

Bolton Council

EARLY INTERVENTION SERVICE CHAPERONE APPLICATION

All applicants to become a chaperone are subject to an enhanced disclosure from the Disclosure & Barring Service. As such, we must carry out an identity check as part of that process. To enable us to do so please follow the steps below:

Step One

- Complete the Bolton Local Authority Chaperone Application Form (this can be emailed)
- Please also complete Bolton Children Safeguarding Board's on-line learning – Keeping Children Safe Level 1 (This must be renewed every 3 years). The course can be accessed via the link below. Please bring the Certificate to your appointment (or email prior to your appointment)

Book your online course: <https://www.bolton.gov.uk/learninganddevelopment/>

- You will find the training via the 'Working with children' tile in the Downloads Section on the right - Multi-agency Children Safeguarding Training Brochure

Step Two

Make an appointment with the Child Employment & Enforcement Officer on **01204 338173** the data capture form can be completed at this appointment and supporting documentation for verification. The appointment will be at 2nd Floor BASE, Marsden Road, Bolton. BL1 2PF

Verification of name and address – i.e. utility bill (must be dated within the last 3 months)

Verification of date of birth – i.e. birth certificate/passport/driving licence

Verification of driving licence – i.e. paper or photo card copy

Verification of passport number – i.e. passport

You **must** produce a utility bill **and 2 other forms of ID from the above 3** birth Certificate/passport/driving licence.

- These documents now have to be photocopied and the copies sent along with the DBS application form by this Service.

You must also supply 2 passport sized photographs (THESE CAN BE TAKEN ELECTRONICALLY AND EMAILED).

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There are charges for this service:

DBS Check for a chaperone who only works as a volunteer - £24.

DBS for those in paid employment as a chaperone - £64.

Please bring cash/cheque with you to your appointment. Cheques to be made payable to Bolton Council, **UNFORTUNATELY WE DO NOT HAVE THE FACILITIES TO TAKE ELECTRONIC PAYMENTS.**