

## **FIRST TIME APPLICATION TO REGISTER AS A CHAPERONE**

To apply for a chaperone licence through Leicestershire County Council, you must be a Leicestershire resident - [check your address](#).

Residents of other authorities (e.g. Leicester City) must apply directly to them.

You are required to do the following:

- Complete the online application form
- Once you have submitted your online application, we will get in touch with you to arrange an appointment to see a Licensing Officer. This will be to present your ID documents or DBS (Disclosure and Barring) Certificate, and for a short, informal interview.
- New applicants are strongly advised to complete the National Society for the Prevention of Cruelty to Children (NSPCC) online training, prior to the interview with the Child Licensing Officer.

You will find the '**Protecting children in entertainment training for chaperones**' at [NSPCC online training](#). There is a cost of £25 per person.

**Please be aware that chaperone licences can take up to 12 weeks to process, from the date of the appointment. Therefore, please apply in plenty of time, bearing in mind that appointments may not be immediately available. (If you do not receive your chaperone badge within 2 months of submitting this form to us, please contact us on the above telephone number to check progress).**

The appointment will last approximately 30 minutes and, unless you are informed otherwise, will take place at:

Main Reception  
Leicestershire County Council  
County Hall  
Glenfield  
Leicestershire  
LE3 8RA

You will need to bring with you:

- Relevant identification documents or DBS certificate (see below)
- Payment

Please read the document online, called '[Chaperone Roles & Responsibilities](#)'; as this will form the basis of the interview.

## Photographs

You will need one passport-size photograph (it does not need to meet passport conditions), to upload to the online application.

## References

You will need to provide the names and contact details of two referees who have known you for more than two years, at least one of whom should know you in a professional capacity.

## Documents

The documents need to be **originals**, photocopies will not be accepted. The ID documents you need to bring with you are as follows:

One document from the following group:

- Current valid Passport
- UK, Isle of Man, Channel Islands or EU Driving licence (photo card)
- Birth Certificate (the original one issued at the time of your birth)
- Adoption Certificate

## PLUS

Two documents from the following group, (1 of which must verify current address):

- Current UK, Isle of Man, Channel Islands or EU driving licence (old paper licence)
- Birth Certificate, UK or Channel Islands (issued after time of birth by Registrars)
- Marriage/Civil Partnership Certificate (UK or Channel Islands)
- Adoption Certificate, UK
- Mortgage Statement (original only – issued in last 12 months)
- Credit Card Statement (original only – issued in last 3 months)
- P45/P60 Statement (original only – issued in last 12 months)
- Council Tax Statement (original only – issued in last 12 months)
- Utility Bill – **not** mobile telephone (original only– issued in last 3 months)
- Bank/Building Society Statement (original only– issued in last 3 months)
- Document from HMRC or DWP (UK or Channel Islands) – issued in last 3 months

Visit the government website for further information regarding the [identification documentation that is required](#).

## When you don't need to bring ID documents

If you currently hold an Enhanced DBS certificate, checked against the DBS Children's Barred List, that has been issued within the past year by Leicestershire County Council (on your certificate this will appear as the Registered Body being East Midlands Shared Services), please bring the original copy of your certificate for verification.

If you subscribe annually to the DBS Update Service, please bring the original DBS certificate that the update is linked to.

If you hold either of the documents above, then you will not need to bring any payment

(outlined below) with you.

## **Payment**

The charge for volunteer chaperones is £8.40, and the charge for professional (paid) chaperones is £48.40.

Payment can only be accepted either by exact cash, or by cheque (payable to Leicestershire County Council).