

**Lyminge Dramatic
Society**

Chaperone Policy

April 2019

This policy describes how Lyminge Dramatic Society (LDS) will chaperone children of 16 years and younger while taking part in any LDS performance at any premises hired by LDS and acting as a theatre.

Provision of chaperones

Chaperones will be trained and licensed by a local authority. The licence need not be issued by Kent County Council but it will be issued by any local authority in England or Wales.

LDS will maintain a register of licensed chaperones and ensure that chaperones are advised when their licence will expire.

Chaperones will be briefed before the production of each show on their responsibilities, in relation to both the performances and the use of the theatre.

LDS will ensure that suitable and separate dressing rooms are provided for boys and girls and that each chaperone will look after no more than twelve children.

Chaperone duties

Chaperones must give the same care that a parent would give. They are responsible for:

- ensuring the children have enough breaks and meals
- taking action if the child is ill, upset or tired
- considering health and safety issues
- safeguarding

Chaperones will be asked to attend the theatre at least 10 minutes before the children arrive to ensure full supervision.

Chaperones will be provided with the names and contact details of the children they are looking after, including any special requirements or needs. They will also be informed as to the whereabouts of the nearest first aid kit and who is the designated first-aider in the building.

Chaperones should have a copy of the script, possibly abridged, which shows clearly which children are required on stage and when they should be called.

At the end of the performance, each chaperone will escort the children, once changed, to the senior chaperone for signing out and to confirm that the relevant dressing room is clear.

One chaperone will be designated the senior chaperone whose duties will be to sign children in and out, ensuring children are called to the stage at the appropriate time and to escort children to and from the toilets.

Dressing rooms and toilet use

LDS will allocate to children dressing rooms that are clean, warm and offer a safe environment. Boys and girls will change separately. Once changed, they may be chaperoned together, subject to no more than 12 children in total.

Chaperones will escort children to and from the toilets and will ensure that no adults use them at the same time as the children. Chaperones will check that no adults are changing before escorting children through the main dressing room en route to the stage.

Agreed by the LDS Committee on 10 April 2019