



Chaperone Duties

Before Show/Rehearsal

- The smooth running of the show and the safety of the children rely on all chaperones arriving promptly **50 minutes before the show starts**.
- Please bring your DBS license with you.
- When you arrive, sign in at the registration desk and go straight to your dressing area. If you are unsure about where to go, ask the registration officer. They will be able to direct you to the correct room or area.
- Bring yourself plenty of food and drink as you will not be allowed to leave the premises during a show or rehearsal.
- Please wear comfortable clothing with quiet shoes!
- When each child arrives from your group, help them sort their belongings neatly under their chair.
- Please make sure everyone in your group has the correct costume and has their hair and makeup done

During Show/Rehearsal

- **Children must stay in their own dressing area and parents/carers are not allowed backstage** unless they are helpers.
- The children must be escorted to and from the stage by a Chaperone - runners will collect you and the performers.
- Only allocated performers will be allowed into the auditorium during a show.
- Please do not allow performers to just wander around the Front of House area, as this is unsafe under child protection regulations.
- Runners will come to you to collect your group for their dance, but please listen to the music and keep up with the running order just in case they are late.
- In the event of a fire or other emergency requiring evacuation, take your group to the area outside the Town Hall

After Show/Rehearsal

- Performers will need to be escorted to the registration desk in the Winter Gardens to signed out.
- Do not leave the theatre until your entire group has been collected!
- Please help clear up your area and any rubbish or lost property at the end of each rehearsal or show.
- After each show, make sure all costumes that need to be returned (a list will be found in your dressing area) are placed in the correct costume return boxes and bags.