**Chaperone Licence Applications**

Thank you for your interest in becoming a licensed chaperone through Herefordshire Council.

Your application form is enclosed. Please take some time to read through the information in this letter in order to familiarise yourself with the process.

**Contents**

1. DBS Checks 2
2. Submitting your application 3
3. Acceptable forms of identification 4
4. Receiving your licence 4
5. Duration of your licence 5
6. Chaperone reserve list 5
7. Further information 5

**1. DBS checks**

If you do not hold a current Enhanced DBS Disclosure or if your current CRB/DBS is more than six months old, you will need to apply for one through Herefordshire Council. We recommend you make you application online, as this will ensure that it is processed as quickly as possible.

**While the DBS itself is free of charge, Herefordshire Council do charge an administration fee of £8.00 (including VAT) for processing the checks.**

If you are applying for a DBS to be a paid chaperone, a cost of £53.60 is payable**.** Please note that this cost is only chargeable if your organisation will be paying you for conducting the duties of a chaperone.

In order to apply online for a DBS:

* Go to the web page: [*https://disclosure.capitarvs.co.uk/herefordshire*](https://disclosure.capitarvs.co.uk/herefordshire)
* Enter the organisation as: *HEREFORDSHIRE*
* Enter the password as: *CRBHC2011*
* Enter the nominated email address as: *locality@herefordshire.gov.uk*
* You will then be able to apply for an enhanced DBS Disclosure, which will be sent to you as soon as possible

DBS applications cannot be completed until your identity has been verified and payment has been received.

In order to do this, a designated officer must see appropriate forms of identification, as outlined below. We recommend you bring these with you when submitting your chaperone application. We ask that you also bring payment with you. We are able to accept either cash or cheques, which should be made payable to Herefordshire Council. We will issue you with a receipt for any payments made.

If you do have a current Enhanced DBS Disclosure and it is no more than six months since it was issued to you, we will be able to process your application without the need for you to apply for a new one. This must be presented to a designated officer in order for your chaperone application to be processed.

We are not able to control the length of time it takes for Enhanced DBS Disclosures to be processed, but by submitting your request online, as above, you stand a greater chance of it being processed in a timely manner.

**2. Submitting your application**

When submitting your application, please ensure that you have the following documents:

1. Your completed chaperone application form
2. Two recent passport size photographs of yourself
3. Your current DBS certificate or
4. Your online DBS application reference number, identification and DBS payment\*

**\* Unpaid chaperones:**   
While there is no cost for the DBS certificate, an administration fee of £8.00 is payable. Cash or cheques made payable to Herefordshire Council can be accepted as payment.  **Paid chaperones:**Professional chaperones are required to pay for their DBS certificates. The fee for this at the time of writing is £53.60. Cash or cheques made payable to Herefordshire Council can be accepted as payment.

We cannot accept, nor keep, photocopies of your documents.

We ask that completed applications are submitted in person so that we may take note of relevant details and return your documents to you immediately. Please contact us on 01432 383342 to make an appointment with one of our officers. We suggest you allow 15 minutes for your appointment.

Once an appointment has been made, completed applications should be delivered in person to:

**Kathy Gundy**

**8 St Owen Street**

**Hereford**

**HR1 2PJ**

Once we have received your application, we will contact your named referees and ask them to provide references. If these are satisfactory then your application will be processed as quickly as possible.

If you are not able to present your application and accompanying documents in person, please contact us either at the address above or on 01432 260517 or 01432 383342 so we may try to accommodate any needs you may have.

**3. Acceptable forms of identification**

When applying for a new DBS, you must present at least three forms of identification in order to verify that you are the applicant.

Please note that we cannot accept copies. Original documents must be produced.

The following documents are regarded as acceptable forms of identification:

|  |  |
| --- | --- |
| **Group 1** | **Group 2A** |
| 1. **Valid passport or biometric residence permit** 2. **UK photo card driving licence with its counterpart** 3. **UK birth certificate issued within 12 months of your date of birth** | 1. Paper-style UK driving licence 2. Certified copy of UK birth certificate 3. Marriage certificate 4. Adoption certificate 5. HM Forces ID card 6. Firearms licence (UK) |
| **Group 2B** | **Group 2C** |
| 1. Mortgage statement 2. Financial statement 3. P45/P60 4. Work permit/visa (UK) | 1. Utility bill (UK, not mobile phone) 2. Benefit statement 3. Document from central or local government 4. Credit card statement (UK) 5. Bank or Building Society statement (UK) |

**Please note:**

* **You must provide at least three documents from the lists stated above**
* **At least one of your documents must be from Group 1**
* Documents listed in Group 2B must have been issued within the last 12 months and
* Documents listed in Group 2C must have been issued within the last three months.

**4. Receiving your licence**

Once applications have been processed, successful applicants will receive their certificate and identification badge by post to the address provided in their application. Applicants will be sent two copies of their certificate. Both of these must be signed and one of them returned to the issuing authority.

If, for any reason, your application to become a chaperone is not successful you will be notified in writing.

While we strive to process applications as quickly as possible, please do bear in mind that the necessary checks and reference requests can take time. If you are concerned about the whereabouts or progress of your application, please contact us on 01432 260517 or 01432 383342.

**5. Duration of your licence**

Licenses will be valid until the expiry date shown on your Enhanced DBS Disclosure or for a maximum of three years, whichever is shorter. **You must not continue to act as a chaperone beyond the expiry date shown on your licence, even if you are awaiting its renewal.**

**6. Chaperone reserve list**

In order to ensure that children and young people are given the best possible opportunities to take part in performances, we give all of our successful chaperone applicants the opportunity to have their details put on our Chaperone Reserve List.

Occasionally, an organisation may have the need to make use of additional chaperones in order for a performance to go ahead. It may be in instances such as these where we can provide the details of any licensed chaperones that may be available to offer their help.

You are under no obligation to agree to your name being placed on our reserve list, nor will your decision impact on the processing of your application. Also, you are under no obligation to agree to help an organisation, should you be contacted.

**7. Further information**

If you have any queries or require any further information, please contact us on 01432 260517 or 01432 383342.