uk

Tel: 0844 500 6865

Email:



Report any concerns and know who to report them to and know what to do in each case - chaperones should keep a note of important contacts, for example, the child's licensing authority, the local authority in whose area the child is performing, the child's agent and the child's parent/legal guardian; also inform us here at UK CHAPERONE SERVICE immediately of any problems.

Ask to see a copy of the licence (where a licence is required) You must ensure that you have read and understood the conditions of the child performance licence, and the name of the Child Protection Adviser. You should ensure that you have been given the name of the person to contact when you arrive at your place of work. You will then be provided with a daily filming schedule and any relevant risk assessments if appropriate. You will also need to discuss any tutoring arrangements with production, if required.

Day to Day Responsibilities

You must ensure that the child is dressed appropriately for all weather conditions. If for any reason they are not, in the first instance, please speak to Costume or production company who usually can provide immediate solutions. Although you will have a filming schedule, you will also need to be flexible and prepared to work with the crew/costume and makeup teams to get the child ready in good time for filming, particularly around meal/break times. When you are told that the child will be needed on set soon, you must get them ready to go on. Encourage them to pack away games/toys etc. Get all parts of their costume on. Going to the toilet at this point is also a good idea to prevent a hold up for filming and check the child is ready to concentrate.

On set, work out / agree with the child / children where you are going to wait and watch. A child should never leave set without a chaperone even if a crew member tells them to. You need to be very careful with food and drink. As a chaperone you must make sure you know whether the child has any dietary needs/allergies/medical conditions. Children should always change into their own clothes for lunch but, if having a snack between scenes, please cover their costumes to avoid them becoming soiled. Everything on the production is confidential and storylines must not be discussed with anyone outside of the programme. No social media pictures etc., unless you have full permission from your production and strictly no photographs of the children. Never be afraid to ask any questions or raise any concerns you might have about the production including scripts, content or performance. However, where you can, please ensure this happens prior to filming so that the relevant people can be informed.

Exercise discretion where that is in the best interest of the child;

You and Production are jointly responsible for logging a child's work, rest and tutor periods on a chaperone time sheet and ensure they are clear to depart. In line with the Children and Young Persons Act 1963 and the Children (Performances and Activities) (England) Regulations 2014, you have discretion to allow a child to perform for a period not exceeding 1 hour (and not exceeding the actual performance hours) immediately following the latest time permitted (which is 11pm for children over 5 and 10pm for children under 5). England /Wales only. If you exercise this discretion you must inform the licensing authority and the local authority where the performance is taking place, no later than the following day and explain the reason for having made this decision. For example, you may consider that allowing the child to stay a bit longer would be in the child's best interests because it allows them to finish filming a scene so they do not have to attend again the following day. You must immediately make production aware of any contraventions in child performance legislation that come to your notice. In the event that you believe your concerns aren't being acted upon without delay you must inform the Child Protection Adviser as a child safeguarding issue. You must maintain good communication with your key contact in the production team throughout the day as to your whereabouts and the progress of the day. This is vital so any problems can be averted before they occur.

Be alert to all possible risks to the child;

You must ensure that you are aware of and understand any health and safety issues whilst working on set and on location and make sure to pass on this information to children in your care.

Children should never run on set and never walk ahead of their chaperone.

Please be aware of the nearest fire exit and fire assembly point. In the event of a fire alarm, you should follow the fire safety policy.

You are responsible for reporting any accidents or near misses that involve either themselves or the child in their care.

This should be reported to the Production Manager and ourselves. The production team will then inform the parent and you will then need to complete and return an Incident Report Form.

Overnight Stays and Wi-Fi



It is important that we take steps to ensure that children and young people are unable to access age-inappropriate content on the internet using Wi-Fi services provided by the production, when staying overnight in rented accommodation hotels etc. .Wherever possible, the highest level of parental control provided by the internet service provider must be switched on at all times in children's accommodation, and during the hours when children would normally be expected to be asleep, i.e. overnight ,consideration should be given to switching the Wi-Fi off. The switching on and off of both the Wi-Fi and the parental controls must be pin-protected wherever possible, and managed by the house chaperones If for any reason the parental controls provided by the internet service provider cannot be switched on, chaperones must make the Production aware of the fact so that alternative arrangements can be considered.

Challenge people and / or behaviours.

You must act accordingly to protect children from exposure to adult conversation or inappropriate behaviour whilst on set or resting. Politely remind cast and crew of the production that they are working with children, and ask them to kindly adjust their behaviour accordingly , Please seek your child protection point of contact on the production should the matter continue, and please contact us immediately also, so the issue can be resolved.

Wear your ID badge at all times on set.

We request that you wear your UK Chaperone Service ID badge when working on a production through our company.

DO NOT:

Do Not Let the child perform if they are unwell;

As the child's Chaperone you are the child's advocate if you feel the child is unable to perform due to illness or they are too tired to perform safely, you must alert production and make sure adequate arrangements are made e.g., child is collected by parent.

Leave the child alone with another adult (unless it's their parent or teacher);

Do not under any circumstances leave a child alone with another adult even if production asks you too.

If production over runs you are still required to stay with child until child has been collected by family member or carer.

Do not leave any child unattended Chaperones reported doing so will be removed from our company immediately.

We will also report all unsuitable behaviour from chaperones to their local authority

Do not Take photos of the Child/ Children

Everything on the production is confidential and storylines must not be discussed with anyone outside of the programme. No social media pictures etc., unless you have full permission from your production and strictly no photographs of the children.

Do not Seek autographs from performers or to get star struck or Take "selfies" with the celebrity!

You are there to chaperone and should be concentrating on the child/ children in your care.

Chaperones found doing this will be immediately removed from our company.

Do not Ignore or down play questionable behaviour from adults or other children

You must set out clear boundaries with children and it is your responsibility to make a child aware if they have behaved inappropriately and to inform production about any such incident. (This applies for crew and cast on the production also please remind them that they are working with children and should act accordingly) At no time should a child be physically chastised or verbally humiliated. It is important that you update production and ourselves on any child welfare or behavioural issues, no matter how trivial, so that production have an overview of each child working on their programme in order to fully manage their wellbeing.

Relationships between chaperones and children require careful management. We expect you to be friendly, but to also remember that you are acting in a professional capacity with all the responsibilities that role brings with it.

Do not use inappropriate language or smoke whilst you have children in your care.



Children must not be exposed to secondary smoke inhalation and the child must remain with you at all times. Smoking is not permitted in any of the interior or exterior sets. Do not smoke when you are working within in your role as a chaperone with children in your care. **Chaperones reported doing so will be removed from our company immediately.**

Do Not Consume alcohol or be under the influence of alcohol whilst you have children in your care.

No alcohol is to be consumed or no chaperone is permitted to be under the influence of alcohol while in your role as a chaperone.

Chaperones reported doing so will be removed from our company immediately.

Wear inappropriate clothing.

We politely request that you wear smart appropriate clothing, and studio blacks when required.