

Chaperone Application Process Explained

Thank you for applying to become an approved chaperone with Warwickshire County Council. Below explains the process of becoming an approved chaperone, please read this carefully.

You will be required to email in the following documents to chaperones@warwickshire.gov.uk at the beginning of the application process. We are unable to process your application without receiving the following:

- Chaperone application form
- 3 forms of **original** ID (Please see the attached form regarding the forms of ID we will accept)
- A headshot photo for your chaperone badge
- Screenshots of the two training certificates following the completion of the training modules.
- Confirmation that payment has been made to us (£25 for volunteer chaperones or £69 for chaperones undertaking paid work).

Once we have received the above documents via email, we will contact you to arrange for you to attend either **Shire Hall, Warwick** or **Kings House, Bedworth** to attend an ID check for your DBS application. Prior to this ID check you will be required to complete the DBS online application, instructions for this are on a separate form attached to this email, titled '**Online DBS Link**'.

You will be required to bring with you the 3 forms of ID you emailed in. These need to be **original** copies and not copies that have been printed at home. The ID check will take no longer than **15 minutes**.

Once this ID check has taken place, the Business Support Officer who conducted your ID check will then process your DBS application that same day. It has been known for DBS applications to take up to four months, but most of them do return quicker than this.

If you are on the DBS updates service

If you have subscribed to the DBS updates service and your DBS is enhanced and for working with children, we may be able to accept this, instead of you having to re-do another DBS. Please forward to us your DBS on email, we will then check to see that we can locate you on the updates service and then will only need to view your DBS certificate. If you are on the updates but we are unable to locate you for whatever reason, you will need to do a new DBS.

Following your ID check, you will then be contacted to arrange a convenient date and time for a Chaperone Interview, which will take place via Microsoft Teams. Please ensure you have downloaded the Microsoft Teams app **ahead of the interview**. The interview will last no longer than 30 minutes.

Following a successful interview, we will then complete a Social Care check to ensure that there are no concerns logged regarding the applicant working with children.

Once the DBS has returned and satisfactory references have been received, we then create the Chaperone Badge and send this to our post room. They require **5 working days** to get this posted out.