



PANTOMIMES CHECK LIST FOR CHAPERONES

1. During rehearsals and performances parents/authorised collection person are requested to wait in (name the waiting area) to collect children. Chaperones should take children out to the (named waiting area) to ensure the correct parent/authorised collection person is present to collect the child.
2. The only parents or relatives allowed backstage (including dressing rooms) are those who are either Licensed Chaperones, or parents assisting those chaperones Note: unlicensed parents cannot be in sole charge of any other child apart from their own. This also applies to siblings and other relatives i.e. grandparents.
3. Children must arrive 1 hour (whatever time limit you wish to give) prior to performance start time.
4. It is the parent/child's responsibility to ensure the child brings any requested items with them i.e. packed lunches, makeup, costumes etc. Note: it would be advisable to give each parent/child a slip stating what they are required to bring for each performance.
5. All children should have been informed, and understand, that he/she must inform a Licensed Chaperone that they have arrived or are leaving the theatre. Note: This is imperative for the safety of the child.
6. Once a child is 'handed over' to a Licensed Chaperone they must not leave the building unaccompanied, except if they are with a Licensed Chaperone or the child's parent/authorised collection person, for any reason. NOTE:- If the production has made arrangements for children to go outside the theatre i.e. between matinee and evening performances to buy food, authorisation slips giving parental permission for each child to leave the building should have been submitted to (named person) and signed by the parent prior to any performances. Children leaving the premises (for whatever reason) are still in the Licensed Chaperone's care and responsibility at all times – on and off stage.
7. If parents/authorised collection person cannot collect a child, notification, in advance, must be given to the (named person) prior to the performance.
8. In the event of illness, accident or backstage dispute, parents/authorised collection person are advised to report immediately to (named person).
9. Licensed Chaperone's responsibility ends 30 minutes after each show. In cases of collection difficulties or delays parents/authorised collection person are to advise (named person) a.s.a.p. of the delay and any emergency arrangements they have made for the collection of a child.
10. If a child cannot make a performance please contact either their 'opposite' from another team or (named person) as soon as is practically possible.