**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**