



CHILDREN IN ENTERTAINMENT

CHAPERONES – A GUIDE

1. Introduction

The legislation requires that, whenever children are involved in a public performance for which a licence has been issued, they are cared for at all times by an approved Chaperone. It is the responsibility of the licence holder (i.e. the organiser or proprietor) to ensure that there is the appropriate number of Chaperones on duty at each performance and that they are providing the supervision required by the law. This guidance is for those who intend to undertake the duties and responsibilities of Chaperones, and who will be making an important contribution to safeguarding and protecting children.

2. What does a Chaperone do?

Look after the child in his or her care.

A Chaperone acts in **loco parentis** and should exercise the care that a good parent might be reasonably expected to give to their child.

The main duties of a Chaperone include ensuring that, when a child is not actually performing he/she is properly supervised, and has adequate meals, rest and recreation. In addition, the Chaperone should seek to ensure that the child does not perform whilst unwell and that the child is returned safely to his or her home after a performance.

3. Chaperones: General Responsibilities and Requirements

- 3.1 The position of Chaperone is one of responsibility and trust. The prime duty of the Chaperone is to the child(ren) in her/his care.
- 3.2 Chaperones should make themselves thoroughly familiar with the terms of the performance licence granted by the Children, Education and Families Service and ensure that the conditions are properly adhered to.
- 3.3 The licence holder (i.e. organiser or proprietor) is responsible for ensuring that, during the performance and all activities related to a performance (such as a rehearsal), the child is in the charge of the person who has been approved by the Children, Education and Families Service for this purpose: i.e. the Chaperone. The only exception to this rule is when the child is in the charge of their parent/carer.
- 3.4 A Chaperone acting under licensing regulations shall be considered to have the care and control of the child(ren) with a view to securing their health, comfort, kind treatment and moral welfare.
- 3.5 The Chaperone must not engage in any other activity that would interfere with the performance of their duties, whilst undertaking the role of Chaperone.

- 3.6 Except when a child is in the care of a teacher, the Chaperone is in loco parentis and should exercise a duty of care which any parent/carer might be reasonably expected to give that child.
- 3.7 The Chaperone has a basic 'duty of care' in the workplace and must be satisfied that suitable risk assessments have been carried out by those responsible for the rehearsal/performance. The Chaperone should be satisfied that any risks, which may affect the child(ren) in their care, have been identified and that effective control measures are in place.
- 3.8 Oxfordshire Children, Education and Families Service expects that Chaperones will ensure that no child is discriminated against on the grounds of race, gender, colour, nationality, ethnicity or national origin.
- 3.8 Corporal punishment **must not** be used in any circumstances.
- 3.9 In the event of any contravention of the licence, or incident affecting the well-being of the child(ren), or other concerns about children, the Chaperone **must** inform Oxfordshire Children, Education and Families Service as a matter of priority.

4. Chaperones: Some Specific Duties and Requirements

- 4.1 The Chaperone should ensure that there is a complete register of the children, with emergency contact numbers available at all times. However, the Chaperone **must not** disclose the personal information of the child(ren) in their care, except to authorised personnel.
- 4.2 The Chaperone **must** be aware of local Child Protection Procedures.
- 4.3 The maximum number of children a Chaperone may have in his or her care is **12**.
- 4.4 The Chaperone should be satisfied with the arrangements for the dressing room and toilet facilities (children 5 years old and above must only change with other children of the same gender).
- 4.5 The Chaperone should ensure that children have adequate breaks for meals, rest and recreation, when not actually performing.
- 4.6 The child must leave the theatre after each performance or rehearsal, no later than 30 minutes after the end of their performance, or by 10.00 pm latest (for children under 13 years) - whichever is the earliest.
- 4.7 The Chaperone is required to ensure that suitable travel arrangements are in place for each child in their care and also to ensure that the child is collected after the performance, by their parent, or designated authorised adult (this person must be agreed by prior arrangement.)
- 4.8 The Chaperone should be aware of the procedure for the evacuation of the building in case of fire.

