

Procedures for Licensing and Chaperoning Children at CRE8IV Talent Agency & Management

Licensing Requirements

1. a. Familiarise yourself with the licensing regulations and requirements specific to your jurisdiction. Ensure compliance with all applicable laws and regulations related to licensing and chaperoning children in the entertainment industry.

Licensing Application

2. a. Complete and submit the necessary licensing application to the appropriate licensing authority. Provide accurate and up-to-date information about CRE8IV Talent Agency & Management, including its structure, staff, and operations.
3. b. Include any required documentation, such as proof of insurance, background checks for staff members, and any other supporting materials requested by the licensing authority.

Licensing Approval and Renewal

4. a. Await notification from the licensing authority regarding the approval of your application.
5. b. If approved, maintain a record of the license and its expiration date. Set reminders to ensure timely renewal before the license expires to avoid any disruption in operations.

Chaperone Selection and Screening

6. a. Develop a clear and transparent process for selecting chaperones responsible for accompanying and supervising children during auditions, rehearsals, performances, or other related activities.
7. b. Establish criteria for chaperones, including age requirements, experience, and appropriate background checks.
8. c. Conduct thorough background checks on potential chaperones, including criminal record checks and reference checks.
9. d. Document the results of background checks and maintain records for future reference.

Chaperone Training

10. a. Provide comprehensive training to all selected chaperones to ensure they understand their roles, responsibilities, and legal obligations.
11. b. Cover topics such as child protection, appropriate behavior, emergency procedures, communication protocols, and relevant laws and regulations.
12. c. Maintain records of chaperone training, including dates and attendees.

Chaperone Guidelines

13. a. Develop and distribute guidelines or a code of conduct for chaperones to follow when working with children. These guidelines should outline expected behavior, appropriate physical contact, confidentiality, and professional boundaries.
14. b. Ensure chaperones understand and agree to adhere to the guidelines. Provide opportunities for chaperones to seek clarification or ask questions.

Chaperone Supervision and Support

15. a. Implement a system for ongoing supervision and support of chaperones.
16. b. Assign a designated staff member to oversee and monitor the activities of chaperones, providing guidance and addressing any concerns or issues that may arise.
17. c. Encourage open communication and establish channels for chaperones to report any concerns or incidents involving children.

Parental Consent and Communication

18. a. Obtain written consent from parents or legal guardians for their child's participation in activities managed by CRE8IV Talent Agency & Management. This consent should include acknowledgment and acceptance of the agency's child safeguarding policies.
19. b. Maintain open and regular communication with parents or legal guardians, providing updates on activities, schedules, and any changes that may affect their child's involvement.

Record-Keeping

20. a. Establish a comprehensive system for maintaining accurate and up-to-date records related to licensing, chaperone selection and training, parental consent, and any incidents or concerns reported.
21. b. Ensure that records are securely stored and accessible only to authorised personnel.

Regular Review and Compliance

22. a. Conduct periodic reviews of licensing and chaperoning procedures to identify any areas that may require improvement or updates.
23. b. Stay informed about any changes in licensing regulations or best practices related to child safety and adjust procedures accordingly.