



**Pupil Attendance Service
APPLICATION FOR CHAPERONE'S LICENCE**

This form is only for residents who live within the London Borough of Camden. If you live in another local authority area, you'll need to contact your home local authority for an application form.

**PLEASE NOTE YOU WOULD
ALSO NEED TO ATTACH A PHOTO
PASSPORT SIZE – HEADSHOT ONLY**

PERSONAL DETAILS (to be completed in block capitals)	
Family name:	Title
First name(s)	Date of birth
Previous names (if applicable)	
Address	Postcode
Telephone no. – Daytime Evening	
Email address:	

Previous addresses in past five years
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Name of current/most recent employer	Position held	Date started

Reasons for applying to become a chaperone any other relevant work experience e.g. teaching, social work, youth work, playgroups, or if you have acted in a voluntary capacity, such as with Brownies/Cubs. Please add anything else you consider relevant. You may continue on another sheet if necessary.

When do you wish the approval to begin?

Have you ever applied to become a chaperone with another local authority or been licensed by another local authority?
If yes give details?

Have you ever been refused registration as a chaperone by another local authority? If so please advise details:

Have you previously been approved as a registered child-minder? Yes/No
If yes, please name Social Services Department which granted approval and date

Do you have any health problem or disability that might have a bearing on your application? If yes, please give details

Are you or have you been known to Social Services in Camden or another borough?
If yes please provide details – we will undertake a safeguarding check as part of the approval process.

CRIMINAL CONVICTIONS

You need to attend 5 Pancras Square to complete your DBS application form
If yes please provide details

Have you any outstanding or future prosecutions? If yes please give details

Please give names, addresses and occupation of two referees, one of whom must be known to you in a professional capacity:

Name	Name
Address	Address
Email address:	Email address:
Occupation	Occupation

Please sign the declaration below

DECLARATION TO BE SIGNED BY THE APPLICANT

I hereby declare that the above information is true, to the best of my knowledge. I understand that I would be liable to prosecution if I wilfully stated anything, which I knew to be false or did not believe to be true.

Signed

Date

Please note you will be expected to attend one training session with the Pupil Attendance Service to cover your responsibilities as a chaperone before we can issue your ID card, please note this can take up to 12 weeks also the child protection once every three years for your licence to be renewed.

Failure to do so will mean your licence will be suspend until you have attended training.

Camden charge for DBS is £60 pounds. Please note that Camden HR Safeguarding Team completes DBS. You would need to send an email to schoolsDBS@Camden.Gov.UK If you want to become a chaperone and you reside in the borough of Camden.

PLEASE NOTE: Even if you may hold a DBS from other organisations we strongly advice that you check with the HR Safeguarding Team email to: schoolsDBS@Camden.Gov.UK If your

DBS is valid under Camden LA. Before applying to become a chaperone for the borough of Camden,

We will charge £50 for a replacement ID card or a change to your licence during the year.

Licences are issue up to the end of January 2025 and will then be renewed for a further three years. Two months prior to the renewal date Camden will ask you to confirm, you are still at your current address and you wish your licence to be renewed. If you do not complete the renewal form your licence will cease and you must reapply for a new licence.

DBS checks are renewed every three years – at the end of the three years period you should ensure you DBS is renewed before your licence is renewed. There is a charge of £60 to renew your DBS.

You need an enhance DBS for this post even if you hold a valid DBS for another job unless you have subscribed to the DBS update service We strongly advise all chaperone to do this.

If you move to live in another borough, your licence is no longer valid and you will need to apply to the new borough you live in for a new chaperone licence. While waiting for your new chaperone licence. You can use Camden licence for three months after your application has been submitted.

DECLARATIONS TO DISCLOSE INFORMATION

Should you omit information relating to a criminal conviction or information that may mean Camden needs to make further enquires then we may suspend or revoke your licence should this information become known to Camden at a later stage. The information provided may be confirmed with other local authorities and other Camden departments.

Please note if you do not give permission for us to make checks with other local authorities or Camden departments you will be invited to meet with us to explain why you have withheld permission and we may not be able to process your application.

I hereby give permission for Camden to carry our checks with other local authorities and other Camden departments including social services as part of the approval of a chaperone licence.

Yes No

On occasion Camden is, asked if we can supply companies with the names of chaperones

I hereby give permission for my name, email and contact telephone number only to be given to productions seeking licensed chaperones.

Yes No

We also require permission to disclose your name to other local authorities, schools, production companies and parents when we send a copy of the child's performance licence.

Yes No

I hereby give permission for my name only to be disclosed to other local authorities, schools, production companies and parents when a copy of the child's performance licence is issued.

Signed

Date