- 4.9 If dressers/helpers are required, they are only permitted to assist their own child. At no time should they be left alone with a number of children. An approved Chaperone must always be present. The dressers/helpers should not take children to the bathroom (other than their own child). The dressers/helpers should speak to a Chaperone if they have any problems/concerns.
- 4.10 The Chaperone must ensure that they carry their licence on every day they are employed as a Chaperone, and have it available for inspection. The Chaperone should have a basic understanding of emergency first aid treatment and also ensure that the licence holder has made appropriate provision under The Health and Safety (First Aid) Regulations. The Chaperone should acquaint themselves of the following:-
- the names of the appointed first aiders.
 - the whereabouts (location in the building) of the first aiders
 - the whereabouts of the first aid equipment in the establishment/ premises in which they are working.

Employment of Children in Public Entertainment

Duties of a Chaperone

1. **General:** A Chaperone is required and expected to act as a responsible guardian in place of the parents while children are under his/her care. It is a post of responsibility and trust and it must be realised that the welfare of children employed in entertainment, especially while they are on tour and so far away from their own homes and parents, depends largely on the Chaperone, who is in a position to safeguard the children from exposure to possible hardship, inconvenience or moral danger.
2. **Health:** A Chaperone is required to submit a report to the parent and the Authority immediately a child is believed to be ill or unfit to perform, so that a medical examination can be arranged. He/she will ensure that such a child shall be withdrawn from the performances until a Medical Officer has examined the child. If it proves necessary to send the child home he/she will arrange for a proper escort to be provided. So far as is possible he/she should arrange for the children to have an hour's exercise every day in the fresh air.
3. **Extraneous duties of a Chaperone:** It is to be distinctly understood that the Chaperone must not undertake any duties which will at any time separate her/him from the children, or in any way interfere with the proper supervision of the children whilst they are in his/her care.
4. **Supervision:** Except while they are actually performing or are in charge of an approved teacher, the Chaperone must supervise the children from the time of their arrival at the place of performance until they are handed over to their parent/guardian. He/she will accompany them to their homes (see also paragraph 7). The Chaperone must ensure that all children undress, change and dress in their own dressing room.
5. **Communications with children:** All communications (written or otherwise) with children under the supervision of a Chaperone must be made through the medium of the Chaperone.
6. **Licences:** The Chaperone must make him/herself thoroughly familiar with the terms of the licences granted by the local authorities for the employment of children in public entertainment and see that the conditions laid down are properly fulfilled as far as lies within his/her power. He/she must take charge of all licences and birth certificates (if any) for safe custody and produce them for inspection when required by a duly authorised officer of the Authority.

The following additional duties apply when children are on tour.

7. **Chaperone to accompany children:** The children must be in the constant charge of the Chaperone who must accompany them at all times when they are out in the street. He/she must arrange to sleep in the house in which the children sleep and as near to the rooms occupied by the children as is possible. If unable to do this another responsible adult should be appointed by him/her, in consultation with the

employer, to carry out this duty. He/she should in any event visit the house each day.

8. **Lodgings:** Especial care must be exercised by the Chaperone to secure in advance adequate and comfortable lodgings for the children and to see that a Local Authority Officer of the area approves the lodgings. Lodgings must be clean, light and well ventilated and situated so as to obviate any journey lasting longer than three quarters of an hour by the children to and from the place of performance. If the lodgings have not been selected by the Chaperone him/herself, he/she should, immediately on arrival, inspect them and report at once to the employer of the children if he/she considers them unsatisfactory in any respect. Each child should have a bath at least once a week.
9. **Food:** Arrangements should be made for clean wholesome food to be supplied to the children at the lodgings. Meals should be at the usual times, suitable and sufficient with the Chaperone supervising.
10. **Education** (Except when schools are closed): Children are required to make full time attendance at school each week unless stated in their licences, or to receive adequate instruction by an approved teacher, in which case a suitable room for the teaching must be provided. On arrival at each town the children should be presented at school or to the approved teacher on Monday morning and the record books handed to the Headteacher. The books should be collected on Friday afternoon or when leaving the town and, when doing so, the Chaperone should satisfy herself that the requisite entries have been made therein. The record books should be sent to the local authority officer at the address given above as soon as the employment of the children ceases.
11. **Savings**

The agreed sum to be saved by each child must be banked by the Chaperone each week. The bank books should be retained by the Chaperone until his/her tour ends when they should be returned to the employer. The children should not be allowed to withdraw any money except in special circumstances approved by the local authority. Out-of-pocket expenses of the children for lodgings, meals, etc should be kept separate and independent from their remuneration so that, whatever their remuneration may be, their board and lodgings will be properly provided.

Notes on Duties of the Chaperone

The Chaperone's first duty is to the children in his/her care; while he/she is acting as Chaperone he/she may not engage in any activity that would interfere with the performance of his/her duties. The Chaperone is loco parentis, except when a child is in the care of a teacher, and should exercise that care which a good parent might reasonably be expected to give the child.

If the child is working in the theatre, the times when the child should attend and when he/she should be on stage are known in advance and must come within what is permitted in the licence.

The Chaperone's main duties will be to ensure that, when the child is not actually performing, he/she is properly supervised, and had adequate meals, rest and recreation.

No child should be allowed to perform when unwell. If a child falls ill or is injured while in the charge of the Chaperone, a doctor should be called and the licence holder should immediately notify the child's parent and the local authority.

While a licence is in force, the place of performance may be visited by an officer acting for the local authority. His/her responsibilities are to ensure that the licence is being complied with and the child is properly cared for. He/she will wish to see the dressing rooms used by the child named in the licence, and any other accommodation he/she may use (e.g. rest rooms). He/she will wish to meet the Chaperone.

If, while a licence is in force, it appears to the authority that a Chaperone is not performing his/her duties satisfactorily, the approval given for his/her employment may be withdrawn.

CHILDREN (PERFORMANCES) REGULATIONS 1968 CHILDREN AND YOUNG PERSONS ACT 1963, SECTION 37

"Regulation 12

- (1) A person who may be a man or a woman, approved by the licensing authority (in the Regulations referred to as a Chaperone) shall be in charge of the child at all times during the period beginning with the first and ending with the last performance to which the licence relates except when the child is in the charge of a parent or teacher.
- (2) The licensing authority shall not approve a Chaperone unless they are satisfied that he/she is suitable and competent to exercise proper care and control of a child of the age and sex of the child in question and that he/she will not be prevented from carrying out his/her duties towards the child by other activities or duties towards other children.
- (3) Without prejudice to the last foregoing paragraph, the licensing authority shall not approve a Chaperone if he/she is to be in charge of more than eleven other children during the time when he/she would be in charge of the child in question if approval were given".

- (5) “A Chaperone while in charge of a child under this Regulation shall have the care and control of the child with a view to securing his health, comfort, kind treatment and moral welfare.
- (6) Where a child suffers any injury or illness while in the charge of a Chaperone or teacher, the holder of the licence shall ensure that the parent of the child named in the application form and the local authority are notified immediately of such injury or illness.”

Chaperone Regulations and information

A chaperone is a person who acts in ‘loco parentis’ in the place of parents for children who perform.

To apply to be an ‘Approved Chaperone’ please telephone or email with your name, address and telephone number and we will send you a chaperone pack:-
Phone Child Performance Licensing 01865 323 513 or email
childperformancelicence@oxfordshire.gov.uk

Responsibilities

- A chaperone’s first priority is always the child
- A chaperone is the person the child looks to for guidance, protection, clarification and support. If you think regulations are not being followed please contact us or use the Chaperone Referral form
- For more serious concerns about the safety of any child, whether in your care or in the care of others, please contact us on 01865 323 513
- Negotiate with the production company ‘on site’ and say ‘no’ when what is being requested of the child is contrary or detrimental to either the child’s health, well being and/or education e.g. working too many hours
- Not to let the child perform if unwell
- Keep a note of important contacts e.g. the Local Authority in whose area the child is performing, the child’s agent and the child’s parent/legal guardian
- The maximum number of children chaperones are allowed to have in their care at any one time is 12. We recommend 8 children to be the maximum in most cases
- Check the child is licensed to perform on arrival. We supply copies of all our standard children’s licenses prior to a performance. If not, contact us urgently.
- Complete activity logs for the production company.

Please note we have the right to revoke licenses if there is any cause for concern regarding the welfare and safety of children.

Other useful websites (these sites will open in a new window)

- <https://www.gov.uk/government/organisations/disclosure-and-barring-service>
- **NOTE:** You need to think ahead when applying for a Chaperone Licence, especially if you are booked to chaperone a forthcoming performance, as the disclosure checks through the Disclosure and Barring Service can take up to 6 weeks or possibly more to come through.

In order to protect children the National Network for Children in Employment & Entertainment strongly believes that it is vital that ALL applicants applying for a chaperone licence (approval to become a chaperone) are checked through the Disclosure and Barring Services' enhanced disclosure procedure. We would also actively encourage local authorities and regions to run training programmes in child protection and entertainment legislation for prospective and current chaperones.

Legislation

Children & Young Persons Act 1933 & 1963

Children (Performances) Regulations 1968

The Children (Performance) (Miscellaneous Amendments) Regulations 1998(1)

The Children (Performance) Amendment Regulations

The Children (Performance) (Amendment) (No.2) Regulations 2000

Statutory Instruments: 1968 No. 1728, 1998

**CHILDREN AND YOUNG PERSONS ACT 1963 – SECTION 39(5)
THE CHILDREN (PERFORMANCES) REGULATIONS 1968**

Regulation 5 – SCHEDULE 3

The holder of a licence shall keep the following records:

1. The licence.
2. The following particulars in respect of each day (or night) on which the child is present at the place of performance:
 - (a) the date;
 - (b) the time of arrival at the place of performance;
 - (c) the time of departure from the place of performance;
 - (d) the times of each period during which the child took part in a performance or rehearsal;
 - (e) the time of each rest interval;
 - (f) the time of each meal interval;
 - (g) the times of any night-work authorised by the local authority under Regulation 30 of the Children (Performances) Regulations 1968
3. Where arrangements are made for the education of the child by a private teacher, the date and duration of each lesson and the subject taught.
4. Details of injuries and illnesses (if any) suffered by the child at the place of performance, including the dates on which such injuries occurred and stating whether such injuries or illnesses prevented the child from being present at the place of performance.
5. The dates of medical examinations (if any) of the child carried out under Regulation 17 of the Children (Performance) Regulations 1968.
6. The dates of the breaks in performance required under Regulation 16 of the Children (Performances) Regulations 1968.
7. The amount of all sums earned by the child by reason of taking part in the performance and the names, addresses and description of the persons to whom such sums were paid.
8. Where the licensing authority grant a licence subject to the condition that sums earned by the child shall be dealt with in a manner approved by them, the amount of the sums and the manner in which they have been dealt with (i.e. investing the money).

The holder of such a licence shall keep such records as the Secretary of State may by regulations made by statutory instrument prescribe and shall on request produce them to an officer of the authority who granted the licence, at any time not later than six months after the performance or last performance to which it relates.

Child Protection Policy for Chaperones

To provide guidance and set out expectations to chaperones in dealing appropriately with matters relating to the protection of children and young people (under 18).

This has been written according to guidance set down in the Oxfordshire Safeguarding Children's Board and the Department of Health's 'What To Do If You're Worried A Child Is Being Abused':- <https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

'All those who come into contact with children and families in their everyday work, including people who do not have a specific role in relation to child protection, have a duty to safeguard and promote the welfare of children'.

This responsibility goes further than simply ensuring that the child/ren is safe whilst in your care. If you become aware of any child protection issues or you have concerns that a child is at risk of harm in another area of their life e.g. home or school it should be reported.

Safe Practice

All Chaperones licensed by OCC must have enhanced CRB checks, child protection training and appropriate guidance.

All production company staff, cast (actors), crew and in particular chaperones and others in direct physical contact with child performers, such as dressers and make-up artists should be mindful of their conduct around children and young people.

This includes use of language, touch and general behaviour.

Basic Child Protection Awareness Training must be accessed by all Chaperones through the OSCB website <http://www.oscb.org.uk/booking-training/> before a licence can be issued. Click on the link for guidance on how to book onto a course [Guide for Drivers Escorts and Chaperones booking onto OSCB online training course picture.](#) The course you need to complete is [An Introduction to Safeguarding Children" Level 1](#)

The welfare of the child is the paramount consideration in all child protection work. There should be no conflict between the needs of the child and those of the parents/carers or staff working with the child; the needs of the child must come first.

Definitions of Abuse

The Children's Act defines abuse as when a child is suffering or is likely to suffer 'significant harm'. Harm means ill treatment or the impairment of health or development. Four categories of abuse are identified.

Neglect

Neglect is persistent failure to meet a child's basic physical and psychological needs which is likely to result in serious impairment to their health and development. It may

involve a parent or carer failing to provide food, shelter, clothing or a failure to protect from physical harm and danger, or allow access to medical care or treatment. It may also include the neglect of a child's basic emotional needs.

Physical Abuse

May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Also includes Fabricated Illness whereby a parent feigns the symptoms of, or deliberately causes the ill health in a child.

Sexual Abuse

Forcing or enticing a child to take part in sexual activities, whether or not they are aware of what is happening. May involve physical contact, penetrative or non-penetrative acts, also includes involving children in watching pornographic material or watching sexual acts.

Emotional Abuse

Persistent emotional ill treatment, which is likely to cause serious harm to the child's emotional development. May involve conveying to a child that they are worthless, unloved, inadequate and cause the child to feel frightened and in danger of being exploited or corrupted.

Recognising Abuse

The following are examples of indicators of possible abuse, however it is important to note that these signs and others can do no more than give rise to suspicion – they are not in themselves proof that abuse has occurred.

Physical Abuse

The following situations, in cases of physical injury, should cause concern about the possibility of physical abuse:

- No explanation
- Inappropriate explanation, description of a minor accident with a major injury
- Varied and inconsistent explanations given to different enquiries
- Delay in seeking treatment

Sexual Abuse

- Children of all ages and both sexes can be sexually abused
- This abuse often comes to light in a veiled way because children are reluctant to tell and many kinds of sexual abuse do not leave any signs of physical injury
- Children may try to tell others that they are being sexually abused. They may do this by hinting in words, play or drawings of sexual activities to 'test the water'. If the adult response is empathetic they may wish to reveal more but if the response is angry or evasive, they may remain silent and not try again

- If a child exhibits several signs of the types of behaviour as listed below, or a pattern emerges of when or how a child exhibits such signs, the possibility of sexual abuse should be considered. But it must be emphasised that the following behaviours can also be descriptive of other conditions caused by non-abusive factors. Sudden change in mood or behaviour
- Changes in eating patterns: loss of appetite or excessive pre-occupation with food
- Withdrawal and depression, learning failure, self-injury, suicidal attempts
- Lack of trust in familiar adults
- Absconding, requests to leave home

Emotional Abuse

Young people displaying a number of these symptoms may be experiencing emotional abuse, however it must be again emphasised that there may be other reasonable explanations for some of these behaviours:

- Poor social relationships
- Extremes of passivity or aggression
- Low self-esteem
- Usually fearful with adults
- Self-harm
- Fear of parents being contacted
- Unnaturally compliant to parents
- Over-reaction to mistakes
- Drug/solvent abuse

Neglect

It may not be immediately apparent that a child is suffering from neglect, some children do not have their basic needs met, they may appear hungry, unkempt and tired. For others this may manifest itself in a failure to provide care, ignoring their medical needs or a failure to keep medical appointments.

