CHAPERONE/HELPER Checklist – arrival at the venue

- **Arrive** before the children.
- Give time to have a look around and meet other people involved.
- Familiarise yourself with the venue's layout.
- Identify any hazard areas.
- Locate all fire exits and check for ease of passage (know where the evacuation point is).
- Locate toilets.
- Check the first aid facilities and know who the qualified first-aider on the premises is (there will be Dance Studio first aiders and Theatre first aiders).
- Ensure you wear your name badge that will be provided and that the children you are supervising know who you are.
- **DO NOT LEAVE** until all your children have been collected unless arrangements have been made for another Suitable Adult/Chaperone to take over the supervision of your group.
- Even if you are friends with a parent of a child that you are supervising, all children must be signed in and out at the front desk. No child is to be handed over to any parent unless this has been done. You will not be allowed to take them home at the end of your session unless we have a note in writing from the said parent.
- **PLEASE NOTE:** Pat Peazer and Janet Cenci are the contacts for concerns/problems you have about everything – do not ask the Teachers.

Checklist – duties at the venue

- For rehearsals all children will be signed in and out at the front desk but see Janet Cenci if in doubt.
- Liaise with other Suitable Adults/Chaperones/Helpers and work as a team.
- Know which children you are supervising.
- Check which dances the children in your group are in so you can ensure they are ready for their rehearsal/performance time. Running Orders and hair/costume lists will be displayed in changing areas for reference.
- Ensure:
    - you have a copy and have read The Dance Studio Safeguarding policy.
    - that there is no food sharing or that children are not eating nuts or any products containing nuts.
    - that children keep their belongings with them at all times/help them to keep their items together (especially the younger children)
    - no hot drinks are left unattended.
    - that the aisles, gangways and stairways are kept clear at all times (children must keep their belongings on the seats).
    - no children are released unless they have been signed out and collected by a parent only (unless otherwise notified to us in writing).
    - If a child needs to go to the toilet (take a few at a time), please ensure the other children are being supervised by another Suitable Adult.

PERFORMANCES - all the above plus:

- Please make sure that all walkways in the dressing rooms are kept clear at all times.
- **DO NOT** put make up on any child unless you can be sure it is with their own makeup that the parents have sent in some children may be allergic to certain products.
- Help younger children to change costume if necessary.
- **PLEASE ENSURE THAT ALL COSTUMES AND ADDITIONAL ITEMS ARE PUT BACK IN THE CORRECT COSTUME BAG – THIS IS REALLY IMPORTANT SO THAT THE COSTUMES ARE ALL READY FOR THE CHAPERONES AT THE NEXT PERFORMANCE**