**Chaperone checklist**

**Name of production:**

**Main Contact:**

**Main Contact telephone number:**

**Remember the child must always be comfortable, well enough, and not too tired to perform. Always put the child first!**

# **Initial checks**

Locate fire exits, and familiarise yourself with evacuation procedures

Locate first aid facilities

Check total number of children

Check total number of Chaperones

Acquire list of Childrens names

Confirm who is responsible for which children

Check the Childrens performance licence

Ensure you have emergency home contacts for each child

Where relevant, ensure you have details of each child’s medical problems and/or medication

Are you familiar with the safeguarding policies?

Do you know who the designated safeguarding lead is?

Who and where is the first-aider, nurse or medic?

Have there been any injuries/illnesses you need to be aware of?

What is the schedule for rehearsals and performances – does it comply with the restrictions in relation to all performances (e.g. maximum amount of time to be spent at venue)?

Are you using your daily record sheet to help monitor and record the child(rens) activities throughout the day?

## **Signing In and Out**

Is there a sign in/out sheet at the stage door or with the location manager?

Who is responsible for this?

## **Performance on stage / on location**

Does each child have a licence, and have you seen it? If you have asked several times and it has never been produced, they may not have one!

Are there any restrictions/conditions on the licence?

What time is each child expected to finish?

What is each child doing?

Do children need any special equipment during the performance?

Have they been shown how to use it?

Is there a risk assessment and have you seen it?

Do you feel unsure about the role/activity the child is doing?

## **Activities off stage/on location**

Has the child got schoolwork to do/or a tutor session to attend?

Is the room where learning is to take place conducive to learning?

Have they brought some books, games etc to keep themselves occupied during breaks?

## **Changing rooms / dressing rooms / other rooms, e.g., trailers or green rooms**

Are they clean?

Are they safe?

Are boys and girls over five using different rooms? (Alternatively, what arrangements are there?)

What arrangements are in place for Transgender children?

Is it too hot or too cold?

Is there enough room?

Is it used by adults at the same time as children?

Are there freestanding heaters, fans, cables etc that may be a trip hazard?

Is clothing suitable to the climate in which the child is performing?

If filming in inclement weather, are there sufficient towels, warm clothing, change of clothes etc?

What are the arrangements for moving around the venue/location?

Are the hallways, landings and stairs free from obstructions and safe? If not, what can be done to make them safe, such as moving items, changing routes etc?

## **Toilets / Showers**

Are toilets/showers clean?

Are they separate to adults, where possible?

Are they used by adults at the same time?

If so, what arrangements are in place?

Do you have a chaperone escort to and from the toilets/showers?

## **Food and Drinks**

Is food and drink provided?

What do you do if a child who usually brings their own forgets?

Are food and drinks stored in a clean area?

Is cutlery and crockery clean?

Do the children have any food allergies?

## **Medical needs**

Do the children have any allergies?

Do the children need any special treatment (e.g. auto-injection) and can you administer it?

Where is the treatment kept?

## **Travel to and from venue / location**

Do you know when parents are collecting their child?

Do you have the name of the person collecting the child?

Has the named person shown up to collect the child?

Do you have the name/telephone number of the transport provider?

Are you expected to go with the child?

Do you have the emergency contact numbers?

## **List here action taken to resolve any difficulties or concerns**