

# CHAPERONING CHILDREN AND YOUNG PEOPLE

## Your responsibilities

If you become a chaperone:

- you can care for up to 12 children at any one time, but numbers should be less if the nature of the group requires more concentrated supervision. You should bear this in mind when deciding on the number of children that you agree to chaperone.
- you should keep note of important contacts, such as the child's licensing authority, the council in whose area the child is performing, the child's agent, and the child's parent/legal guardian.
- you may need to complete and submit forms to the production company at the end of each day as they have to log the child's activities during a performance, including arrival and departure times.
- you must be in charge of the child at all times, for example, escorting the child from the performance area to the dressing room, unless the child is in the charge of their parent or a tutor.
- you must not allow other duties to prevent them from carrying out their chaperone role.
- don't presume that a child has a licence. When arriving at a place of performance, always ask to see the child's licence if you haven't already received a copy. If there's no proof that the child has a licence, contact the child's local council as a matter of urgency.
- you should have a basic understanding of 'duty of care' in a workplace situation and be satisfied that suitable risk assessments have been carried out by those responsible for the rehearsal/performance. You should be satisfied that any risks that may affect the child in your care have been identified and that effective control measures are in place.
- you must make sure that the child has rest and meal breaks and opportunities for recreation. Children should be given nutritious food; not take-away snacks and any special dietary requirements should be catered for.
- you must be satisfied with the arrangements for the dressing rooms, toilets and any other facilities that the child uses and for those to transport the child between their home and performance venues.
- you must ensure that no child is discriminated against because of their race, gender, age, colour, nationality, and ethnicity.
- you should familiarise yourself with first aid and the basics of health and safety legislation.
- you must make arrangements, if a child becomes unwell, for them to be sent home with a parent or guardian or approved escort.
- you must seek medical help if a child is injured while in your charge, and inform the parent and licensing council immediately. If it's serious, you should arrange for the child to be taken to hospital and inform the child's parents and the local council immediately. Be aware of typical hazards associated with theatrical and film performances, such as fire trap doors/electrical cables; movement of scenery; smoke effects and dry ice; machinery; vehicles on set if shooting scenes outdoors.
- you should be thoroughly familiar with, and fulfil, the statutory requirements of the licence. Failure to comply with the regulations may lead to the licence being revoked and/or prosecution.