**THE CHILDREN (PERFORMANCES AND ACTIVITIES)**

**(SCOTLAND) REGULATIONS 2014**

**CHECKLIST FOR APPLICANTS**

|  |  |
| --- | --- |
| 1. Application form completed and signed\*
 | [ ]  |
|  |  |
| 1. Application form completed and signed by the parent/guardian of the child\*
 | [ ]  |
|  |  |
| 1. Copy of the contract – particulars of the performance in which the child is take part (including rehearsals and hours relating to age of child)\*
 | [ ]  |
|  |  |
| 1. Copy of birth certificate of the child (or other satisfactory evidence of child’s age enclosed)\*
 | [ ]  |
|  |  |
| 1. 2 identical unmounted prints of a photograph of the child taken within the preceding 6 months\*
 | [ ]  |
|  |  |
| 1. Statement from child’s parent that the child is medically fit for the proposed activity\*
 | [ ]  |
|  |  |
| 1. Copy of risk assessment of premises where child is performing\*
 | [ ]  |
|  |  |
| 1. Letter from child’s school giving permission for absence (if time off school is required)\* or head teacher’s signature on form
 | [ ]  |
|  |  |
| 1. Verified chaperone checklist and copy of PVG/Scheme of Membership Statement for chaperone\*
 | [ ]  |
|  |  |
| 1. Details of the overnight accommodation where the child is staying if different from home address (if applicable)\*
 | [ ]  |
|  |  |
| 1. Have suitable arrangements been made for transport of the child? (if applicable)
 | [ ]  |
|  |  |
| 1. Have suitable arrangements been made to educate the child (if applicable)
 | [ ]  |
|  |  |
| 1. Copy of PVG/ Scheme of Membership Statement for private teacher\* (if applicable)
 | [ ]  |
|  |  |
| 1. Copy of private teacher’s registration with professional body\* (if applicable)
 | [ ]  |

*Items 1-8 are required to process application (Item 9 if chaperone appointed) –*



*\*check box to confirm that these documents are enclosed*

**CHAPERONES – CHECK LIST**

|  |  |
| --- | --- |
| **Essential Criteria** |  |
| Demonstrable experience of working with children and young people, including previous experience of acting as a chaperone to children and young people | [ ]  |
|  |  |
| 2 Character References | [ ]  |
|  |  |
| Photo ID | [ ]  |
|  |  |
| Current membership of Protection of Vulnerable Groups scheme | [ ]  |
|  |  |
| Doctor’s confirmation that they are fit and well – as required | [ ]  |
|  |  |
| Details of any previous and/or current listing on another licensing authority’s administrative chaperone register | [ ]  |
|  |  |
| Face to face interview | [ ]  |
|  |  |
| **Desirable Criteria** |  |
| Awareness of the UNCRC and the Rights of the Child[www.unicef.org/crc/index\_30160.html](http://www.unicef.org/crc/index_30160.html) | [ ]  |
|  |  |
| Knowledge of the Common Core of Skills, Knowledge and Understanding and Values for the Children’s Workforce | [ ]  |
|  |  |
| Awareness of Getting it Right for Every Child (GIRFEC) – [www.gov.scot/Topics/People/Young-People/gettingitright](http://www.gov.scot/Topics/People/Young-People/gettingitright) | [ ]  |
|  |  |
| Awareness of the concept of Wellbeing and how to promote the wellbeing of children of varying ages | [ ]  |

*Check box to confirm these measures have been followed, verify and return with application form (licence can be refused if essential criteria not completed)*

Verified by      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date      \_\_\_\_\_\_

