

**APPLICATION FOR APPROVAL AS A MATRON
THE CHILDREN (PERFORMANCES) REGULATIONS 1968**

Any alterations on the form must be initialled by applicant. Correction fluid will not be accepted.

Surname

Forenames

Date of Birth

Telephone Home

Work

Address

Have you ever acted previously as a 'Matron' in either this Authority or others? Yes/No

Authority	From	To	Details

Give below details of any relevant experience of working with children in either a voluntary or professional capacity.

Give below details of which organisation you expect to be working for in the main

Please give below the names, addresses and occupation/relationship of two referees (neither of these should be a member of your family or your partner and one of them must be able to indicate your suitability to look after children).

1st	2nd
 Occupation/relationship:	 Occupation/relationship:

Your attention is drawn to the fact that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer "no" to this question even if you have, in the past, been subjected to criminal proceedings resulting in conviction(s). However, certain types of employment are excluded under the Rehabilitation of Offenders Act 1974 (Exemptions) order 1975, from the protection of the Act. It is, therefore, suggested that you take appropriate advice if you are in any doubt as to the correct answer to give. PLEASE NOTE ADVICE MAY NOT BE GIVEN BY INTERVIEWER.

Have you ever been convicted of a criminal offence? Yes No

If yes, please specify date of conviction, Court, nature of offence and sentence imposed.

I confirm that the information given above is correct. I understand that the Authority will need to make further enquiries regarding any possible convictions I may have.

Signed _____ Date _____

Please return this form with two recent passport size photographs to:-

Lindsay Cummings
Education Welfare Team
The Old Officers Mess
Wellesley Park
Gibbet Street
HALIFAX
HX2 0BA
01422 266126

CHILDREN PERFORMANCE REGULATIONS 1968

Duties of Matrons

The maximum number of children in the care of a matron at any one time may not exceed 12; there may be occasions when they could only perform their duties satisfactorily if the number were smaller, e.g. if the children were living away from home.

The matron's first duty is to the children in their care; while acting as matron they may not engage in any activity that would interfere with the performance of their duties. Except when a child is in the care of a teacher, the matron is *in loco parentis* and should exercise the care, which a good parent, might be reasonably expected to give that child. Their precise duties while the child is at the place of performance will vary according to the nature of the performance. If the child is working in the theatre, the times when he/she will be at the theatre and when he/she will be on stage are known in advance, and must come within what is permitted by the Regulations. The matron's main duties will be to ensure that, when the child is not actually performing (including the period in between performances if there are two performances on the same day and he/she does not go home or back to his/her lodgings) he/she is properly supervised and has adequate meals, rest and recreation.

A child appearing in a film may be at the studios or place of location for much of the day. During the whole of this time he/she is in the matron's charge, except when having lessons, and it is for them to accompany him/her from the dressing room or schoolroom to the set, and take him/her back to the dressing room or schoolroom, as well as remaining on the set while he/she is there. They are required to keep a record of the time the child is on the set and the time he/she rehearses and performs, so as to ensure that the periods permitted under the Regulations are not exceeded, and they must also see that the child gets not less than the required number of breaks for rest and meals. They should make sure that the child has suitable opportunities for recreational activities, and is protected from stress, strain, bad weather and any other conditions likely to harm him/her.

If a child is living away from home, the matron is responsible for him/her throughout the currency of the licence. This includes seeing that the child's lodgings are satisfactory in every way; and that he/she is properly occupied during his/her spare time; and in general they may need to exercise a greater amount of supervision than if the child was living at home.

No child should be allowed to perform when unwell. If a child falls ill or is injured while in the charge of a matron or teacher, a doctor should be called and the licence holder must immediately notify the parent named in the application form and the local authority.