

Torfaen County Borough Council

Employment of Children in Public Entertainment

Duties of Chaperone / Matron

Please read these notes carefully. They should then be signed and returned with your application.

1. General

A Chaperone / Matron is required and expected to act as a responsible Guardian in the place of the parents while children are under his / her care. It is a post of responsibility and trust. It must be realised that the welfare of children employed in entertainment, especially while they are on tour and so away from their own home and parents, depends largely on the Chaperone / Matron. This person is in a position to guard the children from exposure to possible hardship, inconvenience or moral danger.

2. Health

A report must be submitted to the parent and the Education Authority immediately a child is believed to be unfit to perform. A medical examination can be arranged. Such a child shall be withdrawn from the performance until examined by the Medical Officer. If it proves necessary to send the child home a proper escort must be provided.

The child / children should have an hour's exercise every day outside whenever possible.

3. Extraneous Duties of a Chaperone / Matron

It is to be distinctly understood that the Chaperone / Matron must not undertake any duties which will at any time separate him / her from the child / children. Any such duties must not in any way interfere with the proper supervision of the child / children in his / her care.

4. Supervision

The child / children must be under the supervision of the Chaperone / Matron from the time of their arrival at the place at which the performance is to take place until the end of the last performance, when they are returned to the care of a parent or other authorised adult who will accompany them to their homes (see also paragraph 7).

It is not necessary to supervise the child / children while they are actually performing or are in the charge of an approved Teacher.

The Chaperone / Matron must ensure that all children undress, change and dress in their own dressing room.

5. Communications with Children

All communications (written or otherwise) with children must be made through the Chaperone / Matron

6. Licences

The Chaperone / Matron must make him / herself thoroughly familiar with the terms of the licences granted by the Local Authorities and ensure that, as far as lies within his / her power, the conditions are properly fulfilled. He / she must take charge of all licences and Birth Certificates (if any) for safe custody and produce them for inspection when required by an authorised officer.

The following additional duties apply when the children are on tour

1. Accompany of children

The child / children **must** be in the constant charge of the Chaperone / Matron. They are to be accompanied at all times when they are outside. He / she must arrange to sleep in the same house as the child / children sleep, near to the rooms occupied by the children. If unable to do this, another responsible adult should be appointed by him / her in consultation with the employer to carry out this duty. The Chaperone / Matron should, in any event, visit the house every day.

2. Accommodation

Special care must be exercised by the Chaperone / Matron to secure - in advance, adequate and comfortable lodgings for the child / children. These lodgings should be approved by Local Education Officer of the area.

Not more than two children should be allowed to sleep in a bed. Lodgings must be clean, light and very well ventilated. They should be situated so as to obviate any journey lasting longer than $\frac{3}{4}$ of an hour. The Chaperone / Matron should immediately, on arrival, inspect the accommodation and report at once to the employer of the children if it is considered unsatisfactory in any respect.

Each child should have a bath at least once a week.

3. Food

Arrangements should be made for nutritional food to be supplied to the children whilst at the lodgings. A glass of hot milk, cocoa, etc might well be provided for each child before he / she goes to bed.

The children's meals, when taken outside the lodgings should be at the usual times, and be suitable and sufficient. The Chaperone / Matron should supervise at all times.

4. Education

Children are required to make full-time attendance at school each week unless otherwise provided for by their licences or when the schools are closed. Alternatively they may receive instruction by an approved Teacher. In such a cases a suitable room for the teaching must be provided.

On arrival at each town the children should be presented at school or to the approved Teacher on Monday morning and the record books handed to the Head teacher. The books should be collected on Friday afternoons or when leaving the town. When doing so the Chaperone / Matron should satisfy his / herself that the requisite entries have been made therein. The record books should be sent to the Local Education Officer at the address provided as soon as the employment of the children ceases.

5. Savings

A pre-arranged sum is to be saved by each child and must be banked by the Chaperone / Matron each week. The bank books should be retained by the Chaperone / Matron until his / her tour ends when they should be returned to the employer.

The children should not be allowed to withdraw any money, except in special circumstances approved by the Education authority. Out-of-pocket expenses of the children for lodgings, meals, etc should be kept separate and independent from their remuneration so that, whatever their remuneration may be, their board and lodgings will be properly provided.

Declaration

I confirm that I have read, understood and agree to carry out the above duties.

Signature of Chaperone / Matron:
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Please Print name: Date: