



The Role of the chaperone with BPTP

- ☺ All chaperones must be on the Leeds City Council register
- ☺ Chaperones must be conversant with the society's Safeguarding Policy and Procedures.
- ☺ Chaperones will not usually have unsupervised access to children in their care.
- ☺ Where chaperones are not satisfied with the conditions for the children, they should bring this to the attention of the director. If changes cannot be made satisfactorily the chaperone should consider not allowing the child to continue in the show.
- ☺ If a chaperone considers that a child is unwell or too tired to continue, the chaperone must inform the director and not allow the child to continue. Parents or carers should be contacted to collect the child and take them home where they can be cared for properly.
- ☺ Under the Dangerous Performances Act no child of compulsory school age is permitted to do anything which may endanger life or limb. This could include working on wires or heavy lifting. Chaperones have the authority to prevent children from being asked to undertake any dangerous activity.
- ☺ During performances, chaperones will be responsible for meeting children at the stage door and signing them into the building.
- ☺ Children will be kept together at all times except when using separate dressing rooms.
- ☺ Chaperones will be aware of where the children are at all times and accompany them on to the stage and remain in the wings when children are performing.
- ☺ Chaperones will ensure children get from the stage back to their changing room safely.
- ☺ In the event of a fire, chaperones will escort the children for whom they are responsible to the designated safe assembly point.
- ☺ Children are not to leave the theatre unsupervised by chaperones unless in the company of their parents or carers.
- ☺ Children will be adequately supervised by chaperones while going to and from the toilets.

- ☺ Children will not be allowed to enter the adult dressing rooms without a chaperone.
- ☺ Chaperones should be aware of the safety arrangements and first aid procedures in the venue, and will ensure that children in their care do not place themselves and others in danger.
- ☺ Chaperones should ensure that any accidents are reported to and recorded by the society and appropriate first aid given by someone qualified to do this.
- ☺ Chaperones should examine accident books each day. If an accident has occurred, the director is not allowed to use that child until a medically qualified opinion has been obtained (not just the word of the parent or child).
- ☺ Chaperones should have written arrangements for children after performances. If someone different is to collect the child, a telephone call should be made to the parent to confirm the arrangements.
- ☺ Children should be signed out when leaving and a check made to ensure that the person collecting a child is the designated adult.
- ☺ If a parent has not collected the child, it is the duty of the chaperones to stay with that child or make arrangements to get them safely home.
- ☺ The ratio of children to chaperones shall not exceed 1:12.
- ☺ There will be a minimum of 2 chaperones in attendance at all times.