A current DBS provides a snap-shot of the information known about an individual at the time they apply for a self-disclosure.

Employers must authenticate that the certificate has been correctly issued by seeing the original certificate and ensuring the following:

- Enhanced DBS Certificate
- Child Workforce
- MUST have a DBS children’s barred list check done (near bottom of DBS certificate)
- A self-disclosure declaration (stating that there is no change to the individual’s record since the original certificate) must be sought
- Nothing has been recorded against the person

DBS certificates not issued by Essex County Council must be on the update service. The employer must see the original certificate and carry out a new status check. Please enclose a copy of the status check as confirmation that the DBS is on the update service.

The highest standards of integrity are essential to all entertainment companies and groups working in the voluntary sector of entertainment and in turn Essex County Council seeks to safeguard children, always ensuring that the needs of the child are paramount. In the event of a breach of safeguarding the Missing Education and Child Employment Service may terminate any contract of agreement.

<table>
<thead>
<tr>
<th>Applicant’s First Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant’s Surname:</td>
</tr>
<tr>
<td>Date of Birth:</td>
</tr>
<tr>
<td>Disclosure Certificate Number:</td>
</tr>
<tr>
<td>Disclosure Result Date:</td>
</tr>
<tr>
<td>Registered for DBS Update Service: YES [ ] NO [ ]</td>
</tr>
</tbody>
</table>

**Company Declaration**

I have read the Information and Guidance Booklet for chaperones and understand the roles and responsibilities placed upon them and hereby declare that there is no information or reason that might cast doubt on the above person’s suitability to act as a chaperone to children working in entertainment.

I confirm that the applicant has undergone safeguarding training and is familiar with the companies safeguarding policy.

I understand that a chaperone must not work in the role of chaperone until a chaperone licence has been issued. The chaperone licence must be with the chaperone at all times whilst at the place of performance and be available for inspection on request. In the event of a breach of safeguarding, the Missing Education and Child Employment Service will withdraw a chaperone licence.
Information Regarding Applications with Convictions, Cautions, Reprimand and Warnings

The Missing Education and Child Employment Service is working with Production Companies within the voluntary sector to achieve a balanced approach regarding chaperone applications where there is an enhanced Disclosure Barring Service (DBS) check which has information of Police Records of Convictions, Cautions, Reprimands and Warnings.

These checks must be issued by Essex County Council or other recognised regulatory bodies and must have been undertaken prior to applications with appropriate safeguards to ensure that these cannot be used fraudulently. All government guidelines, laws and statutes will be followed. The form above must be completed and the declarations must be duly signed by both the Manager of the Company carrying out the DBS checks.

The applicant is to be encouraged to send any further information that they feel may assist regarding the disclosure result, this to be sent along with your supporting statement. The completed form and signed declaration together with a full copy of the Disclosure check and supporting information will be passed to the Safeguarding decision makers for approval – their decision is final.

We stress that the Missing Education and Child Employment Service reserve the right to refuse to issue a chaperone licence if it is considered that there is a safeguarding risk.

If you have any queries about portability, please do not hesitate to contact the Missing Education and Child Employment Service via

Tel: 03330138967
Email: child.employment@essex.gov.uk