Allegations about adults.

Any concerns raised about the behaviour of any adult towards any child should immediately be referred to the Local Authority Designated Officer. For Oxfordshire the LADO is Alison Beasley telephone contact details are 01865 815956 and email alison.beasley@oxfordshire.gov.uk

Reacting to a Disclosure

Do:

- Listen to what is being said without displaying shock or disbelief
- Take what the child says seriously
- Keep an open mind
- Ask open questions like “anything else to tell me?”, “Yes?” “And?”
- Reassure and alleviate guilt, if the child refers to it. For example you could say;

- “You’re not to blame”
- “You’ve done the right thing by telling someone”

Don’t:

- Criticise the abuser – the child may love them
- Promise confidentiality; you have a duty to refer to Social Care
- Ask ‘leading’ questions, for example “What did she/he do next?” (this assumes he did!), or, did she/he touch your private parts”. The child may well have to tell the story again and to do so repeatedly will cause undue stress. In the cases where criminal proceedings occur, such questioning can cause evidence to become invalid.

What to do next

If you have concerns that a child may be being abused, or a child has made a disclosure to you, do not act alone, unless you are unable to contact anyone and believe the child to be in immediate danger, in which case refer to Social Care (used to be called Social Services) and/or the Police.

If the production company has a nominated child protection person, you should discuss your concerns with them without delay. If not seek the advice of the Education Safeguarding Team.

Following the initial discussion you may need to refer the child to Social Care (Referral and Assessment Team).

Recording

In the event of a disclosure make a report of anything said at the time, recording the exact words used by the child, including their own words to indicate parts of the body, rather than substituting adult words.

Record the time, date and place of disclosure or when signs are noticed. Write clearly and differentiate between facts and opinions. Make a note of any accompanying non-verbal behaviour occurring.

Referring

Remember that you have a duty to safeguard and promote the welfare of children.

Any information regarding a child is confidential and should be shared on a need to know basis only. This means that such issues should not be openly discussed with other colleagues or social contacts. However, anyone who works with children is required by law to share information with Social Workers, Police and others to keep children safe.

When making a referral to Social Care you will need to explain the reason for your concern and give the following information;

- Name of Child
- Date of birth

- Address
- Parents/Carers names and addresses
- Race
- Religion
- Home Language
- Any Special Needs

If you do not have all of the above information do not let this deter you from contacting us.

Contacts

Children and Families (Referral and Assessment) 0845 050 7666

Emergency Duty Team (out-of-hours) 0800 833408

LADO and Education Safeguarding Team 01865 810603

Performances by Children Information for Parents and Carers

CHILDREN and YOUNG PERSONS' ACT 1963 CHILDREN (PERFORMANCES) REGULATIONS 1968

Children who take part in performances have to be licensed by the Local Authority (LA) in whose area they live. The law requires this in order to safeguard children's health, welfare and education and to ensure they are free from harm and exploitation.

Oxfordshire County Council takes its responsibilities for ensuring the protection of children very seriously and **will not** issue a licence unless it is satisfied the child's needs, will be fully met.

At what age does a child need a performance licence?

Children from birth to statutory school leaving age (the last Friday in June of the school year in which a child reaches 16).

What is meant by a performance?

The term 'Performance' includes:-

- Any live production
- Any broadcast or recorded production
- Modeling
- Professional sporting activity

Performance Licences

In almost every case where a child takes part in a performance, a licence is required. The applicant for a child performance licence is the producer or the person responsible for the performance, **not** the child or the child's parent.

