

Chaperone Duties 2025

Before The Show/Rehearsal:

- The smooth running of the show and the safety of the children rely on all chaperones arriving promptly **1 hour before the show starts.**
- **Please bring your Chaperone licence with you as a hard copy**
- 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 or head chaperone who will be able to assist & answer any questions you may have.
- Bring yourself plenty of food and drink or change for the tuck shop 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 out neatly
- Please make sure everyone in your group has their hair and makeup done
- **Parents/carers are not allowed backstage** unless they are helpers.

During The Show/Rehearsal:

- The Chaperone's first duty is to look after the children in their care.
- The chaperone should remain with the children at all times; they must accompany them to and from the dressing room or to and from the toilet. Best practice is to take a group of kids into the toilet and ask the Head Chaperone or other Chaperones to look after the remaining kids.
- No performers are 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.
- When the runners call your group please escort the tinies and juniors to stage right where Miss Charlotte will then look after them and collect them from stage left where they will be exiting their dance. Seniors can go with the runners without your assistance.
- In the event of a fire or other emergency requiring evacuation, take your group to the area outside the Town Hall

After The Show/Rehearsal:

- Performers will need to be signed out by yourself on the register found on your dressing room door.
- Once you have everyone in your dressing room ready to leave please ask the Head Chaperone whether your room can move
- Once given the go ahead by the head chaperone please escort your group along with the door register to the head chaperone who will then direct you into the auditorium with your group to meet Katie (Our administrator)
- You will then work with Katie to direct children to their parents/carers
- Once your whole group has left please give your register to the registration officer
- 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 in the backstage corridor.

Head Chaperone is Becky Davies Downes or Nina Marszewska - They will be based in the backstage corridor at the bottom of the stairs of stage left. If you are unsure of anything please ask them as they will be there to assist you where necessary. They will also be directing dancers back to the correct dressing areas and keeping students from exiting through the kitchen unless their dressing area is on the balcony of the Winter Gardens. They can also be used in emergencies by any other chaperone who needs assistance or by myself (situated in Stage Left wings) or by Miss Charlotte (situated in Stage right wings). They are also everyone's first point of contact regarding First Aid.