

Holybourne Theatre
Guidelines for chaperones (for dress rehearsals and performances)

1. At Holybourne Theatre we follow Child Protection Guidelines issued by Hampshire County Council.
2. Chaperones are responsible for the welfare and safety of the children whilst they are in rehearsals or performances. Our main job is to know where the children are in our charge at all times.
3. Remember to wear the chaperone badge so that parents and children in your charge can easily identify you. The badges are kept in grey locker in the kitchen or will be filed in the sign in/out folders.
4. Parents must sign their children in/out at every dress rehearsal and performance. Parents must inform chaperones in advance (in writing) if someone else (another adult) is collecting their children. Never allow a child to be left in your charge unless there are two adults present or two children.
5. All children should return to their dressing rooms at the end of each show, where they will change, and wait to be signed out by parents or designated adult.
6. Normally there will be the correct number of chaperones in the boys/girls dressing room and an additional chaperone in the foyer.
7. Once the audience start to arrive, no cast or chorus member should be seen in costume outside the dressing room.
8. There should be a script in each dressing room marked up to show which children are required to go up for each scene and when – use this as your reference, although some children may try to tell you differently. There is also a script in the foyer. If in doubt please check with Director (for rehearsals) or Stage Manager (for performances).
9. The chaperone in the foyer also knows when to expect children on and off the stage: their job is to supervise children when in foyer / back stage and to remind children not to run around / create too much noise in foyer. Ensure children are careful on steps leading up to stage – no running etc. **We expect children to be silent once they leave the dressing room to go on stage.**
10. Children should not leave the dressing rooms except to go on stage or to the toilet (with your permission). Do not allow more than two children out to the toilet at any one time. Again the chaperone in the foyer will supervise children using the toilets. Please encourage children to use the toilet at least half an hour before curtain up and before or after interval (not during).

11. Children should be encouraged to bring an activity with them to keep them occupied whilst waiting to go on stage. The use of mobile phones is not allowed in the dressing room as it interferes with the sound system. The use of any other electronic devices should be monitored closely so that if used they do not: make excessive noise; message / harass each other or between changing rooms; take photographs in changing rooms that would be considered inappropriate or cause children to become distracted from focussing on following the order of the performance and then possibly missing cues etc. If chaperones are concerned about issues such as this they may confiscate electronic devices during production and return to parent upon collection, advising parent about any concerns.
12. If necessary, please remind children that their behaviour in the production will be taken into account when they next audition. If there are any problems with behaviour please inform the Director / Producer, Alan Rixon or Jane Brown. Children are aware of the Theatre Code of Practice and what behaviour is expected of them – they are reminded of this at the start of every production.
13. If fire alarm should sound, chaperones must take children from their dressing room to the meeting point at the gate of the car park, and once there check that all children in their care are present. **Any children on stage will be taken to the meet point by the foyer chaperone.**
14. Some children may have individual medical conditions eg Asthma / allergies etc - **make sure you know who these children are** – These children / conditions are identified in the last column of the signing in/out sheet for your information, but please make sure that when other adults/parents are referring to sign in/out sheet, the final column is folded behind to promote confidentiality for all children. In case of emergency call the first aider – list of first aiders in Foyer. All first aid incidents and actions should be recorded in the first aid book.

THE MAIN FIRST AID KIT IS IN THE KITCHEN; ANOTHER ONE IS LOCATED IN THE ADULT DRESSING ROOM.

FIRST AID / INCIDENT BOOK LOCATED IN KITCHEN DOORWAY.

22nd March 2014