Applying for a Licence

Application forms can be obtained from:-

Oxfordshire County Council, The County Attendance Team, 2nd Floor, Abbey House, Abbey Close, Abingdon, Oxon, OX14 3JD. Telephone Number: 01865 323 513

Forms should be returned fully completed and accompanied by **all** the necessary documentation (see below) **21 days** before the date of the first performance. Regulations state that the licensing authority, i.e. the LA, can refuse a licence on the grounds that the application was not submitted within the 21 days timescale. In reality, Oxfordshire County Council will:-

- Always ensure a licence on a legitimate application submitted 21 days in advance
- Endeavour, but cannot guarantee, to issue a licence on an application submitted less than 21 days in advance; **but**
- Will **not** issue a licence on an application made less than seven days in advance.

The purpose of the timescales is to allow the licensing authority (LA) to carry out the checks necessary for ensuring the child's safety, health, welfare and educational needs. The LA also has to notify the LA for the area where the performance is to take place, to allow that authority to make arrangements for its inspection.

The Licence application **must** be accompanied by:-

- Two recent passport-size photographs of the child;
- Proof of the child's date of birth (copy of birth certificate or back page of passport);
- Doctors note
- Letter from the child's Headteacher agreeing to the child's absence from school and/or confirming that the proposed performances will not be detrimental to the child's education

The times and dates of the performance must be noted on the letter.

With only very few exceptions, a child may not perform unless a licence has been issued. Licences **cannot** be issued retrospectively.

Exceptions to the need for a licence are:-

- The performance is not for more than four days and there has not been another such performance in the last six months, **and**
- The child is not paid, **and**
- The child will not be absent from school.

School performances (or those with organisations such as scouts, guides or a church) are also exempt.

NB: A child cannot hold a work permit and a performance licence at the same time.

Chaperones

A child who takes part in a performance must be looked after by:-

- A licensed chaperone who is named on the application form, or
- The child's own parent (not by another relative or by the parent of another child).

A chaperone must be in receipt of a current licence issued for the purpose, by an LA.

PANTOMIMES

CHECK LIST FOR CHAPERONES

1. During rehearsals and performances parents/authorised collection person are requested to wait in (name the waiting area) to collect children. Chaperones should take children out to the (named waiting area) to ensure the correct parent/authorised collection person is present to collect the child.
2. The only parents or relatives allowed backstage (including dressing rooms) are those who are either Licensed Chaperones, or parents assisting those chaperones
Note: unlicensed parents cannot be in sole charge of any other child apart from their own. This also applies to siblings and other relatives i.e. grandparents.
3. Children must arrive 1 hour (whatever time limit you wish to give) prior to performance start time.
4. It is the parent/child's responsibility to ensure the child brings any requested items with them i.e. packed lunches, makeup, costumes etc. Note: it would be advisable to give each parent/child a slip stating what they are required to bring for each performance.
5. All children should have been informed, and understand, that he/she must inform a Licensed Chaperone that they have arrived or are leaving the theatre. Note: This is imperative for the safety of the child.
6. Once a child is handed over to a Licensed Chaperone they must not leave the building unaccompanied, except if they are with a Licensed Chaperone or the child's parent/authorised collection person, for any reason. NOTE:- If the production has made arrangements for children to go outside the theatre i.e. between matinee and evening performances to buy food, authorisation slips giving parental permission for each child to leave the building should have been submitted to (named person) and signed by the parent prior to any performances. Children leaving the premises (for whatever reason) are still in the Licensed Chaperone's care and responsibility at all times on and off stage.
7. If parents/authorised collection person cannot collect a child, notification, in advance, must be given to the (named person) prior to the performance.
8. In the event of illness, accident or backstage dispute, parents/authorised collection person are advised to report immediately to (named person).
9. Licensed Chaperone's responsibility ends 30 minutes after each show. In cases of collection difficulties or delays parents/authorised collection person are to advise (named person) as soon as possible of the delay and any emergency arrangements they have made for the collection of a child.
10. If a child cannot make a performance please contact either their opposite from another team or (named person) as soon as is practically possible.